

Document 6: Employee Benefits and Perks

We offer a comprehensive **employee benefits package** to support your health, financial security, and work-life balance. This document provides an overview of the benefits and perks available to eligible employees. Our benefits include medical coverage, insurance plans, retirement savings, paid time off, and various wellness and convenience perks. We want you to feel well taken care of, because your well-being is important to both you and the company.

Health Insurance (Medical, Dental, Vision): Full-time employees are eligible for our group health insurance plans. We offer **medical insurance** with several plan options (HMO and PPO plans) so you can choose what fits your needs. The company covers a significant portion of the premium cost to keep it affordable for you. Our plans include coverage for **prescription drugs, preventive care, hospital stays, and more**. We also offer **dental insurance** (covering routine exams, cleanings, and procedures) and **vision insurance** (covering eye exams and glasses/contacts). Health coverage for new employees begins on the first day of the month after your start date (for example, if you start on June 10, your coverage starts July 1). You can also enroll your eligible dependents (spouses, children) in these plans. During your first week, HR will guide you on how to enroll via our benefits portal and provide plan summaries.

Health Savings and Spending Accounts: If you enroll in a high-deductible health plan, you will have access to a **Health Savings Account (HSA)**. You can contribute pre-tax money to your HSA to pay for medical expenses, and the funds roll over year to year. The company contributes \$500 for single coverage or \$1,000 for family coverage per year into your HSA to help fund your healthcare costs. For other medical plans, we offer a **Flexible Spending Account (FSA)** for healthcare and dependent care expenses. FSAs let you set aside pre-tax dollars for things like copays, prescriptions, or daycare (note: FSAs have a “use it or lose it” rule annually). We also provide a **Commuter Benefits FSA** for transit or parking costs if you commute to the office. These accounts can save you money on your predictable expenses.

Life and Disability Insurance: The company provides basic **life insurance** for all full-time employees at no cost to you (for example, coverage equal to 1x your annual salary). This gives your designated beneficiary a financial benefit in the unfortunate event of your death. You can purchase additional supplemental life insurance for yourself or dependents at group rates if desired. We also provide **disability insurance** – both short-term and long-term. **Short-Term Disability (STD)** pays a portion of your salary if you cannot work for a short period due to illness or injury (generally up to 13 weeks). **Long-Term Disability (LTD)** can continue to provide income if a serious injury or health condition keeps you out of work beyond the short-term period. These benefits protect you financially if you’re unable to earn your salary due to health reasons. The cost of basic disability coverage is fully paid by the company.

Mental Health and Wellness: We want our employees to be healthy both physically and mentally. Our health plans include coverage for mental health services such as therapy or counseling. Additionally, we offer an **Employee Assistance Program (EAP)** – a confidential

service where you can get free counseling sessions, financial advice, or legal guidance for personal issues. We also organize wellness initiatives like optional on-site yoga classes, step count challenges, and provide subscriptions to a meditation or wellness app. Your **mental well-being** matters; don't hesitate to use these resources whenever needed.

Retirement Plan (401(k)): To help you save for retirement, we offer a **401(k) plan**. You can contribute a percentage of your paycheck to the 401(k) on a pre-tax or Roth (after-tax) basis, up to annual IRS limits. We encourage you to start contributing as soon as you're eligible (which is immediately upon hire). The company will **match dollar-for-dollar up to 4% of your salary**. This means if you contribute 4% of your pay, the company contributes an additional 4% to your 401(k). You are always 100% vested in your own contributions, and our company match vests immediately as well – so it's your money from day one. The plan offers a range of investment options (target-date funds, index funds, etc.), and you can manage your contributions and investments through the plan's website. This is a great way to build your retirement nest egg with free money from the company match.

Paid Time Off (Vacation, Sick, Holidays): We consider **paid time off (PTO)** part of our benefits package, though details are covered in Document 7 (Leave Policies). In summary, we offer generous time off: starting at 15 days of vacation per year, plus sick days and paid holidays. Please refer to the Leave document for specific numbers and how to request time off. We strongly encourage you to use your vacation time to rest and recharge – it's important for your work-life balance.

Additional Perks and Benefits: Aside from the core benefits above, we have several other perks:

- **Flexible Work Schedules:** As mentioned in Document 3, we support remote work and flexible hours where possible, which many employees consider a valuable perk (e.g., the ability to work from home a few days a week).
- **Tuition Reimbursement:** We offer a tuition assistance program for job-related education. If you wish to take courses or pursue a certification related to your role, the company can reimburse a portion of tuition or fees (typically up to \$5,000 per year for approved programs). Investing in your development benefits both you and us.
- **Training and Development:** We provide access to an online learning platform with courses on both technical skills and soft skills. Additionally, we hold in-house workshops and lunch-and-learn sessions. These opportunities help you grow in your career.
- **Commuter Benefits:** If you commute to the office, you can use pre-tax dollars for public transit or parking (via the commuter FSA noted above). Also, our office has free parking and is conveniently located near public transportation.
- **Snacks and Meals:** Our office kitchen is stocked with complimentary coffee, tea, and healthy snacks. We also cater team lunches occasionally and have monthly "Bagel

Breakfast” gatherings.

- **Employee Discounts:** We have negotiated discounts for our employees at certain local gyms, restaurants, and retailers. Check our intranet for a list of current discounts – for instance, employees get 10% off at a nearby fitness center.
- **Company Events:** We host events like annual holiday parties, summer picnics, and team outings (escape rooms, bowling nights, etc.). These are fun ways to relax and bond with colleagues outside of work.
- **Recognition Programs:** Through our peer recognition program, you can earn rewards (gift cards, extra time off) when colleagues acknowledge your good work. We also honor work anniversaries and have an “Employee of the Quarter” award with a small bonus.

Eligibility and Enrollment: Most benefits are available to full-time employees. Part-time employees (working 20+ hours) may have pro-rated or limited benefits eligibility (for example, they can contribute to 401k but might not get full health coverage – HR can clarify specifics). New hires have 30 days from their start date to enroll in health, insurance, and FSA benefits. If you miss that window, you’ll have to wait until the annual open enrollment (unless you have a qualifying life event like marriage or birth of a child). HR will guide you through the enrollment process in your first week – be sure to complete your benefits enrollment by the deadline.

We believe our benefits package is a **competitive** one designed to meet the needs of our diverse team. If you have questions about any benefit or need help with enrollment forms, contact the HR Benefits Coordinator. We also provide a detailed Benefits Handbook (available on the intranet) with plan specifics, coverage details, and policy numbers for insurance. Take advantage of these benefits – they are an important part of your total compensation and reflect our commitment to your well-being.