



SUMMARY OF BENEFITS

Health and Welfare Benefits

- Comprehensive Health Coverage includes medical, prescription drug, and vision coverage (ECR).
- Dental Insurance (ECR).
- Basic Life Insurance and Accidental Death and Dismemberment Insurance (EF).
- Voluntary Life Insurance (ECR).
- Long-Term Disability Coverage (EF).
- Short-Term Disability Coverage (EF).

ECR = Employee Contribution Required

EF = Employer Funded

Flexible Time Off (Salaried Employees Only)

The Company's current policy provides for eligible employees to take time off when they require it, enabling employees to balance the responsibility of both their work and home lives. This time can be used for either sick leave or vacation leave. Employees must comply with the FTO policy's time off request and approval process. Time off in excess of thirty business days within a calendar year requires management and corporate approval.

Benefits under the Paid Leave plan are subject to change at the Company's election.

401(k) Benefit

- 401(k) Plan -- administered by Northwest Plan Services.
- Maximum pre-tax employee contribution is \$22,500 in 2023 (subject to IRS limits).
- Employees may contribute up to 100% of their eligible compensation in pre-tax contributions (subject to IRS limits).
- Employer Match (100% of your pre-tax contributions up to 3% of eligible compensation, plus 50% of your pre-tax contributions on the next 2% of eligible compensation). If you contribute 5% of your eligible compensation, you will receive the maximum match of 4% of eligible compensation.

Flexible Spending Accounts

- Flexible Spending Account for Child or Dependent Care.
- Flexible Spending Account for Uncovered Medical, Dental, or Vision Expenses.



Additional Benefits

- Flexible Work Arrangements (including flextime and compressed workweek – dependent upon supervisor and/or client approval).
- Automatic Deposit of paychecks.
- CIGNA Nurse Line -- a service that is staffed by personal nurse advocates, accessible via toll-free number (24/7/365) or online chat (M-F 9am - 3pm ET).
- Ability Assist (R) -- Provided by The Hartford, Highmark's full-service Employee Assistance Program (EAP).
- Leaves of Absence – Family & Medical Leave (without pay), Parental Leave (without pay), Personal Leave (without pay), Military Leave (with pay for reserve and without pay for Active Duty), and Court-Duty Leave with pay.
- Candidate Referral Bonus – Paid to staff members who refer a candidate that is successfully hired and placed on an assignment. New employee must complete 90 days of service.
- New Business Opportunity Rewards Program - Paid to employees who refer business opportunities into new accounts, after work is begun.

Eligibility for all benefits depends upon the successful completion of applicable eligibility requirements.