



Time Off:	
Description	Details
Paid Time Off	<ul style="list-style-type: none"> <li>• PTO accruals begin at 20 days in the first year, increasing every few years up to 30 days after 25th year of employment</li> <li>• PTO accruals for management and senior level positions begin at 22 days in the first year of employment with regular increases up to 30 days after 25 years</li> </ul>
Sick Time	<ul style="list-style-type: none"> <li>• 6 sick days (48 hours) per year</li> <li>• Balance rolls over year over year, 520 hours maximum accrual</li> <li>• May be used to care for self, children, spouse, parents</li> <li>• May be used for reasons related to domestic violence, sexual assault, or stalking related to employee or employee family members</li> </ul>
Holidays	<ul style="list-style-type: none"> <li>• 10 or more holidays per year depending on calendar year</li> <li>• 1 birthday holiday</li> </ul>
Bereavement Leave	<ul style="list-style-type: none"> <li>• 5 days paid leave</li> <li>• May be used to handle matters related to death and grieving</li> </ul>
Paid Parental Leave	<ul style="list-style-type: none"> <li>• 12 weeks paid leave for all primary caregivers per birth or adoption</li> <li>• 8 weeks paid leave for all secondary caregivers per birth or adoption</li> <li>• Runs concurrently with the following leaves, to the extent the employee is eligible: FMLA Leave, CFRA Leave, New York Paid Family Leave, California Pregnancy Disability Leave, California Paid Family leave, and San Francisco Paid Parental Leave Ordinance, Colorado Family and Medical Leave, Washington Paid Sick Leave</li> </ul>



Health & Wellness:	
Description	Details
Health Insurance (Medical, Dental, & Vision)	<ul style="list-style-type: none"> <li>• Eligibility for all plans begins on the 1<sup>st</sup> of the month coinciding with or following the hire date for employees working 24 hours or more per week</li> <li>• Company pays 95% of employee premium and a portion of dependent premiums (~60% depending on plan and members covered)</li> <li>• Medical plans offered through                             <ul style="list-style-type: none"> <li>○ Meritain CDHP with HSA (includes employer contribution)</li> <li>○ Meritain POS (PPO)</li> <li>○ Kaiser HMO (for CA employees only)</li> </ul> </li> <li>• Dental plan offered through Delta Dental PPO</li> <li>• Vision plan offered through VSP Signature</li> </ul>
Health & Wellness (continued):	
Description	Details
Long-Term Disability Insurance (LTD)	<ul style="list-style-type: none"> <li>• LTD covers 60% of base salary to a maximum benefit of \$15,000 monthly following eligibility; provided at no cost to employee</li> <li>• Provided at no cost to employee</li> </ul>
Life Insurance and AD&D Insurance	<ul style="list-style-type: none"> <li>• 2.5 x Annual Earnings up to a maximum of \$300,000 basic life insurance provided at no cost to employee</li> <li>• 2.5 x Annual Earnings up to a maximum of \$300,000 basic AD&amp;D insurance provided at no cost to employee</li> <li>• Additional options available to purchase life insurance at a nominal cost</li> </ul>
Employee Assistance Program (EAP)	<ul style="list-style-type: none"> <li>• Comprehensive program through SupportLinc offering support, guidance, and resources to help all employees and family members resolve personal issues up to 3 visits at no cost to employee</li> </ul>
Concierge	<ul style="list-style-type: none"> <li>• Healthcare related services through Touchcare offering support for doctor recommendations, care plans and coordination, preventative care guidance, bill explanations and resolutions, upfront pricing information, and appointment scheduling</li> </ul>
Retirement Plan (401(k))	<ul style="list-style-type: none"> <li>• Employees may contribute pre-tax or post-tax dollars into their account on a semi-monthly basis</li> <li>• After meeting eligibility requirements, the company will begin to make a discretionary profit-sharing contribution into the employees' 401(k) account (the current employer contribution amounts to 4% of salary and bonus up to the annual limits)</li> </ul>



<b>Flexible Spending Accounts</b>	<ul style="list-style-type: none"> <li>Allows employees to set aside pre-tax dollars for payment of related expenses</li> </ul>
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Annual Compensation:	
Description	Details
<b>Compensation</b>	<ul style="list-style-type: none"> <li>Compensation is reviewed annually, with salary increases typically effective January 1</li> <li>First year schedule may vary based on hire date</li> </ul>
<b>Performance Bonus</b>	<ul style="list-style-type: none"> <li>Performance goals are set annually, and performance reviews take place in 4th quarter</li> <li>Annual performance bonuses are paid, at the discretion of the company, based on individual and organizational performance at year-end following completion of the annual performance review process</li> </ul>

Other Benefits:
<p>In addition to the above, employees are offered the following benefits:</p> <ul style="list-style-type: none"> <li>Flexible Work – most positions follow a hybrid work schedule with 2 days in the office and 3 days working remotely.</li> <li>Laptop and Communication Stipend – company-owned laptops with the option of additional monitor(s), keyboard, and docking stations are provided for working remotely; and a monthly communication stipend of \$50 to offset cell phone and internet services costs</li> <li>Professional Growth – financial assistance for professional designations and continuing education related to area of expertise for professional growth within the organization</li> <li>Rewards and Recognition – a comprehensive rewards and recognition program for employees to recognize their colleagues</li> </ul>