



8315 Lee Hwy, Suite 230, Fairfax, VA 22031

Employee Standard Benefits Information

1. Paid Time Off (PTO) and Holidays

- PTO applies to both vacation and sick time away from work
- PTO accrues each month based on the number of hours worked, per the table below:

Years of employment	Max Hours Accrued/Month	Max Hours Accrued/ Year	Maximum Carry Over/ Year
0 to 5	10	120	240
5+	13.33	160	320

- 10 Federal Holidays
 - Holidays are observed as customers observe them and will be treated as floating days if an employee must work on a holiday
- Military Leave – up to 40 hours annually

2. Health Insurance

- Menu of choices from third party administrator Tri-Net Inc.
 - Choices include PPO, HMOs from national carriers
 - All benefit-eligible employees are entitled to full use of their benefits from their first day of employment and enrollment in our group benefit plans
 - Benefits include Short-Term Disability, Dental, and Vision plans
- Company Benefit Supplement will pay the following per month towards an employee's benefit plan:

Category	Supplement
Employee Only	\$500
Employee & Child <u>or</u> Spouse	\$700
Employee & Child <u>and</u> Spouse	\$ 900

- For employee's plans that are under the Benefit Supplement, the employee will receive the company contribution (\$500 max monthly) difference in their paycheck. If an employee opts out of company-sponsored health benefits, the employee will receive the Opt Out allowance (\$500 monthly) in the paycheck.

3. 401(k) Program

- Available from 1st day with the company
- Up to \$5000.00 matching contributions from the company annually (based on Federal guidelines and required employment duration per calendar year)
- 3-year vesting schedule (1/3 each year of company contributions)

4. Flexible Spending Account

- Available to all employees through benefits provider

5. Tuition Reimbursement Program (eligible after 6 months of employment)

- Up to \$3000.00 annually
- Tuition reimbursed after successful completion
- Academic (College/University Degree pursuit)
 - Successful completion with a grade of "B" or higher
- Certification Courses and Tests
 - Successful completion and pass certification test
- All reimbursements require a 1 year commitment

6. Parking and Metro Fees

- When working at a client site, employees may submit for reimbursement all parking fees and/or Metro costs not to exceed \$100/month.

7. Extended hours

- For workers billing against a contract, overtime pay authorization is determined by the contract. Extended hours apply to salaried employees, and will be paid on a standard hourly rate (straight time) for contract hours worked above 40 hours per week.

8. Referral Bonus

- Any Blue Glacier employee can earn a \$2000 referral bonus if he/she refers a candidate that we interview and hire. The candidate must stay with Blue Glacier for at least 90 days.