

EMPLOYEE BENEFITS OVERVIEW 2022-2023

Thomas & Herbert Consulting LLC (T&H) recognizes that employees have different needs when it comes to benefit plan designs. We take great pride in offering a comprehensive benefits program designed to attract and retain our valued employees while responding to the needs of a diverse work force. Some T&H benefit plans become effective on the employee's date of hire and some T&H benefit plans become effective on the first day of the month following the employee's date of hire. The employee's portion of insurance premiums are generally payroll deducted on a **pre-tax** basis saving substantial dollars.

COMPANY BENEFITS

Paid Leave

T&H does not operate on an accrual leave program as do most employers. Such programs require employees to work for an extended period of time before they are able to take paid leave. T&H's regular, full-time employees are awarded leave the 1st of the month following their date of hire. Employees with 1 to 2 years of service are provided 15 leave days per year. From 3 to 6 years of service, employees are provided 20 leave days per year. From 7 to 9 years of service, 25 leave days are provided per year. After 10 plus years, employees are provided 30 leave days per year.

Holidays

T&H observes 11 paid federal holidays and 1 floating holiday.

Employee Referral Bonus

At T&H we believe *talent begets talent*. We offer a referral bonus of \$3,000 to full-time employees who refer an individual for employment with T&H. The referral bonus is paid once the referral has successfully completed a ninety-day introductory period with T&H.

Automatic Payroll Deposit

T&H offers employees automatic payroll deposit. Employees may designate up to three bank accounts for direct deposit.

Professional Development

T&H is committed to providing you with the support and guidance needed to succeed. This starts with an individual Career Planning Record with you and your manager after completing your 90-day introductory period. Throughout your career with T&H, you will have the opportunity to benefit from a variety of professional development and learning opportunities that are targeted to increase functional competence and leadership capabilities while inspiring personal growth.

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HEALTH & WELFARE BENEFITS

The following benefits are supported by T&H

Medical Insurance

Group medical insurance is offered through CareFirst BlueCross BlueShield. Employees have three plans to select from; A Health Maintenance Organization (HMO), a Point-of-Service (POS) Opt-Out Plan, and a Preferred Provider Organization (PPO).

Prescription Drug Card

Participants in the medical plan participate in a three-tiered benefit prescription drug card program. A mail order service is also available that provides substantial savings on 90-day prescriptions.

Life Insurance

T&H provides life insurance coverage for eligible full-time employees.

Long-Term Disability Plan

Eligible full-time employees are provided long-term disability insurance. No medical evidence of insurability is required if employee enrolls within 31 days of hire.

Dental Insurance

T&H's dental coverage is offered through CareFirst BlueCross BlueShield.

Vision Discount

T&H's vision discount plan is provided through CareFirst BlueCross BlueShield.

401(k) Retirement Plan

Eligible T&H employees may participate in the 401(k) plan through ADP Retirement. The plan allows you to reduce your taxable base compensation by up to 50% to an annual IRS maximum through payroll deductions.

Voluntary Short-Term Disability Plan

Eligible full-time employees may enroll in the voluntary short-term disability. As a convenience to T&H employees, premiums are payroll deducted and remitted to the provider.

Legal Services

T&H provides eligible full-time employees the opportunity to purchase legal & identity theft protection through the services of Legal Shield. This benefit offers employees a variety of important legal services to include: 24/7 emergency legal access, IRS audit services, traffic ticket representation, consumer & credit services, wills, real estate documents and contract review and protection against identity theft for employees and their children.