

BENEFITS SUMMARY



FULL - TIME EMPLOYEES

EMPLOYEE INSURANCE PROGRAM

For the following benefits, see the Group Insurance Benefits and Enrollment Guide and Monthly Premium Cost Listing for more detailed information:

- Medical Insurance Benefits (HMO, OAP, CDHP)
- Dental Insurance Benefits
- Vision Insurance Benefits
- Life & Accidental Death Insurance Benefits
- Short-Term Disability Benefits (state program in California & Massachusetts)
- Long-Term Disability Benefits
- Long-Term Care
- Flexible Spending Account Plan
- Health Savings Account
- Commuter Transit Benefits
- Employee Assistance Plan (EAP)
- Group Travel Accident Plan
- Voluntary Benefits (LegalShield, Consumerism Card, Pet Insurance)

EMPLOYEES' SAVINGS PLAN 401 (K)

- Current Discretionary Matching formula: 25% of the first 8% of salary, paid annually, must be employed December 31st for match.
- Vesting: 25% per year
- Former employer's qualified 401 (k) funds may transfer into the Firm's 401 (k) Plan at any time.
- Eligible upon first day of employment. Automatic enrollment after 90 days of employment if employee has not enrolled nor waived enrollment.

PROFESSIONAL LICENSE + LEED

- One paid professional license (including the cost for mandatory accessibility training required in the State of California).
- Professional Licensure Bonus for first-time, newly-licensed professionals (more detail in Employee Handbook)
- LEED accredited professionals with a specialty designation will be reimbursed the two-year maintenance fee. (See policy regarding Sustainability Credential Maintenance in Employee Handbook.)

OVERTIME COMPENSATION

Paid in accordance with applicable state and federal law for non-exempt staff.

VOLUNTEERING

Paid time off up to 16 hours annually, for each employee to participate in volunteer activities of their choosing, as a service to non-profit organizations or charitable groups.

DIVERSITY/INCLUSION MEMBERSHIPS

Reimbursement up to \$200 towards diversity and/or inclusion professional organization membership dues. The employee will be responsible for payment of the first \$50 of the membership dues and any remaining balance for dues that cost more than \$250. If an employee is an officer within the diversity and/or inclusion professional organization the company will pay 100% of the membership dues up to \$1,000.

VACATION

- Minimum of two weeks earned per year and increases by length of employment.
- Accrues from first day of employment and available for use after 60 days of employment.

Office Closure All HED offices will be closed from Monday, December 27th, 2021 through Sunday, January 2nd, 2022. Employees have the option to utilize vacation pay to avoid the time being unpaid.

PAID HOLIDAYS

- New Year's Day
- Martin Luther King Jr. Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day-

Extended Holiday – Employees may opt to extend their holiday weekends in coordination with announced office closure days and an optional modified work schedule

SICK LEAVE

80 hours per year starting on first day of employment; prorated for partial year.

FLEXIBLE WORK HOURS/LOCATION

Subject to project requirements, employees may adjust their start/end times while maintaining the core offices hours of 9am-4pm, Monday through Friday. Employees may also voluntarily request remote work, subject to approval. Base level equipment and an annual technology stipend will be provided to employees whose home is their primary work location.

TECHNICAL SEMINARS

Cost to attend authorized seminars or professional society activities including time off with pay if during regular work hours, subject to prior approval.

NOTE: The above benefits are subject to change at the discretion of leadership. This "Benefits Summary" is only a general overview. Please refer to the Employee Handbook for a detailed description of the benefits and the related policies.