

2020 BENEFITS SUMMARY

FULL - TIME EMPLOYEES

EMPLOYEE INSURANCE PROGRAM

Group Benefit offerings include the following. See Benefit Enrollment Program Guide for cost and coverage details.

- Medical Insurance Benefits (HMO, OAMC, CDHP)
- Dental Insurance Benefits
- Vision Insurance Benefits
- Life & Accidental Death Insurance Benefits
- Short-Term Disability Benefits (state program in California)
- 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)

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 for seniority hire dates later than 12/31/2016, otherwise immediate 100% vesting
- 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.)

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.

OVERTIME COMPENSATION

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

EMPLOYEE DISCOUNT PROGRAM

Discounts are offered from auto companies, retailers, restaurants, entertainment establishments, vacation venues.



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.

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 WORKING HOURS

Subject to project requirements, employees may adjust their work schedules while maintaining core office hours of 9 am- 4 pm, Monday through Friday.

BUSINESS CASUAL DRESS POLICY

If not involved in any client meetings inside or outside of the office, or at a project construction site, discretionary "casual business attire" is allowable Monday through Friday of each week.

VOLUNTEER SPONSORSHIPS

HED provides up to 16 hours of paid time off work annually for each employee to participate in volunteer activities of their choosing as a service to non-profit organizations or charitable groups. HED will also sponsor volunteering activities that are of specific interest to the organization.

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.