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ATTORNEYS AT LAW

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## **Staff Benefit Summary (Non-Exempt Employees)**

- ◆ **Medical Insurance** (HDHP w/HSA) After 1 Month Service
  - Premiums for Employee Paid by Firm
  - Premiums for Employee's Dependents Paid by Employee at a Reduced Rate
  - Prescription Benefits, Local and Mail-Order Pharmacy Coverage
  - Up to 50% of Deductible Funding of HSA by the Firm for Those Electing Employee Coverage and Up to 40% of Deductible Funding by the Firm for Those Electing Family Coverage
- ◆ **Employee Assistance Program**
- ◆ **Section 125 Cafeteria Plans** - Flexible Spending Account After 1 Month Service
- ◆ **Voluntary Dental** After 1 Month Service
- ◆ **Life Insurance** Paid by Firm at 1.25 times Yearly Salary to \$50,000 1<sup>st</sup> Day of Month Following 1 Month Service
- ◆ **Long-Term Disability** Insurance Paid by Firm 1<sup>st</sup> of Month After 1 Month Service
- ◆ **Short-Term Disability** Insurance Paid by Firm After 5 Years of Service
- ◆ **Voluntary Short-Term** Group Policy Available to Employees With Less Than 5 Years Service
- ◆ **Profit Sharing** Plan After 1 Year Service +, Beginning January 1 or July 1
- ◆ **401(k)** Plan After 1 Year Service +, Beginning January 1 or July 1
- ◆ 29 Paid Leave Days Per Year
  - 10 Paid Vacation Days Per Year (After 1 Year Service)
  - 10 Paid Personal Days Per Year (Accrued 1 Day per Month)
  - 9 Paid Holidays Per Year
- ◆ Yearly Salary Review
- ◆ Paid Semi-monthly
- ◆ 37.5 Hour Work Week (8:30-5:00 M-F)
- ◆ Staff Lunch & Learn Sessions
- ◆ Employee Recognition Programs and Social Events

*Nothing in this summary shall be construed to create an express or implied contract of employment or to otherwise imply a contractual relationship between Gallivan, White & Boyd, P.A. and any employee. Notwithstanding any of the provisions of this summary, all employees are at-will employees.*