




QUESTIONS?

 123-456-7890

 xx@xxxx.com

 <https://lifeatyourcompany.com>

BENEFITS REVIEW

COVERAGE IS AVAILABLE ON DAY 1



MEDICAL, DENTAL, & VISION

- Coverage is retroactively effective on day one of employment.
- HSA medical plan costs are covered for you and your family at 100%.
- PPO medical plan costs are covered for you and your family at 85%.
- Dental insurance costs \$9 monthly for employees and \$18 monthly for family.
- Vision insurance costs \$3 monthly for employees and \$12 monthly for family.



TIME OFF

- Employees receive 160 hours of paid vacation time annually. Time accrues at 13.35 hours per month. Paid vacation accrual increases every five years.
- Employees receive unlimited sick time.
- Employees receive 12 paid holidays annually.
- Employees receive an additional three days of time off annually for personal wellness. All three days are allotted on January 1st each year.



PARENTAL BENEFITS

- Paid maternity and paternity options are available. The company offers up to eight weeks of paid maternity leave and up to four weeks of paid paternity leave. Leave is paid at 100%.
- The company offers a dependent care flexible spending account.
- The company offers childcare discounts at partnering organizations.



RETIREMENT


- Employees may start contributing to their 401k on day one of employment. Contributions may be made on a Roth or pre-tax basis.
- The company matches up to 5% of employee contributions after employees complete one year of full-time employment. Employees are fully vested in the company match after two years of full-time employment.





CAREER DEVELOPMENT

- \$5,200 in tuition assistance is offered annually to full-time employees.
- Any certifications required by the company are paid for by the company at 100%.
- Full-time employees are eligible to attend two professional conferences annually.
- Performance evaluations are conducted quarterly.

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DISABILITY & LIFE INSURANCE

- The company provides \$30,000 in life insurance. Employees have voluntary life insurance options as well.
- The company covers short-term and long-term disability coverage at 100% for the employee following six months of full-time employment.



ADDITIONAL PERKS

- Free lunch is offered to all employees on Fridays - "Free Fridays!".
- Employees are eligible to work remotely following a 90-day probationary period.
- Full-time and part-time employees are eligible for three free counseling sessions annually.



EMPLOYER RECOGNITION

- The company has been awarded national "Best Place to Work" recognition every year since 2010.
- The company belongs to the National Council of Non-Profits, allows employees access to the top professionals and networking events in the industry.
- The company has opened four new buildings in the last 10 years. The company also added a new job coaching service line for clients in 2022.
- 20% of employees received a promotion in 2022. Promotional opportunities have led to excellent tenure in the organization, with average years of service hitting a historic high of 11 years in 2022.
- The company makes an impact in the community, partnering with the Central PA Food Bank and Cold Weather Shelter. Paid community service opportunities are offered to employees eight times a year.