

2022 CONSTANT Benefits Summary

Constant Associates is excited to offer the following benefits to our team members. We regularly review these benefits and programs to ensure we are highly competitive with the market. Full-Time is defined as team members regularly scheduled to work 30 hours per week or more. Refer to Plan Documents for more details.

Benefit Type	Details
Healthcare	<p><u>Healthcare Plans</u>: Full-time team members in California have the opportunity to enroll in a Kaiser Permanente medical plan. There is a choice of three different plans. Premiums are paid on a pre-tax basis. Eligibility begins the 1st of the month following hire date. Annual Open Enrollment is January of each year and changes are effective February 1. Changes to elections are permitted during Open Enrollment and/or based on a qualified Life Status Change (birth/adoption, death, relocation, loss of coverage, marriage/divorce).</p> <p>Team members outside of California: We are exploring medical plans and will provide regular updates.</p> <p><u>Healthcare Stipend</u>: All Full-Time team members are eligible for a \$150/per payroll healthcare stipend [taxable] to help towards expenses for healthcare insurance. This allows team members to find a healthcare plan that suits their personal preferences.</p>
Dental	All Full-Time team members are eligible to enroll in an employee-paid DPPO plan through Guardian Preferred. Premiums are paid on a pre-tax basis. Eligibility begins the 1 st of the month following hire date. This plan is available nationwide.
401(k)	All team members are eligible for our 401(k)-program following one year of employment. The plan offers a 100% company match up to your first 3% deferred. Plus, a 50% match on your next 2% deferred. There is a wide variety of investment options through American Funds from Capital Group and is an excellent way to save for retirement. Contributions can be made on a pre-tax and Roth after-tax basis and are 100% vested. For 2022, the maximum contribution is \$20,500 (and additional \$6,500 for Catch Up contributions for age +50). www.capitalgroup.com/retire Rollovers from other 401(k) plans are permitted at any time.
Annual Bonus	All team members have the potential to earn a discretionary, annual bonus based on the achievement of company performance and individual goals during the calendar year. Hire date must be on or before August 31 of the current year.

Summary Sheet

Paid Time Off	<p>Full-Time team members immediately begin accruing up to 120 hours of PTO [5 hours per pay]. After three years of employment, PTO accrual increases to 160 hours. Team members with the level of Director or above are eligible for unlimited PTO. PTO must be approved in advance. The accrual amount for team members working 30 hours/week is 3.75 hours per pay. PTO hours carry over to the next year and the accrual will stop once the maximum is reached. PTO is paid out upon leaving CONSTANT. PTO balances can be found in Unanet.</p>										
Paid Holidays	<p>Ten (10) paid holidays are provided for Full-time team members. To provide the ability to observe or celebrate other holidays based on religious or cultural beliefs, or if conflicts with a client's holiday schedule, a team member may coordinate with their Manager to exchange holidays for other days within the same calendar year (denoted on timesheet):</p> <table border="0" data-bbox="407 703 1284 863"> <tr> <td>New Year's Day – Fri 12/31/2021</td> <td>Labor Day – Mon 9/5</td> </tr> <tr> <td>MLK, Jr. Day – Mon 1/17</td> <td>Indigenous Peoples Day – Mon 10/10</td> </tr> <tr> <td>Memorial Day – Mon 5/30</td> <td>Veteran's Day – Fri 11/11</td> </tr> <tr> <td>Juneteenth Day – Mon 6/20</td> <td>Thanksgiving Day – Thu 11/24</td> </tr> <tr> <td>Independence Day – Mon 7/4</td> <td>Christmas Day – Mon 12/26</td> </tr> </table>	New Year's Day – Fri 12/31/2021	Labor Day – Mon 9/5	MLK, Jr. Day – Mon 1/17	Indigenous Peoples Day – Mon 10/10	Memorial Day – Mon 5/30	Veteran's Day – Fri 11/11	Juneteenth Day – Mon 6/20	Thanksgiving Day – Thu 11/24	Independence Day – Mon 7/4	Christmas Day – Mon 12/26
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Paid Sick Time	<p>All Part-Time (less than 30 hours per week) and all California team members immediately have available 24 hours of sick time each calendar year. These hours do not carry over and are not paid out upon leaving CONSTANT.</p>										
Professional Development	<p>CONSTANT provides a culture of support for ongoing growth and development. This includes access to CONSTANT University, consistent sharing of training opportunities by team members, Coffee with Michelle, CONSTANT Conversations, CONSTANT Summit, Manager's Huddle, conferences, mandatory training, and certifications.</p> <p>In addition, we have iSolved University and Unanet University. iSolved University contains +150 free courses in Leadership, Business Skills, IT, Microsoft software, and many more. Unanet University has on-demand and Instructor-Led courses, many are free and some are for a fee. Team members are encouraged to register for both iSolved and Unanet University. Collaborate with your Manager to create a specific development plan based on your career goals and development needs.</p>										
Volunteer Time Off (VTO)	<p>CONSTANT offers all team members eight (8) hours of paid volunteer time off per calendar year that supports our mission in disaster preparedness and/or emergency management. This time can be divided into smaller increments. Contact your Manager to schedule.</p>										
Teleworking Privileges	<p>CONSTANT provides flexibility to team members to execute their duties via telework. Each team member's telecommuting (work from home) privileges are crafted by their Manager based on their job function, location and performance.</p>										
Work From Home (WFH) Stipend	<p>All team members are provided with a \$50/per payroll [taxable] stipend to help cover the cost of teleworking (work from home) expenses such as telephone, equipment, office supplies, and internet.</p>										

Summary Sheet

Aflac	<p>All team members have the opportunity to enroll any of three (3) plans: The Accident Plan, The Hospital Plan and The Critical Illness Plan. These plans are employee-paid. The Accident and Hospital Plans are paid on a pre-tax basis. The Critical Illness Plan is paid on an after-tax basis. Eligibility begins the 1st of the month following hire date. Rates vary by State. For more information, contact Cameron Bell, Aflac, (310) 378-0185, Cameron_bell@us.aflac.com.</p> <p>CONSTANT Associates Aflac video: https://www.youtube.com/watch?v=8xrEdIMXuc4&feature=youtu.be&ab_channel=CameronBell</p>
Life & Accidental D&D Insurance	<p>Full-time team members receive CONSTANT paid Life Insurance and AD&D of \$50,000.00 through Guardian. Eligibility begins the 1st of the month following hire date. Guardian Insurance Everyone Deserves a Guardian (guardianlife.com)</p>
Short Term Disability	<p>All full-time team members are eligible to receive 60% of pay up to \$2,308/weekly for pregnancy, illness, or injury that keeps them from being able to work. There is a one-week waiting period then the company-paid plan covers the team member up to 13 weeks, based on the doctor's orders. Contact Guardian Telegard: (888) 262-5670 Plan #: 526931 to begin the process. States with mandated disability plans may impact this plan.</p>
Long Term Disability	<p>Full-time team members receive CONSTANT paid Long-Term Disability through Guardian for up to 60% of their salary to a maximum of \$6,000.00 per month. Wait period is 90 days. Eligibility begins the 1st of the month following hire date.</p> <p>Guardian Insurance Everyone Deserves a Guardian (guardianlife.com)</p>
Employee Assistance Program [EAP]	<p>Full-time team members have access Uprisehealth. This valuable benefit provides expert Counselors, training, on-demand courses, and wellness resources. Uprisehealth services are available in a variety of methods, including phone, online, chat, and email, 24/7. Contact Uprise: (800) 386-7055 or by Chat or online. Use Access Code: 70101.</p> <p>Uprise Health Member Portal</p>
Employee Referral Program	<p>All team members are eligible to receive a \$500 Employee Referral Bonus for successful hire of a referred candidate following 60 days from hire date. Please refer to the Employee Referral Program for more details. [Excludes hiring manager, HR, Director and above].</p>
Payroll	<p>CONSTANT pays on a semi-monthly basis (24 times per year) on or about the 5th and the 20th of each month.</p>
Questions?	<p>Please contact Maggie Peters, People & Culture Manager maggie@constantassociates.com</p>
