

# BENEFITS SUMMARY

A comprehensive benefits package is offered to employees who are hired to work 30 hours or more each week on a consistent basis. Employees hired to work less than 30 hours per week are not eligible for benefits. Only full time employees are eligible to accrue Paid Time Off (PTO).

## Annual 401 K Employer Contribution:

Knowesis will match employee contributions dollar for dollar up to 3% of the employees gross salary and 50 cents per dollar after, up to a maximum of 5% of the gross salary. Eligibility for company contributions begins the first day of employment.

## Medical/Dental/Vision:

Medical, dental, and vision benefits offered to you as a full-time Knowesis employee.

## Life Insurance, Short Term and Long Term Disability:

Each of these insurance options are offered at no cost to the employee. Additional voluntary benefits include additional life insurance coverage for employee, coverage for their spouse and dependent supplemental life insurance.

## Profit Sharing:

Profit sharing is issued in the last quarter of the year, and based on company profitability. Profit sharing is not guaranteed and participation requires attainment of utilization target, acceptable performance ratings, and goal attainment.

## Business Development Incentive:

You are eligible for an incentive for any contracts awarded as a result of your initiative. The incentive is based on the services portion of the contract award. Incentive awards will not exceed 5% of the net profit for the total contract award. This award may be shared among multiple employees in varying amounts, but will never exceed the amount paid as if there were only one recipient. The Managing Principal must approve the incentive and all recipients. Payment of this incentive will be paid over the duration of the contract (multi-year), provided the profitability margins are maintained. Awards will be paid out on a quarterly basis.

## Education and Training:

Education and training reimbursement is offered up to \$1,500 per calendar year, \$500 of which can be used toward qualified training classes.

### TIME OFF

Paid time off includes 10 federal holidays and the following:

- Accrues per pay period
- 2020: 20 days annual maximum
- Prorated: 6.1538 hours per pay period

## Medical and prescription bi-weekly employee contributions

	High PPO	HDHP
Employee	\$60.61	\$20.79
Employee & spouse/domestic partner	\$254.69	\$152.78
Employee + child(ren)	\$182.42	\$107.25
Family	\$411.82	\$251.10

## Employee bi-weekly dental contributions

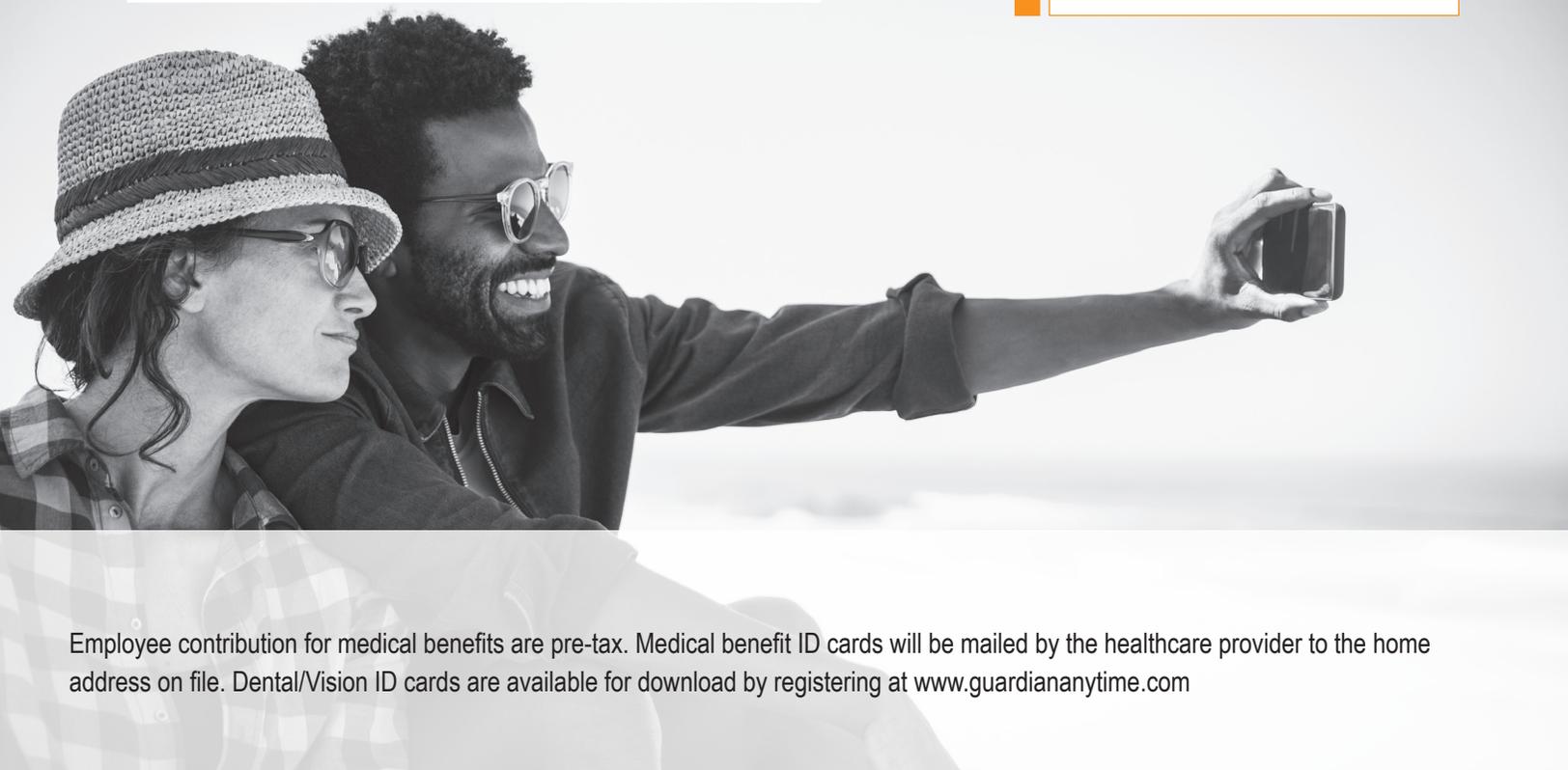
	High DPPO	Low DPPO
Employee	\$6.72	\$3.12
Employee & spouse/domestic partner	\$25.56	\$15.80
Employee + child(ren)	\$25.55	\$16.03
Family	\$38.31	\$23.95

## Employee bi-weekly vision contributions

Employee	\$2.90
Employee & spouse/domestic partner	\$4.89
Employee + child(ren)	\$4.98
Family	\$7.89

QUESTIONS?

Contact Knowesis Human Capital  
[humancapital@knowesis-inc.com](mailto:humancapital@knowesis-inc.com)



Employee contribution for medical benefits are pre-tax. Medical benefit ID cards will be mailed by the healthcare provider to the home address on file. Dental/Vision ID cards are available for download by registering at [www.guardiananytime.com](http://www.guardiananytime.com)