



*Your benefits at a glance...*

## **KeyLogic Benefits Overview**

*The following is a brief overview of benefits for KeyLogic Systems, Inc. and KeyLogic Services, LLC employees.*

### **Benefits include:**

- Health Care Coverage
- Dental Coverage
- Basic Life Insurance
- Short-Term Disability
- Long-Term Disability
- Optional Life Insurance
- 401(k) including Roth 401(k)
- Flexible Spending Accounts
- Paid Vacation
- Personal Days
- Paid Holidays
- Training/Tuition Reimbursement
- Recruitment Bonus Program
- Employee Assistance Program (EAP)
- Gym Membership Reimbursement
- Wellness Program
- Transit Program
- Federal Credit Unions
- Incentive Plans & Award Programs
- Employee Events

### **Health Care Coverage**

Medical insurance is provided through Mountain State Blue Cross/Blue Shield. The plan is a Preferred Provider Organization (PPO) plan

#### **Highlights:**

- \$10 office visit co-pay
- Annual physical Exam...\$10 office visit, 100% covered including related charges when in Network, No Deductible
- Preventive Care Procedures...\$10 office visit, No Deductible

### **Dental Insurance**

KeyLogic's dental insurance is provided by Guardian Dental.

### **Basic Life Insurance**

KeyLogic provides a Life Insurance policy at no cost to the employee.

### **Short-Term Disability**

KeyLogic provides Short Term Disability insurance coverage at no cost to the employee.

### **Long-Term Disability**

KeyLogic provides Long Term Disability insurance coverage at no cost to the employee.

### **Additional Voluntary Insurance**

KeyLogic offers a variety of additional insurances available for purchase on a voluntary basis. Additional offerings:

- Life Insurance
- Dependent life insurance
- Personal Short Term Disability
- Cancer Protection Plan
- Accident Expense Insurance
- Continuing Care Insurance

### **401(k) Profit Sharing and Roth 401(k) Profit Sharing Plans**

KeyLogic has a quality 401(k) Profit Sharing Plan. Employees can contribute a percentage of salary to personal retirement accounts. KeyLogic matches \$.50 on the \$1.00 up to 6% of gross wages. The tax deferred contributions are invested in a choice of options through Hartford Investments as directed by the participant.

### **Flexible Spending Accounts**

A Flexible Spending Account (FSA) is an employee benefit that allows an employee to set aside money, on a pre-tax basis, for approved medical and dependent care assistance expenses.

### **Training/Tuition Reimbursement Program**

Tuition reimbursement is intended for education classes at an institution of higher learning, and may be part of the employee's continuing education.

Training reimbursement is intended for those courses leading to a specific certification, or the actual certification test, that can be added to the employee's resume and the KeyLogic capabilities statement. Other training or seminars attended by a KeyLogic employee, at company request, are always fully reimbursed.

### **Recruitment Bonus Program**

In our efforts to hire and retain qualified personnel, KeyLogic offers a recruitment bonus program "KeyStone." Full-time and eligible part-time employees are strongly encouraged to recommend candidates to fill existing vacancies. We know that "Great people know great people."

## Employee Assistance Program

KeyLogic offers the WorkLifeMatters Employee Assistance Program (EAP), which provides access to resources and solutions to problems of daily living. This program of services provides assistance to employees and families with regard to balancing the demands of work and home.

## Wellness Program

KeyLogic provides a portion of the monthly gym membership fee. KeyLogic also offers a wellness newsletter and various sporting activities.

## Transit Benefit Program

Employees working in the DC area may participate in the Smart Benefits Program. Participation in this program allows a staff member to deduct monthly metro transit and parking costs to the allowable plan maximums.

## Federal Credit Unions

KeyLogic is affiliated with two Federal Credit Unions: APL Federal Credit Union in Howard County, Maryland and Fairmont Federal Credit Union in Fairmont/Morgantown, West Virginia. Employees may elect to join either credit union and benefit from the wide offering of financial services.

## Incentive Plans & Award Programs

- **Monthly Mover** – Recognizes the employee who has done the most to move the company forward. The employee receives a recognition plaque and use of the corporate Segway.
- **Employee of the Quarter** – Recognizes the employee who best represents corporate core values.
- **Dragon Slayer** – Recognizes defeating challenges and accomplishing goals.
- **Raising the Bar** – Recognizes continually raising the standards of excellence.
- **Spot Bonuses** – Recognizes and rewards superior performance and results.
- **Incentive Bonuses** – Recognizes and compensates accomplishment of personal goals and contribution toward corporate objectives through the Balanced Scorecard.

## Employee Events

KeyLogic schedules multiple company-wide events throughout the year. These gatherings provide opportunities to share corporate progress reports, highlight project updates, and exchange increasing areas of competency.

- **Quarterly Meetings**
- **Annual Picnic**
- **Annual Holiday Party**