



## KeyLogic Benefits Overview

The following is a brief overview of the benefits and programs offered to KeyLogic's full-time employees. The summaries below are to be used for quick reference and are not intended to take the place of our more detailed benefits package presentation, provided to employees during their new hire orientation.

### Benefits include:

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

### Health Care Coverage

Employee medical insurance is provided through UnitedHealthcare under a Preferred Provider Organization (PPO) plan. Employees have three plan options to select from: a 100%, no deductible plan, an 80%, \$250 deductible plan, or a 100%, \$2000 deductible Health Reimbursement Account plan.

### Dental Insurance

KeyLogic's dental insurance is a PPO plan provided by Principal Financial Group.

### Voluntary Vision Care Insurance

Employees may elect to add a vision care plan provided by Principal Financial Group.

### 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.

### Basic Life Insurance

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

### **Additional Voluntary Insurance**

KeyLogic offers a variety of optional insurance packages, available for purchase on a voluntary basis, including:

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

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

KeyLogic has a quality 401(k) Profit Sharing Plan under which 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**

Flexible Spending Accounts (FSAs) allows employees to set aside money, on a pre-tax basis, for approved medical and dependent care assistance expenses.

### **Tuition / Training 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 courses leading to a specific certification, or for the certification test itself, that can be added to the employee's resume and the KeyLogic capabilities statement. Training sessions 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 has developed the "KeyStone" referral program. Full-time and eligible part-time employees are strongly encouraged to recommend candidates to fill existing vacancies, and can receive bonuses if those referrals are hired by the company. At KeyLogic, we know that the great people we hire know other great people!

### **Employee Assistance Program**

KeyLogic offers an Employee Assistance Program (EAP) through Magellan Health Services, 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 will reimburse its employees for a portion of their monthly gym membership fee. KeyLogic also offers a wellness newsletter and various sporting activities.

### **Transit Benefit Program**

Employees working in the Washington, 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 their wide offering of financial services.

### **Award Programs & Incentive Plans**

- **Monthly Mover** – This award recognizes an employee who moves the company forward, often through the use of innovative solutions. The employee receives a recognition plaque and use of the corporate Segway.
- **Employee of the Quarter** – This award recognizes employees who best represent the core values of our organization.
- **Dragon Slayer** – This annual award recognizes an employee who has defeated challenges and accomplished significant goals throughout the year.
- **Raising the Bar** – This annual award recognizes an employee who continually raises the standards of excellence by providing superior service to their customers.
- **Service Star** – These annual awards are presented to outstanding service personnel.
- **Spot Bonuses** – These performance bonuses recognize and reward superior results.
- **Incentive Bonuses** – These performance bonuses recognize and compensate the accomplishment of personal goals and their contribution to overall corporate objectives as outlined the organization's annual 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**