



KeyLogic Benefits Summary

KeyLogic offers an extensive benefits package to our full-time employees. The summary below is for quick reference and is not intended to take the place of our detailed benefits package presentation, which is provided to employees during their new hire orientation.

HEALTH INSURANCE	Health insurance is provided through UnitedHealthcare. The employee may choose from three PPO offerings.
LIFE INSURANCE	KeyLogic Systems provides a Life Insurance policy at no cost to the employee. Employees also have the option of purchasing additional coverage.
SHORT / LONG TERM DISABILITY INSURANCE	KeyLogic Systems provides short-term and long-term disability insurance coverage at no cost to the employee.
DENTAL / VISION INSURANCE	KeyLogic Systems provides PPO dental and vision plans through Principal Financial Group.
PRINCIPAL FINANCIAL GROUP EMPLOYEE ASSISTANCE PROGRAM	KeyLogic Systems offers an Employee Assistance Program (EAP) through Magellan Health Services, which provides access to resources and solutions to problems of daily living. This program provides assistance to employees and families with regard to balancing the demands of work and home.
ADDITIONAL INSURANCE	KeyLogic Systems offers a variety of additional insurances available for purchase on a voluntary basis.
FLEXIBLE SPENDING ACCOUNTS (FSAs)	Flexible Spending Accounts (FSAs) allow employees to set aside money, on a pre-tax basis, for approved medical and dependant care assistance expenses. For example, with a FSA, an employee can pay for approved medical and day care expenses with pre-tax funds.
401(k) PROFIT SHARING PLAN	KeyLogic Systems has a quality 401(k) Profit Sharing plan. Employees can contribute a percentage of salary to personal retirement accounts. The tax deferred contributions are invested in a choice of options through Hartford Investments as directed by the participant.
TRANSIT PROGRAM	Employees working in the Washington, DC area may participate in the Smart Benefits Program where they can pay (pre-tax) monthly metro transit and parking costs to allowable plan maximums.
HOLIDAYS	KeyLogic Systems recognizes each of the 10 annual federal government holidays.
VACATION	Employees begin with 10 days of vacation leave annually. Additional vacation days may be offered as part of the benefits package based on professional experience and position. Vacation days also increase with tenure.

PERSONAL DAYS	KeyLogic Systems' employees receive three personal days per year.
BEREAVEMENT LEAVE	Employees are authorized 3 days of paid leave when a member of their immediate family passes away.
MILITARY LEAVE	KeyLogic Systems recognizes the obligation of our employees who are enlisted in the Reserves or National Guard to serve 2 weeks each year in active military training. These employees will be granted time off for duty without any break in years of service or fringe benefits.
TUITION REIMBURSEMENT	KeyLogic Systems offers tuition and training reimbursement programs.
GYM MEMBERSHIP	KeyLogic Systems will reimburse a portion of the employee's monthly membership fee.
RECRUITMENT BONUS PROGRAM	In our efforts to hire and retain qualified personnel, KeyLogic Systems has a recruitment bonus program. Full-time and eligible part-time employees are strongly encouraged to recommend candidates to fill existing vacancies.
FEDERAL CREDIT UNIONS	KeyLogic Systems is affiliated with 2 Federal Credit Unions: APL Federal Credit Union in Howard Co, Maryland and Fairmont Federal Credit Union in Fairmont/Morgantown, West Virginia. Employees may elect to join either credit union and benefit from the wide array of financial services they offer.