



Benefit Plans for Professional Staff – Washington

Littler Mendelson offers a comprehensive and flexible benefits package that provides you and your family with convenience, choice, flexibility, cost-savings and, most importantly, quality care. Below is a summary of benefits available to professional staff classified as regular and working 20 or more hours/week or a .50 schedule (includes KM, LLG, LCS Program Director, and LCS Program Manager). Most benefits begin the first of the month following date of hire.

BUNDLED HEALTH PLANS

You have the option to select one of four medical plans offered through United HealthCare: **Exclusive Provider Organization (EPO)**, **Point of Service (POS)**, **Preferred Provider Organization (PPO)** or **High Deductible PPO (HD PPO)**. Each plan provides different levels of coverage and out of pocket costs.

Included with each medical plan option:

- dental coverage through **MetLife**
- vision through **VSP**
- prescriptions through **Optum** and/or **Rx 'n Go**
- behavioral health through **United Behavioral Health**, in addition to **Talkspace** and **AbleTo apps**
- medical care concierge support from **Health Advocate** and **2nd.MD**

Contributions for the bundled health plans are deducted pre-tax from pay every other week. Below premiums are based on 26 contributions.

PREMIUM RATES

	EPO Plan	POS Plan	PPO Plan	HD PPO Plan
EE Only	\$85	\$170	\$240	\$75
EE + Child(ren)	\$170	\$360	\$500	\$135
EE + SP/DP	\$215	\$405	\$525	\$180
EE + Family	\$320	\$600	\$780	\$255

Above premium amounts include credits for non-tobacco users and wellness program participants. Tobacco users pay an additional \$16 per pay period and employees not participating in the wellness program pay an additional \$11 per pay period.

Those declining enrollment in the bundled health plans will receive a monthly waiver credit of \$100.

401(k) PLAN

The Littler Mendelson 401(k) Plan is a retirement savings vehicle which includes investment choices within a core menu of mutual funds, model portfolios, or a brokerage account option. The plan permits rollovers at any time.

Employee Deferral – defer a flat dollar amount or a percentage (1% to 100%) of pay on a pre-tax and/or after-tax basis up to the annual maximum of \$23,000. An additional catch-up contribution of \$7,500 is permitted for participants age 50 and over. The Plan includes an auto enrollment feature with a deferral of 3%. Employee contributions are always fully vested.

Employer Contribution – eligible upon completion of one year of service with 1,000 paid hours subject to the next January 1 or July 1 entry date. Employer Contribution is fully vested after three (3) calendar years of service in which you are credited with at least 1,000 hours of service each year.

- **Matching** – 50% of your salary deferral amount up to 5% of your eligible compensation
- **Discretionary Profit Sharing** – a discretionary profit sharing contribution of 7.5% of your eligible compensation

- **Permitted Disparity** – an additional 5% multiplied by the amount by which your eligible compensation exceeds the Social Security Taxable Wage Base of \$168,600

LIFE INSURANCE

Firm provides life insurance equal to current base annual salary up to a maximum amount of \$250,000.

EMPLOYEE ASSISTANCE PROGRAM

Employee Assistance Program (EAP) –confidential and professional counseling services to you and your family members

TIME OFF

Holidays - the Firm observes ten (10) paid holidays

Leaves – dependent upon hours worked and length of service the following are included: Washington State’s Paid Sick and Safe Law, Family Care Act Law, Paid Family and Medical Leave, Leave for Victims of Domestic Violence, Sexual Assault and Stalking, Leave for Spouse of Deployed Military Personnel and Leave for Certain Emergency Services Personnel. Also includes Pregnancy Disability Leave and leaves under the Federal Family and Medical Leave Act. After one year of employment, an unpaid personal leave may be requested, and approval will be based on business needs. Firm policy permits paid leave for jury duty, witness duty and up to two (2) hours for voting in local, state and national elections. Up to three (3) days of paid bereavement leave is available for the loss of a family member.

Paid Time Off (PTO) or Vacation – accrued based upon length of employment (see chart below)

- For Professional Non-Exempt Staff PTO

Schedule	0-35 Months of Continuous Employment (4 Weeks)	36-119 Months of Continuous Employment (5 Weeks)	120+ Months of Continuous Employment (6 Weeks)	Maximum Accrual Cap (1.5 times 6 weeks annual accrual)
5 days/week, 8 hours/day and Flex 40* (40 hours/week)	160 hours annually (6.15 hours/ pay period)	200 hours annually (7.69 hours/ pay period)	240 hours annually (9.23 hours/ pay period)	360 hours
5 days/week, 7.5 hours/day (37.5 hours/week)	150 hours annually (5.77 hours/ pay period)	187.50 hours annually (7.21 hours/ pay period)	225 hours annually (8.65 hours/ pay period)	337.5 hours
5 days/week, 7 hours/day (35 hours/week)	140 hours annually (5.38 hours/ pay period)	175 hours annually (6.73 hours/ pay period)	210 hours annually (8.08 hours/ pay period)	315 hours
3 days/week, 12 hours/day (36 hours/week)	144 hours annually (5.54 hours/ pay period)	180 hours annually (6.92 hours/ pay period)	216 hours annually (8.31 hours/ pay period)	324 hours

- to comply with Washington State Sick and Safe Law, the Firm will use its Paid Time Off Policy to cover an absence from work due to a paid sick and/or safe time reason. Any time recorded as sick time or an approved leave of absence will be applied toward the use of mandatory sick leave time and will reduce the PTO benefit bank.

- For Professional Exempt Staff Vacation

Length of Service	Number of Vacation Days	Accrual per Pay Period	Maximum Accrual Cap
0 to 35 months	15 Days	4.61 hours	30 Days
36+ Months	20 Days	6.15 hours	30 Days

SICK, DISABILITY AND INCOME PROTECTION PLANS

- **Short Term Disability** – for professional non-exempt staff, benefit varies by state or up to \$1,000 per week
- **Paid Sick Time** – pay continuation due to minor illness for professional exempt staff. To comply with Washington State Sick and Safe Law, the Firm will use its Paid Sick Time to cover an absence from work due to a paid sick and/or safe time reason. For absences of four (4) or more consecutive business days or for chronic or serious health conditions requiring repeated or intermittent absences, see Paid Medical Time Off.
- **Paid Medical Time Off** – for professional exempt staff, from ten (10) to forty (40) workdays for certified illness, may be integrated with applicable state plans.
- **Long Term Disability** – Disability insurance provides income should you become sick or injured and unable to work after 90 calendar days on a continuous or cumulative basis. The monthly benefit is 60% of your gross monthly compensation up to a maximum of \$20,000

VOLUNTARY OPTIONS

Flexible Spending Accounts – save on healthcare and dependent care expenses by electing pre-tax accounts for reimbursement

Health Savings Account – choose the High Deductible PPO and elect to save pre-tax for deductible or other healthcare costs

Commuter Benefits – sign up for public transportation, vanpools and parking benefits on a pre-tax basis

Auto and Home Insurance – receive special group rates and discounts

Pet Insurance – purchase coverage for accidents and illnesses for your cat and/or dog

Supplemental Life Insurance – purchase extra coverage for yourself, your spouse/domestic partner and dependent children without medical underwriting within the first 31 days of employment

Long Term Care Insurance – purchase portable coverage for facility or home care on a guarantee issue basis within first 31 days of employment

Patelco Credit Union – savings and discounted rates for loans

SoFi – savings and refinance options for student loans and mortgages

Chase Home Lending – lending options and competitive rates

PARENTAL RESOURCES

Parental Leave – provides paid leave to new parents as Primary Caregiver or Secondary Caregiver following the birth or adoption of a child.

- Within first year of employment, Primary Caregiver at eight (8) weeks and Secondary Caregiver at two (2) weeks.
- After first anniversary, Primary Caregiver at twenty (20) weeks and Secondary Caregiver at six (6) weeks.

WIN – provides an inclusive family building benefit toward fertility treatment and preservation, adoption, and surrogacy. Access to fertility services is for health plan participants. Adoption and surrogacy services and reimbursement are available to all benefits eligible employees.

Bright Horizons Family Solutions – services that provide balance for the competing demands of work and life.

- Center-based backup childcare, adult and elder care, and in-home backup childcare
- Virtual tutoring for ages 5 to 18
- College Coach to navigate the complex college admissions process
- Support to help parents advocate for and obtain educational support for their child with special needs
- Family supports for placement services for nannies, sitters, virtual sitters, housekeepers and pet sitters; elder care; and discounts for college test preparation
- Pet care services through a partnership with Rover and Wag!

Milk Stork – enables business traveling mothers who are nursing access to a breast milk delivery service that provides refrigerated, express shipping or easy toting of breast milk home.

Mindful Return – four-week online course to assist you during parental leave for a smooth return to work.

December 1, 2023. This summary is specific to employees in the State of Washington. For other locations, please refer to separate summaries.

More detailed information is provided in our Employee Benefits Guide, available to new hires and on LittlerHub.

This document is not intended to be all inclusive of the various plan benefits, limits or exclusions as cited. For complete Plan provisions, please consult the applicable Summary Plan Description, Evidence of Coverage and Disclosure Form or related Plan documents. The Firm reserves the right to unilaterally add, eliminate, amend, or modify any of the benefits listed at any time.