



Architecture & Engineering

Employee Benefit Highlights

/ EYP's benefit package is designed to best meet the needs of you and your family, including spouses, domestic partners, and dependent children. We consider the EYP employee relationship to be a true partnership and offer customized plans and programs that provide the highest measures of personal security and well-being.

Additionally, through our benefit program, our employees have the unique opportunity to select plans that best meet their needs - both now and for the future.

Each one of our employees plays an important role in helping our benefit plans succeed. By taking the time to understand how each plan works, you can determine how they can best serve the needs of you and your family. This brochure will help you understand which benefit plans and programs are available by highlighting information about each of the following:

- Health Care
- Vision
- Dental
- Life Insurance & Accidental Death and Dismemberment (AD&D)
- Travel Accident Insurance
- Short- & Long-Term Disability
- Flexible Spending Accounts
- Commuter Benefit Plan
- 401(k) Retirement Savings Plan
- Flexible Schedule
- Employee Assistance Program (EAP)
- Other Benefits

HEALTH CARE*

Eligible first of the month following date of hire

Paid by EYP and You

You have a choice between a national Preferred Provider Organization (PPO) and an Exclusive Provider Organization (EPO) medical plan. Both individual and family/domestic partner coverage is available.

VISION*

Eligible first of the month following date of hire

Paid by You

Optimal Vision Protection allows in-network and out-of-network coverage. Both individual and family/domestic partner coverage is available.

DENTAL*

Eligible first of the month following date of hire

Paid by EYP and You

EYP offers PPO Dental Insurance covering preventative, basic, and major services. Both individual and family/domestic partner coverage is available.

** Pretax premium deduction is an option as determined by IRS.*

LIFE INSURANCE

Eligible first of the month following date of hire

Paid by EYP

Term Life Insurance is provided in an amount equal to your annual salary, up to a maximum of \$50,000.

ADDITIONAL TERM LIFE INSURANCE

Eligible first of the month following date of hire

Paid by You

Optional Term Life Protection enables the purchase of additional term life insurance in increments of \$25,000, up to \$500,000. Spouse and dependent coverage are also available.

ACCIDENTAL DEATH & DISMEMBERMENT

Eligible first of the month following date of hire

Paid by EYP

Accidental Death and Dismemberment Insurance pays a benefit of one times your annual salary up to a maximum of \$50,000.

TRAVEL ACCIDENT INSURANCE

Eligible date of hire

Paid by EYP

Travel Accident Insurance is offered, providing additional insurance coverage when traveling on firm business either domestically or internationally.

NYS SHORT-TERM DISABILITY

Eligible immediately upon hire

Paid by EYP and You

New York State Short-term Disability income protection applies if the disability is for a non-work related accident or illness. Benefits equal 50% of your average weekly income, up to a maximum of \$170 a week.

SUPPLEMENTAL SHORT-TERM DISABILITY

Eligible first of the month following date of hire

Paid by You

Supplemental Short-term Disability income protection insurance pays a benefit, when you are out on disability due to a non-work related accident or illness. This is a maximum 90-day benefit.

LONG-TERM DISABILITY

Eligible first of the month following date of hire

Paid by You

Long-term Disability pays a benefit up to 60% of your annual salary to a maximum of \$5,000 per month when you are out of work for more than ninety (90) days due to a non-work related accident or illness. Assist America and Life Phases/Balance programs are included with this insurance coverage.

FLEXIBLE SPENDING ACCOUNT (FSA)

Eligible first of the month following date of hire

Paid by EYP and You

Flexible Spending Accounts allow you to set aside pre-tax dollars for reimbursement of qualified medical or dependent care expenses as determined by the IRS and subject to plan limits.

COMMUTER BENEFIT PLAN (CBP)

Eligible first of the month following date of hire

Paid by EYP and You

Pre-tax parking and mass transit accounts are available and allow you to set aside pre-tax dollars for qualified parking and/or mass transit/vanpooling expenses as determined by the IRS.

401(K) RETIREMENT SAVINGS PLAN

Eligible first of the month following thirty (30) days of service

You may invest the maximum amount allowed by the IRS. You are always 100% vested in your contributions. The firm will make a matching contribution equal to 25% of your salary deferral on the first 4% of your salary. You will become fully vested in the company match after one year of service. The plan offers a variety of investment options, convenient paperless transactions, and 24/7 account access via internet or phone.

FLEXIBLE SCHEDULE/OFFICE HOURS

Eligible immediately upon hire

EYP full-time staff are scheduled to work a minimum of 40 hours per week. Core hours are Monday through Friday, 9:30 a.m. to 3:30 p.m. With supervisory approval, work day schedules may be adjusted provided core hours are included.

EMPLOYEE ASSISTANCE PROGRAM

Eligible first day of the month following date of hire

Paid by EYP

This program is designed to make available professional and confidential assistance for personal and professional problems that may affect your quality of life. EAP staff members will assist you and your family members with a wide variety of personal, financial, legal, and wellness issues.

OTHER BENEFITS

- Paid Time Off Programs
- Paid Holidays
- Automatic Direct Deposit
- EYP/U
- Professional Seminar and Conference Attendance
- Paid Time Off for Professional Licensure (study & exam)
- Pay for Jury Duty
- Military Leave
- Paid Bereavement Leave
- Performance-Based Compensation Program
- Prescott Education Stipend - Tuition Reimbursement
- Professional Licensing Certification/Dues Assistance
- Mentoring Program
- Business Casual Attire

Benefits are based on employment status and/or number of hours worked. A detailed explanation of coverage is provided in applicable plan booklets/policies. When there is a discrepancy between this brochure and the plan documents, the plan documents will prevail. Please see Human Resources if you have any questions.

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