

Employee Benefits

This summary highlights some of the benefits of your insurance, flexible spending, and commuting plans. The subscriber certificates, booklets, benefit summaries along with any riders define the terms and conditions of coverage. Should any questions arise concerning the benefits these documents will govern.

- **Health Insurance:** LWA offers health, vision, and dental insurance for all regular full-time employees actively on the payroll. The firm pays 50% of the cost of coverage for Individual or Family coverage. The employee's contribution to the health insurance premium is automatically deducted from the employee's paycheck on a pre-tax basis. A waiver of participation and proof of coverage is required if no insurance is accepted. Employees are eligible to join the plan immediately. LWA also offers domestic partner benefits for both same and opposite sex partners. At severance or leave without pay, the health insurance coverage will terminate with their last payroll, on the date the payroll runs through. At termination employees have the option to continue coverage through COBRA.
- **Disability Insurance:** LWA provides long-term disability insurance coverage to all regular employees who work a minimum of 30 hours per week. The benefit begins after 90 days of disability and will provide a 60% benefit replacement to a maximum of \$7,000 per month. As LWA pays the premium for this coverage, any benefit collected by the employee is taxable. If employee wishes to purchase additional coverage, this can be purchased through after-tax payroll deduction. Disability insurance becomes effective 30 days following the date of hire.
- **Life and AD&D Insurance:** LWA provides regular employees who work a minimum of 30 hours per week with coverage equal to one year's salary (\$5,000-\$50,000 max.). Life insurance becomes effective 30 days following date of hire. Employees are eligible to join the Flexible Spending and Commuting plans on the date of hire. If the employee does not elect to join when first eligible, they may join on the plan date, the following January 1st. The following employees are excluded from fringe benefits: temporary employees, contract employees, and employees working less than 25 hrs/wk.
- **Flexible Spending Account Plan:** Employees can annually contribute up to \$2,650 pre-tax into a Healthcare FSA account. Employees can annually contribute up to \$5,000 pre-tax into the Dependent Care FSA account. Employees are eligible to join the Flexible Spending plan on the date of hire. If the employee does not elect to join when first eligible, they may join on the plan date, the following January 1st. The following employees are excluded from fringe benefits: temporary employees, contract employees, and employees working less than 25 hrs/wk.
- **Commuting Plan:** Employees can contribute up to \$260 per month pre-tax into the Transit plan. Employees can contribute up to \$260 per month pre-tax into the Parking reimbursement plan. Employees are eligible to join the Commuting plan on the date of hire. If the employee does not elect to join when first eligible, they may join on the plan date, the

following January 1st. The following employees are excluded from fringe benefits: temporary employees, contract employees, and employees working less than 25 hrs/wk.

- **Retirement Benefits:** Leers Weinzapfel Associates Architects, Inc. provides a qualified retirement plan to help employees save for retirement. LWA believes it is very important for everyone to take responsibility for their retirement and that businesses should encourage savings and offer employer contributions to the plan. All Employees who have completed three months of service and are over age 21 are eligible for the Plan and may join on the Plan Entry dates. Once you are eligible for this program, you may begin participating on the Plan's "Entry Dates." The entry dates will be Quarterly. Your first Entry Date will be the first day of the Plan Year Quarter, on or after meeting the Eligibility requirements (January 1, April 1, July 1, October 1).
- **Employee 401(k) Deferral:** Employees may defer as much as 100% of their gross wages to a maximum of \$18,500 per year (maximum allowed in 2018). There is also a "catch up" provision, which will allow employees who are age 50 or older prior to the end of the plan year to contribute an additional \$6,000. All contributions are made before federal and state income taxes; not before FICA. Your employer will deposit your 401(k) deferral contributions into the Plan. Rollover contributions from another qualified plan or conduit IRA may be deposited into this Plan when an employee is hired, even if the employee is not otherwise eligible to participate in the Plan.
- **Employer Safe Harbor Contribution:** Your employer may make a Safe Harbor Non-elective contribution equal to 3% of your Plan Year compensation. This safe harbor contribution is fully vested. Your Employer may also make a discretionary profit sharing contribution to the Plan each year. Any additional employer contribution is subject to a 6 year graded vesting schedule.
- **Professional License:** The office will cover expenses pertaining to Architecture Licensure applications and annual renewals. Licensing fees and renewals for additional states will be covered if required for a project.
- **AIA / BSA Membership:** The office will cover expenses pertaining to annual AIA and BSA memberships for all Registered Architects.