

SUMMARY OF BENEFITS

BERK strives to be an excellent work place, including providing our team with an excellent benefit package including generous vacation, holiday, health care, and retirement benefits. Specific benefits are as follows:

Healthcare Medical coverage is currently offered at a 10% employee contribution, and dental, vision, and life coverages are currently 100% employer covered (this may change at company discretion). Employees are eligible for enrollment in the company health plan with Regence, Delta Dental, and VSP. Dependent coverage is also available. Incremental premiums for dependents are deducted from payroll on a pretax basis. Coverage begins the first day of the month after date of hire.

Section 125 Plan (Flexible Spending Accounts) Employees are eligible to join the Section 125 Plan within the first month of hire. After that, employees are eligible to join in the next enrollment period. This plan allows you to set aside regular payroll deductions to reimburse you for expenses not covered by healthcare plans or to offset daycare expenses with pre-tax dollars. The set-asides must be used each year or the balance is forfeited.

Holidays Nine (9) paid holidays per year: New Year's Day; Martin Luther King, Jr. Day; Presidents' Day; Memorial Day; Fourth of July; Labor Day; Thanksgiving (Thursday & Friday); Christmas Day.

Vacation Three (3) work weeks (15 days) of paid vacation per year. Vacation accrues at a rate of 5.00 hours per pay period to a maximum of four (4) weeks. Employees are eligible for vacation after 90 days of employment. Accrual increases to four (4) work weeks (20 days) after five years of employment.

Sick Leave Employees are eligible for eight (8) paid sick leave days per year. Sick leave is accrued at a rate of 2.67 hours per pay period to a maximum of sixteen (16) days.

Sabbatical Employees are eligible for sabbatical leave after ten years of employment. The first two weeks will be paid by BERK, any time thereafter will use the employee's vacation balance for up to one month of total leave. Employees on approved sabbatical leave will receive continued benefits during the leave.

Working Remotely After prior approval and as long as there are no conflicting firm commitments, employees are eligible to work from home one (1) day per week. Expectations and guidelines are outlined in the employee manual. *UPDATE: During the COVID-19 pandemic BERK offices remain open with limited capacity and our workforce is predominately working remotely until further notice.*

401(k) Profit Sharing Plan Employees are eligible to participate in both programs after completion of nine (9) months of employment and at least 750 hours of service. The Program has two components:

1. **401(k)** – Employees may contribute any amount of direct salary up to the federal maximum, with contributions made via payroll. Employee contributions are 100% vested at the time of contribution. BERK also makes a **Safe Harbor matching contribution** equal to 100% of your salary deferrals up to a total amount equal to 4% of your compensation. This safe harbor matching contribution is immediately 100% vested. For purposes of calculating the safe harbor matching contribution, your compensation and deferrals will be determined on an annual basis. For example, if you defer 6% of compensation for six months and then change your deferral to 0% for the remaining six months of the year, then you will have deferred 3% for the purposes of determining your matching contribution. The exception, your first year of participation, the calculation will be from your eligibility date; annual basis thereafter.
2. **Profit sharing** – BERK's Profit Sharing program is designed to share a portion of Firm profits with employees. When Firm financial performance allows, BERK may make an annual profit sharing contribution to each employee's 401(k) account. The contribution is calculated as a percentage of the employee's base salary. Profit sharing benefits vest on a five (5) year schedule (20%/year) beginning in the first calendar year in which the employee's payroll hours exceed 1,000. The contribution amount will vary according to the profitability of the business in a fiscal year.

Contributions to both plans are made to an employee-directed brokerage account, and will be deposited into Employee accounts around September of the following year. Employees have complete control over their investment choices. Professional investment information is made available through Charles Schwab. BERK assumes no liability for investment decisions made by employees and for performance of any instruments selected.

Merit pay Performance bonuses may be awarded based on the merit of individual contributions.

Public Transportation BERK will provide employees with an ORCA card for public transportation.

Professional Development Professional development, including education and specific training, is a value held by the company. Skills development and advanced training is encouraged, and opportunities along with tuition reimbursement are available with prior approval.