

HTC Perks & Other Benefits (United States)

HTC is proud to provide our staff with a comprehensive health & wellness program which includes health, life and disability insurances as well as retirement plan benefits. These plans are detailed in our Health & Wellness information. In addition, we offer other perks and benefits to support you and your family in leading a healthy and well-balanced life. The perks and benefits listed here are subject to change at HTC's discretion. Please reach out to our HR team if you have any questions.

US Vacation (PTO)

Eligibility	Regular Full Time Employees		
Years of Service	Days	Hours	Accrual/Pay Period
Up to 1 Year	15	120	5.00
1-2 Years	16	128	5.33
2-3 Years	17	136	5.67
3-4 Years	18	144	6.00
4-5 Years	19	152	6.33
5-6 Years	20	160	6.67
6-7 Years	21 (Max)	168	7.00

Maximum accrued PTO shall be limited to 240 hours or as required by law. PTO may be cashed out upon employment exit, see full policy in HTC handbook for details

Paid US Sick Leave

Eligibility	Hours	Accrual	Carryover	Pay
Regular Full & Part Time non-exempt Employees, Interns & Temporary Staff		1 hour for every 30 hours worked	72	Not paid at end of employment
Regular Exempt	Up to 72 hours – Pro-rated per quarter for new hires		72	Not paid at end of employment

See full policy in HTC Handbook for additional details

US Paid Holidays

Eligibility	Regular Full & Part Time Employees
New Year's Day	President's Day
Martin Luther King Jr. Day	Independence Day
Memorial Day	Thanksgiving
Labor Day	Day After Thanksgiving
Christmas Day	Christmas Eve
New Years Eve	
If holiday falls on a Saturday, the preceding Friday is off. If holiday falls on a Sunday, the following Monday is off.	
HTC offices are closed on all US paid holidays. A scheduled exact dates is available on ADP workforce now	

Paid Volunteer Days

Eligibility	Days	Purpose	Carryover
Regular Full Time Employees	3	To support causes in the community	No

Paid Bereavement Leave

Eligibility	Days	Purpose	Carryover
Regular Full Time Employees	5	Immediate family members	No

Paid Jury Duty

Eligibility	Days	Purpose	Carryover
Regular Full Time Non-Exempt Staff	Up to 5 days	Fulfill citizen responsibility	No
Regular Full Exempt Staff	Unlimited if continue to provide services to HTC	Fulfill citizen responsibility	No

Military Leave

Eligibility	Time	Purpose	Pay
Regular Full & Part Time Staff	Unlimited and entitled to return to former job	Active military duty or military reserve training	Paid vacation or unpaid leave

Extended Paid Family Leave Programs-HTC Paid Family & Medical Leave & HTC Paid Parental Leave

Eligibility	Time	Purpose	Pay
Regular Full Staff	Up to 4 weeks per calendar year for FMLA event	Provides extended employer paid leave for medical and/or family related absences covered under the FMLA (family medical leave act) when caring for illness related to oneself or family member.	100% Salary Replacement for up to 4 weeks
Regular Full Staff	Up to 4 weeks per calendar year	Provides extended employer paid leave for care related to the birth or adoption of a child covered under the FMLA (family medical leave act).	100% Salary Replacement for up to 4 weeks
See full HTC Policy for additional details			

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Health Club Dues

Eligibility	Monthly Allowance	Paid Date
Regular Full Time Staff	Up to \$38 per month in health club dues-payroll allowance	Processed via payroll \$19.00 per pay period <u>subject to confirmation</u>

Phone and Internet Allowance

Eligibility	Monthly Allowance	Paid Date
Regular Full Time Staff-All	\$215.00 payroll allowance	Processed via payroll, \$107.50 per pay period as compensation

Transportation Stipend via Go Navia PreTax Benefit (Transit & Parking Program)

Eligibility	Monthly Allowance	Paid Date
Regular Full Time Staff-CA	\$200 payroll allowance	Processed through Go Navia benefit portal, requires enrollment and open account set up.

Employee Referral

Eligibility	Purpose	Bonus	Paid Date
Regular Full Staff	Encourage referral of qualified candidates	\$1,000	Paid following 90 days of Employment-see full policy in HTC Handbook for additional details

Tuition Reimbursement

Eligibility	Courses & Programs	Max Reimbursement	Reimbursement
Regular Full Time Staff Employed 1+ years	Masters	Up to \$7,500	Human Resources Preapproval required. Submit fees & grades following quarter end.
Regular Full Time Staff	Certificate/CEU's	Up to \$2,500	Human Resources Preapproval required. Paid upon proof of completion.
Regular Full Time Staff	Seminars, Conference and & Online Training	Up to \$750	Human Resources Preapproval required. Paid upon proof of completion.

Other additional Benefits:

Please go to HTC Benefit Hub for the latest details surrounding our benefit plans or visit ADP Workforce Now for details

