# What Benefits You











As a thriving professional services Company, SEH hires exceptional employees for a variety of challenging and fulfilling positions. We strive to recruit the best and provide numerous incentives for employees to advance within the Company. Career-enhancing opportunities include:

- Certifications and licensures
- · Professional and technical societies
- · Tuition reimbursement
- In-house training
- External learning opportunities

## **EQUAL OPPORTUNITY EMPLOYER**

SEH recognizes our employees' desire to pursue their career aspirations. Through your motivation, hard work and ability, and SEH's partnership with you, career and Company objectives can be fulfilled. Equal opportunity has been and will continue to be a basic principle at SEH. Employment at SEH is based upon merit, ability, and qualifications. No qualified applicant or employee is to be discriminated against because of race, color, creed, religion, sex (including pregnancy and gender identity or expression), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, citizenship, parental status, military service or any other protected status under applicable law. SEH is an Equal Opportunity/Affirmative Action employer.

### BENEFIT CREDITS (subject to employee's timely elections)

Benefit Credits are compensation above and beyond the salary given to all regular full-time employees (working an average of 30+ hours per week). The Benefit Credits cover the majority of employee coverage for medical and dental insurance, life and accidental death and dismemberment insurance, and short-term and long-term disability insurance. Insurance benefits become effective on the first day of employment. Dependent medical and dental coverage is available for an additional expense.

# **WELLNESS CREDIT**

The Wellness Credit combined with Benefit Credits, pays for 100% of employee-only premium for medical insurance. The credit is automatically given to first time enrollees on the medical plan.

## PAID TIME OFF (PTO)

All regular full-time employees receive PTO beginning the first day of employment and accrued on a bi-weekly basis. Regular part-time employees receive a pro-rated accrual based on hours worked. The number of personal leave days accrued each year is based upon years of work experience (new employees are generally given credit for prior work experience). Refer to the SEH Employee Handbook for more information.

#### **FLEX HOLIDAYS**

SEH recognizes each of us celebrates different holidays. All regular full-time and regular parttime employees working 20+ hours per week receive up to seven flex holidays to use each calendar year. Flex holidays are prorated based on regular work schedule and date of hire.

Please note this serves as a brief summary of benefits. In the event of any discrepancies between the above information and current policy, the current policy will prevail.

