

protiviti



# INVESTING IN YOUR JOURNEY

PROTIVITI BENEFITS HIGHLIGHTS  
PART-TIME EMPLOYEES

# 2020

At Protiviti, we understand that your career is part of a greater journey in life. Throughout all the milestones, we are here for you. Our benefits programs reflect our commitment to empowering you and supporting your needs. Whether you are pursuing a passion, buying a home or looking to start a family, we invest in YOU and your journey – every step of the way.

## PART –TIME ELIGIBILITY \*EMPLOYEES SCHEDULED TO WORK BELOW 20 HOURS PER WEEK

### • Optional / Voluntary Benefits Only\*\*

- Pet Insurance
- Identity Theft
- Auto and Home Insurance Discounts

\*\*Medical, Dental & Vision Insurance, Health Care and Dependent Care Spending Accounts (FSA and HSA), Legal Services, Universal Life Insurance, Hospital Indemnity Insurance, and Accident and Critical-Illness insurance are only available to employees scheduled to work 20 hours or more per week.

- Commuter Benefits
- Employee Assistance Program (EAP)
- PerkSpot Discount Purchase Program
- SoFi Student Loan Refinancing
- Bright Horizons Backup Dependent Care
- Limerick Lactation Support Program
- 401(k) Contribution and Employer Match
- Anniversary Awards
- Employee Referral Program
- Certification (reimbursement only, part-time employees are not eligible for certification bonus)
- Professional Organization Memberships
- Training & Professional Development
- Holiday Pay (only received when a Holiday falls on a regularly scheduled workday)
- Sick Time (\*Available to those employees scheduled to work under 30 hours who live in a state that has State or Local employment law requiring part-time employees to accrue sick time)
- Leave of Absence
- Bereavement

## FREQUENTLY ASKED QUESTIONS

**1. Q: As a part-time employee am I eligible for Holiday Pay? \*For Holidays, “part-time” is considered to be anyone scheduled to work under 30 hours per week.**

**A:** Typically a part-time employee is not eligible for Holiday pay. However if they have agreed to work a specific day each week that falls on a Holiday and are scheduled that way in People Planner and their timesheet then they should record their hours on that day and will receive Holiday pay.

**2. Q: If I am scheduled to work every day but have a reduced total hours per week, who do I / HR contact to get my timesheet updated to reflect that correctly?**

**A:** Reach out to your HR lead as well as Talent Management to ensure your schedule is updated correctly in all necessary systems. Your HR Lead will enter your revised hours in Workday and Talent Management will update the corresponding scheduling systems.

**3. Q: If I am working every day, do I need to record the same amount of hours every day?**

**A:** Unless it is a month-end, the time can be spread differently along the week as long as the total is accurate. When month end falls in the middle of the week you do need to smooth those hours out to be the right amount per day.

**4. Q: What happens to my CTO if I move from a full-time to part-time schedule? \*For CTO, “part-time” is considered to be anyone scheduled to work under 30 hours per week.**

**A:** CTO is paid out to the employee on the pay cycle after their status change. They will not accrue any additional CTO after that point.

**5. Q: How long do I remain eligible for my medical, dental and vision benefits after I move below 20 hours?**

**A:** Medical, dental and vision coverage will run through the end of the month in which the employee moves to part-time status. At that point, employees will have the ability to enroll in COBRA.

**6. Q: If I move to 20 hours or above, when does my eligibility for medical, dental, and vision benefits begin?**

**A:** You will become eligible for these benefits the first of the month following the change.

# BENEFITS PROGRAM HIGHLIGHTS

## WELL-BEING BENEFITS

To help you thrive, our well-being benefits focus on three main areas: physical, financial, and emotional.

### VOLUNTARY BENEFITS

You may choose from a suite of benefits that cover all your family's needs, including but not limited to:

- Identity Theft Protection
- Auto, Home and Pet Insurance

### BACK-UP DEPENDENT CARE

You may have access to high-quality back-up dependent care with or without advance notice.

### SOFI STUDENT LOAN REFINANCING PROGRAM

You may be eligible to refinance your existing private and federal loans often at lower rates resulting in savings.

### LACTATION SUPPORT PROGRAM

Employees may register with Limerick, a leading lactation support service provider, to receive educational materials on breastfeeding, including literature and webinars, as well as one-on-one coaching from a registered nurse. We are also pleased to support expectant mothers by providing them with a free, high quality, lightweight breast pump that will be sent to their home in advance of their due date.

### COMMUTER BENEFITS

You may contribute pre-tax dollars to be used toward work-related commuting costs, such as Transit and Parking. Eligibility to file claims goes back to your date of hire.

### PERKSPOT DISCOUNT PURCHASE PROGRAM

PerkSpot provides you with 24/7 access to exclusive prices, discounts, and offers from hundreds of local and national merchants.

### EMPLOYEE ASSISTANCE PROGRAM (EAP)

You are provided access to free confidential counseling sessions through the EAP, online resources for legal, financial and work-life balance as of your hire date.

### HEALTH ADVOCATE

Provides access to personal health advocates to assist you and your family with such issues as: reviewing medical plan options, finding providers, resolving claims and billing issues and answering Medicare questions.

# BENEFITS PROGRAM HIGHLIGHTS

## COMPETITIVE COMPENSATION

Our competitive compensation offerings help you to achieve your full potential.

### 401(K) PLAN AND EMPLOYER MATCH

We offer the opportunity to contribute to a 401(k) savings and investment plan to all of our employees. You can contribute from 1% to 60% of your eligible pay towards pre-tax and Roth contributions, up to the IRS annual maximum. New hires are auto-enrolled in the 401(k) plan at 4% (Base Salary only) or may opt out within 30 days after the date of hire. You can change your contribution percentage, make a bonus election or opt out at any time.

In addition to your contributions, you will also be eligible for the employer match beginning the first day of the month following your date of hire. The match is funded annually at the standard rate of 50% of the first 6% of the eligible earnings (base and bonus) you contribute per pay period. You must be actively employed by Protiviti or one of its affiliates on December 31 to be eligible to receive the 401(k) match for that calendar year.

## APPRECIATING EXCEPTIONAL WORK

You work hard and we want to recognize that. Engrained in our culture, Protiviti supports employee recognition through a number of benefits.

### ANNIVERSARY AWARD

You may select a gift in celebration of milestone anniversaries with Protiviti. Eligibility is from date of hire.

### EMPLOYEE REFERRAL PROGRAM

You are rewarded for referring colleagues to Protiviti. Referral bonuses range and eligibility is from date of hire.

### iCARE

Protiviti's iCare program provides a variety of opportunities to give back to our communities throughout the year.

### MATCHING-GIFTS PROGRAM

You may receive a match of up to \$1,500 for approved charitable contributions (of both time and money) per calendar year.

# BENEFITS PROGRAM HIGHLIGHTS

## DEVELOPING HIGH IMPACT PEOPLE

We're invested in you. As you grow in your career, Protiviti empowers you to continue to build your skills by offering a number of benefits that support knowledge growth and assist you financially.

### ORGANIZATIONAL MEMBERSHIPS

You are reimbursed for membership fees for up to two eligible professional or diversity organizations. Eligibility is from date of hire.

### PROFESSIONAL CERTIFICATIONS

You are reimbursed for the exam cost as well as up to \$1,000 for exam review materials for approved certifications.

### COMPREHENSIVE LEARNING

You have access to a variety of learning programs, including Passport to Protiviti, our award-winning onboarding program; Skillssoft online classes; global milestone trainings, known as Challenge schools; and the LEAD series, an extended leadership development program. Training offerings are customized to your level, skill set, and interests.

### DIVERSITY AND INCLUSION

Employees can join networking groups for groups such as veterans, LGBT individuals and allies, and working parents. They can also get involved in external diversity organizations such as Women in Cybersecurity, Ascend Pan-Asian Leadership Council and the National Association of Black Accountants.

Unless otherwise noted, the date of eligibility is the first of the month following or coinciding with date of hire.

This document is intended for part-time U.S. employees below the Managing Director level **who are scheduled to work below 20 hours per week unless otherwise noted**. The benefits described in this document are provided at the discretion of Protiviti and may be amended, replaced or discontinued from time to time.

Nothing in this document shall be construed as changing the at-will employment of any participant, or as a guarantee of any rights or benefits under the program.

If there is any discrepancy between the information presented here and the applicable official plan document, the official plan document will govern how your benefits are determined and administered.

*Face the Future with Confidence*