

protiviti



# INVESTING IN YOUR JOURNEY

PROTIVITI BENEFITS HIGHLIGHTS  
NON-EXEMPT U.S.  
NON-MD



# 2021

# 2021 BENEFITS OVERVIEW | NON-EXEMPT U.S. NON-MD

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.

## JOINING PROTIVITI

- [Passport to Protiviti Onboarding Journey](#)
- [401\(k\) Contribution & Employer Match](#)
- [Advisor Program](#)
- [Career Development](#)
- [Employee Referral Program](#)
- [Flexible Spending Account \(FSA\) & Health Savings Account \(HSA\)](#)
- [Medical, Dental, and Vision Benefits](#)
- [Paid Time Off and Holidays](#)
- [PerkSpot Discount Purchase Program](#)
- [Pre-Tax Transportation and Parking Programs](#)

## ENRICHING YOUR LIFE

- [Adoption Assistance](#)
- [Bright Horizons Backup Dependent Care](#)
- [Dependent Care Reimbursement Account](#)
- [Employee Assistance Program \(EAP\)](#)
- [Family Time Off](#)
- [Flexible Work Arrangements](#)
- [Health Advocate](#)
- [Initiative for the Growth and Retention of Women in the Workplace \(iGROWW\)](#)
- [Initiative to Achieve Gender Equality in Technology and IT \(GET IT\)](#)
- [Leave Concierge Service](#)
- [Limerick Lactation Support Program](#)
- [Medical, Dental, and Vision Benefits](#)
- [Multicultural Employee Networking Group](#)
- [Outschool Online Courses](#)
- [Paid Parental Leave](#)
- [PerkSpot Discount Purchase Program](#)
- [Pet Insurance](#)
- [proPRIDE](#)
- [Protiviti Parents Network](#)
- [Protiviti Veterans Network](#)
- [Wellbeing Initiatives](#)

## PREPARING FOR RETIREMENT

- [401\(k\) Contribution & Employer Match](#)
- [Disability, Life, and Accident insurance](#)
- [Health Advocate](#)
- [Health Savings Account \(HSA\)](#)

## MANAGING YOUR FINANCES

- [401\(k\) Contribution & Employer Match](#)
- [Auto and Home Discounts](#)
- [Corporate Contribution Matching-Gifts](#)
- [Employee Assistance Program \(EAP\)](#)
- [Dependent Care Reimbursement Account](#)
- [Disability, Life, and Accident Insurance](#)
- [Flexible Spending Account \(FSA\) & Health Savings Account \(HSA\)](#)
- [Health Advocate](#)
- [Organizational Memberships](#)
- [PerkSpot Discount Purchase Program](#)
- [Pre-Tax Transportation and Parking Programs](#)
- [Service / Anniversary Award](#)
- [SoFi Student Loan Refinancing](#)

## PURSUING YOUR PASSIONS

- [Certification Reimbursement](#)
- [Comprehensive Learning](#)
- [Employee Assistance Program \(EAP\)](#)
- [Global Mobility](#)
- [iCare](#)
- [Innovation Programs](#)
- [Organizational Memberships](#)
- [Sabbatical Program](#)
- [Recognition Programs](#)
- [Tuition Assistance](#)

## PLANNING FOR THE UNEXPECTED

- [Bright Horizons Backup Dependent Care](#)
- [Disability, Life, and Accident Insurance](#)
- [Employee Assistance Program \(EAP\)](#)
- [Family Time Off](#)
- [Flexible Work Arrangements](#)
- [Health Advocate](#)
- [Identity Theft Protection](#)
- [Legal Services](#)
- [Outschool Online Courses](#)

# BENEFITS PROGRAM HIGHLIGHTS

## WELL-BEING BENEFITS

To help you thrive, our well-being benefits focus on three main areas: physical, financial, and emotional. For more details about your health benefits, visit [www.roberthalfbenefits.com](http://www.roberthalfbenefits.com).

### MEDICAL BENEFITS

You may select one of four medical plan options:

- \$400 Deductible Plan
- \$900 Deductible Plan
- \$1,500 Deductible Plan\*
- \$2,500 Deductible Plan\*

\*Compatible with a Health Savings Account (HSA)

Each medical plan option is offered by multiple carrier networks. Anthem and Cigna are National PPO plans, but the Kaiser HMO is only offered in some regions.

### DENTAL BENEFITS

You may select one of two dental plans through Delta Dental: Standard Dental or Enhanced Dental. Both plans cover the same types of dental services, including 100% coverage for two preventive care exams/cleanings each year. The Enhanced Plan gives you a higher annual coverage amount and includes orthodontia for dependents under age 19.

### VISION BENEFITS

You may select a vision plan through Vision Service Plan (VSP) or Davis Vision. Both plans cover the same types of services, including vision exams, eyeglass lenses and frames, and contact lenses, although you will see slight differences in costs for frames and lenses between the two plans. Review the provider lists to choose the best plan for you.

### LIFE AND ACCIDENT INSURANCE

Protiviti pays the full cost of Basic Life insurance and Basic Accidental Death and Dismemberment (AD&D) insurance. The benefit for each plan is equal to two times your base salary plus bonus and commissions, up to \$1 million. You can also purchase additional supplemental coverage for yourself, your spouse, and your child (ren).

### 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.

### HEALTH CARE ACCOUNTS (FSA & HSA)

You can set aside pre-tax payroll contributions for eligible out-of-pocket health care expenses through a Health Savings Account (HSA) or a Flexible Spending Account (FSA). Participation in these plans depends on the medical plan option you choose.

### ADDITIONAL BENEFITS

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

- Legal Services
- Identity Theft Protection
- Hospital Indemnity, Accident and Critical-Illness Insurance
- Auto and Home Discounts
- Pet Insurance

### SHORT TERM AND LONG-TERM DISABILITY

Protiviti provides paid time off for Short Term Disability (STD) and Basic Long-Term Disability (LTD). If you are unable to work due to illness or injury:

- STD provides a non-taxable benefit of 70% of your pre-disability base pay from day 8 up to day 90; then 60% of your pre-disability base pay for a disability lasting 91-180 days. The maximum benefit amount is \$3,500 per week.
- Basic LTD provides a non-taxable benefit of 60% of your benefits-eligible earnings, after 180 days of disability (up to \$15,000 per month). If you elect supplemental LTD, the benefit increases to 66.67% of your benefits-eligible earnings, and the maximum increases to \$25,000 per month. Benefits-eligible earnings is an amount that includes base pay, bonus, commission and overtime, over a 12-month period.

### 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.

### OUTSCHOOL ONLINE COURSES

You have access to over 100,000+ courses, tutoring, and other online offerings from this leading online learning platform for your children ages 3-18.

# BENEFITS PROGRAM HIGHLIGHTS

## WELL-BEING BENEFITS

### CHOICE TIME OFF (CTO) AND PAID HOLIDAYS\*

Protiviti provides paid time off for vacation, personal needs, and sick time. The amount of Choice Time Off (CTO) you receive varies based on your years of service and is pro-rated based on the hours per week you are scheduled to work. A new hire receives 128 hours (16 days) of CTO per calendar year. For every 3 years of service, you receive an additional 24 hours (3 days) of CTO, up to a maximum of 240 hours (30 days). You also receive up to 10 paid holidays per calendar year as long as you are scheduled to work on that holiday. Eligibility is date of hire.

### 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. There is no cost to you for this program.

### LEAVE CONCIERGE

We have created the Leave Concierge program for all employees taking a leave of absence for any reason. Your Leave Concierge will work closely with you so all of your questions are answered and to assist with a smooth transition when you begin your leave as well as when you return.

### DEPENDENT CARE FLEXIBLE SPENDING ACCT

You can set aside pre-tax payroll contributions for eligible out-of-pocket child-care expenses up to age 13 (or older if your dependent is unable to care for themselves) through a Dependent Care FSA. Contributions for highly compensated employees may be limited depending on the outcome of certain nondiscrimination tests imposed on FSAs by the IRS.

### FAMILY TIME OFF (FTO)

Upon returning from Paid Parental Leave (PPL), employees will receive 24 hours of Family Time Off (FTO). This time is intended to help new parents transition back to work.

### PERKSPOT DISCOUNT PURCHASE PROGRAM

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

### FLEXIBLE WORK ARRANGEMENTS

We know that offering flexibility to our employees creates a supportive work environment. Flexible work options include part-time schedules, compressed schedules, working from home, and other arrangements that may be customized for an employee's specific situation.

### PAID PARENTAL LEAVE & ADOPTION ASSISTANCE

Protiviti provides paid time off for parents who give birth to, adopt, or foster a child. Eligible employees may take up to 10 weeks paid time off to bond with their child. The leave may be taken as one continuous leave or split into two separate increments. You may also be eligible for reimbursement of qualified adoption expenses of up to \$6,000.

### BACK-UP DEPENDENT CARE

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

### 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.

### GLOBAL MOBILITY PROGRAM

This program provides employees at the Senior Consultant level and above the opportunity for short or long-term assignments at our global locations. Eligibility begins after one year of employment.

### SABBATICAL PROGRAM

You may take a sabbatical for up to 3 months. A stipend is granted each month, and tenure, health care and benefits are retained.

### STUDENT LOAN REFINANCING PROGRAM

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



# 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 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 contribution election or opt out of participation at any time.

You will 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 affiliated companies on December 31 to be eligible to receive the 401(k) match for that calendar year.

## 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.

### ADVISOR PROGRAM

New hires receive peer, career, and executive advisors to build their network and set goals. Eligibility is from date of hire.

### TUITION ASSISTANCE PROGRAM

You may be reimbursed up to a certain amount per year for business-related courses that meet the program criteria. Eligibility is after two years of employment. See policy for amounts and more details.

### COMPREHENSIVE LEARNING

You have access to a variety of learning programs, including Passport to Protiviti, our award-winning onboarding program; Skillsoft 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.

### 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. Employees below the Manager level are eligible for a \$1,000 bonus. Eligibility is from date of offer acceptance.

### 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.

# BENEFITS PROGRAM HIGHLIGHTS

## 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.

### INNOVATION AT PROTIVITI

Employees are rewarded for participating in events related to innovation at the firm, including individuals or teams who win our global innovation challenges or those who are accepted for secondments to one of our three "Protiviti iNN" innovation sites. Eligibility is from date of hire.

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

Your Health (Medical, Dental, Vision, HSA and FSA) and commuter premiums are paid through pre-tax payroll deductions. Other benefits such as Supplemental Life and AD&D insurance, supplemental LTD and voluntary benefits are paid for through Post-tax payroll deductions.

This document is intended for **non-exempt** U.S. employees **below** the Managing Director and Senior Director level who are scheduled to work 20 or more hours per week. 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*