



Benefits at a Glance

Welfare and voluntary benefits are effective on your first day of employment:

- * **Shared Cost / Low Employee Premiums**
 - o Medical Insurance
 - Traditional PPO Plan
 - High Deductible Health Plan, with employer contributions to a Health Savings Account
 - o Dental Insurance
- * **Employer-Paid Benefits**
 - o Basic Life Insurance at 2x Annual Base Salary
 - o Short-term and Long-Term Disability Insurance
 - o Employee Assistance Program
- * **Voluntary Benefits**
 - o Flexible Spending Accounts for Health Care and Dependent Care
 - o Vision Insurance
 - o Supplemental Life Insurance for employee, spouse, and children
 - o Accident Insurance
 - o Critical Illness Insurance

Summary of Leave Benefits

- * **Paid Time Off (PTO)**
 - o PTO eligibility for the first calendar year of employment is pro-rated based on the month of hire
 - o At the beginning of each calendar year, employees employed prior to January 1 receive PTO on the following schedule

Years of Service	Days per Year
< 1 year	17 days
Year 1 thru Year 4	18 days
Year 5 thru Year 9	20 days
Year 10 thru Year 14	23 days
Year 15 – Year 19	26 days
20+ years	29 days

- * **Holidays (paid)**
 - o 8 designated holidays
 - o 1 floating holiday
 - o Veterans' Day (for veterans only)
- * **Family, medical, and paid military leave**
- * **Bereavement Leave (paid)**

JM Swank is committed to investing in our team members through a blend of competitive pay practices and valued benefit programs. These benefits are an important component of your total compensation package.

* **Retirement Savings**

- JM Swank offers a safe harbor 401(k) plan
- o Your eligibility starts on the first day of the month following your date of hire
 - o You may contribute up to 90% of your pay
 - o JM Swank matches 100% of your contributions up to the first 4%, and then matches 50% of the next 2% you contribute
 - o There is no waiting period for employer matching contributions
 - o You are immediately vested in JM Swank's matching contributions

Other Benefits

- * Flexible work environment
- * Educational Assistance
- * Adoption Assistance
- * Monthly contribution toward gym membership
- * Contribution toward club membership (e.g., Sam's Club, Costco)
- * Awards and Recognition

JM Swank, LLC is an Equal Opportunity Employer. We offer a competitive salary, outstanding benefits, and an environment that supports our team members' development and recognizes their achievements. The passion that our people bring to their work extends to their private worlds, and JM Swank encourages a healthy balance between the two.