



EMPLOYEE BENEFITS

A Quick Overview

WE LOOK FORWARD TO WELCOMING YOU!

"The greatest asset of a company is
its people."

This document is a summary of benefits
offered by Melissa.
All items are subject to change.



BENEFITS OFFERED BY MELISSA

Paid Holidays

Available after 90 days.

Usually 6-8 days per year, depending on holiday calendar.

Employees also receive 8 hours of birthday holiday pay.

Medical, Dental, and Vision Insurance

Available after 90 days.

Melissa offers Kaiser HMO and PPO for medical insurance.

Melissa offers Guardian for dental and vision insurance.

Life Insurance

Available on first of the month after 90 days.

Melissa provides \$15,000.00 in life insurance for employees only. Employees can enroll in additional coverages for themselves and their spouse.

Personal Time Off

Available after 30 days.

Accrual breakdown:

- 30 days to 5 years of service: 1hr of PTO for every 20hrs worked
- 5 years to 10 years of service: 1hr of PTO for every 16hrs worked
- 10+ years of service: 1hr of PTO for every 13hrs worked

401(k) Retirement Plan

New employees are automatically enrolled on the first payroll after 60 days at a 5% contribution rate. Employees can opt out at any time before auto-enrollment takes effect. Alternatively, employees can self-enroll on the 1st of the month following their start date. Melissa matches 25% of employee contribution up to the first 7% of contribution.

Flexible Spending Account

Available after your first payroll.

The Flexible Spending Account is not tied to any insurance.





Tuition Reimbursement and Loan Assistance

Available after 1 year for full-time, regular employees.

Tuition reimbursement:

Up to \$5,200.00 per calendar year toward related to courses taken toward completion of an undergraduate or graduate degree.

Up to \$2,500.00 toward completion of a credential/certificate course or program.

Degree or certification sought by employee must be relevant to the employee's current position.

Loan Assistance:

Up to \$5,200.00 per calendar year toward payments on an existing education/student loan incurred by the employee, for education of the employee.

Degree does not have to be relevant to the employee's current position.

The maximum benefit provided by Melissa under any combination of the above three options is \$5,200.00 per calendar year.

**LET'S
GET
THE BALL
ROLLING!**