



# OPTIBASE INC.

## Employee Benefits

Employees who work a minimum of 30 hours per week are eligible for the following benefits the first day of the month following their month of hire. Employees who work less than 30 hours per week, please refer to the Employee Handbook.

### **Medical Insurance**

- Individual's coverage is fully paid for by the Company
- Dependents' coverage is paid at 80% by the Company
- Employees who reside outside of California are offered coverage through Blue Shield PPO Plan.
- Employees who reside in California are offered coverage through Blue Shield PPO and Blue Shield HMO Plans.

### **Dental and Vision Insurance**

- Individual's coverage is fully paid for by the Company
- Dependents' coverage is paid at 80% by the Company
- Employees are offered Dental and Vision coverage through Principal Financial Group.

### **Life and AD&D Insurance**

- Life and AD&D Insurance are fully paid for the by Company
- Employees are eligible to receive life insurance at the rate of one times base salary to a maximum of \$250,000 offered through UnumProvident.
- Employees are eligible to receive AD&D insurance at the rate of one times base salary to a maximum of \$250,000 offered through UnumProvident.

### **Short Term Disability Insurance**

- Short Term Disability Insurance is fully paid for the by Company
- Employees are eligible for short term disability coverage for a maximum of 12 weeks at the rate of 60% of base salary to a maximum base salary of \$200,000.

### **Long Term Disability Insurance**

- Long Term Disability Insurance is fully paid for by the Company



- Employees are eligible for long term disability coverage at the rate of 60% of base salary to a maximum base salary of \$200,000.

#### **401(K)**

- Employees are eligible to participate in our 401(k) Plan offered through ING on the first day of the calendar quarter following the completion of three (3) months of employment. Company match is twenty-five percent (25%) with 5-year vesting schedule.
- Employees are eligible to contribute up to 100% of earnings to the 401(k) Plan, subject to annual IRS limitation.

#### **Flexible Spending Accounts**

- Employees are eligible to have payroll deductions made on a pre-tax basis for Medical Spending Accounts up to an annual maximum of \$5,000 per year and for Dependent Care Spending Accounts up to an annual maximum of \$5,000 per year. Administered through Invesmart.

#### **Vacation**

- Employees will accrue vacation at the rate of 13 days per year during their first year of employment and will accrue an additional day for each additional year with the company to a maximum of 20 days per year. Employees who work 20 hours per week or more will accrue vacation on a pro-rated basis.

#### **Sick Time**

- Employees are eligible for up to 7 sick days per year. Absences of 3 consecutive days or longer due to illness or injury will require a doctor's note upon return to work. Sick time will be pro-rated to date of hire for new hires during a calendar year as well as for part time employees (20 hours per week or greater).

#### **Paid Holidays**

- The company provides 10 paid holidays each year. A Holiday schedule is published at the beginning of each year indicating which holidays will be included for the coming year.
- One Floating Holiday is provided yearly. This is a paid personal day off chosen by the employee and approved by the supervisor.