



APOGEE Benefits Snapshot 2018

Health & Wellness

Cigna Open Access Plus

APOGEE pays a significant portion of employee monthly premium.

Employee Options & Premium Costs	Monthly	Per 2-week pay period
Employee	\$80.00	\$36.92
Employee + Spouse	\$160.00	\$73.85
Employee + Child(ren)	\$160.00	\$73.85
Employee + Family	\$240.00	\$110.77

Cigna Health Savings Account (HSA)

APOGEE funds up to \$1,400 for single employees and \$1,600 employees with dependents per plan year.

Guardian Dental Network

APOGEE paid

Guardian Vision

APOGEE paid

Long-Term Disability

APOGEE paid

Short-Term Disability

APOGEE paid

Life Insurance

APOGEE paid (2 x employee gross salary)

APOGEE Retirement & Savings

401(k) Retirement Plan: Apogee employees may elect to contribute up to 30% of their gross wages each pay period on a pre-tax basis. Apogee will match 100% of your 401(k) contributions up to **10%** of your gross salary. *Corporate contributions are on a three-year vesting cycle (33.3%/year). The maximum dollar amount you can contribute for 2018, per the IRS, is \$18,500. Apogee Retirement plans are subject to initial eligibility requirements and must comply with IRS ERISA rules.*

Time Off

APOGEE celebrates 7 fixed holidays: New Year's Day, Presidents' Day, Memorial Day, July 4th, Labor Day, Thanksgiving, Christmas Day

APOGEE provides 4 Floating Holidays annually, 2 on January 1st, 2 on July 1st.

APOGEE employees accrue Personal Time Off (PTO) that escalates based on company employment tenure.

- < 3 years – 15 Days – 120 hours – Earned ~4.62 hours/pay period
- >= 3 years – 18 Days – 144 hours – Earned ~5.54 hours/pay period
- >= 5 years – 20 Days – 160 hours – Earned ~6.15 hours/pay period

Fixed and Floating Holidays must be used within each calendar year. Floating Holidays may be prorated based on start date.

The PTO accrual rate may be prorated for APOGEE employees working less than a fulltime schedule.

PTO hours may be carried over to the next year up to an 80-hour maximum. Balances over 80 hours will be paid out.

Matching Gift Policy

APOGEE matches up to \$250 of employee contributions to qualifying charities and organizations.

APOGEE Awards

Quasar, Supernova, Zenith and Spot Awards are APOGEE management recognition awards to acknowledge employee extra effort, dedication, accomplishments and attainments of significant goals on a quarterly basis.

Professional Development Assistance (PDA) Plan

APOGEE provides all staff with financial assistance towards approved continuing education tuition, training, certs, conferences and for the materials, software and books you need to excel in your job. The annual non-taxable cap is \$5,250.

\$1,000 Mobility Bonus

APOGEE -nuses are on-the-go! APOGEE provides a \$1000 Mobility Bonus for Internet and Cellphone services. We have an on-line time & expense system and interactive website that is integral for our business processes. To ensure that you stay in touch with your colleagues, customers, and check on the latest APOGEE social media postings being online access is key. This bonus is paid out quarterly in the amount of \$250.

Employee Referral Bonus

Many of APOGEE's top employees were referred to us by other employees. We encourage candidate referrals by rewarding employees when an exempt referral is hired and works for us for 90 days. The amount of that bonus will vary based on the position, duration, budget, and revenue projections.

VPI (Veterinary Pet Insurance)

VPI offers pet-cohabitating APOGEE employees a discount on insurance to cover pet medical and preventative care.