

Welcome

Projility is an exciting, challenging and employee-friendly place to work. We are committed to making sure you feel your contributions are valued and you have the opportunity to grow professionally in an inclusive work environment that embraces diversity. To this end, as an employee you have access to many programs, which can help you manage your health, security, and financial future. Each has been carefully selected with the goal of providing strong support for our employees and their families.

Our comprehensive benefits package for eligible employees becomes effective on the first day of the month immediately following their hire date. For example, an employee hired on March 23 becomes eligible for benefits on April 1st.

Please note this summary is intended to serve as a general guideline to the benefits offered by Projility. Please remember it is only a summary and not the official document for the plan or policy. Policies are defined within the Employee Manual. Benefits are subject to change.

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Projility[®]

Forward Advice. Forward Results

1919 Gallows Road
Suite 1050
Vienna, Virginia 22182

703.448.6777 Phone
703.842.8478 Fax

www.projility.com

Projility[®]



BENEFITS AND COMPENSATION PLAN

Pay Periods

Bi-monthly pay periods via direct deposit

Vacation / Sick Leave

<u>Level</u>	<u>Possible Accrual in Days*</u>
Managers and above	20
Team Members	15

* 1 day = 8 hours.

You may use these hours for vacation, sick time or personal leave.

Accrual of hours for personal days begins on the first day of employment. If you leave the company, you will be paid for personal days accrued through your termination date. If you have used more hours than earned (i.e., a negative balance) at termination, you will be required to pay them back. Projility Practice Managers and staff may carry over up to 50% of annual personal days into the following calendar year. Any time in excess of 125% will be written off in the first pay period in January. The maximum accrual is 150%. Accruals will stop during the year whenever this maximum is reached and resume once your balance falls below 150%.

Holidays

Eligible U.S. Projility employees receive 8 paid holidays each year, except where state law provides to the contrary.

Holiday Schedule

New Year's Day
Martin Luther King Day
Memorial Day
Independence Day
Labor Day
Thanksgiving Day
Friday after Thanksgiving
Christmas Day
PLUS 2 floating holiday's of your choice

Health, Dental and Vision Insurance

Our current Medical health plan insurance is offered through United Health Care. There is both a HMO and PPO plan. Full-time employee contributions are as follows:

<u>Plan</u>	<u>Monthly Contribution</u>	
	<u>HMO</u>	<u>PPO</u>
Individual	\$127.00	\$211.00
Individual & Child	\$243.00	\$401.00
Individual & Spouse	\$269.00	\$443.00
Family	\$382.00	\$635.00

Our Dental coverage is offered through Humana Dental and Vision coverage through United Healthcare. Full-time employee contributions are as follows:

<u>Plan</u>	<u>Monthly Contribution</u>	
	<u>Dental</u>	<u>Vision</u>
Individual	\$17.96	\$10.37
Individual & Child	\$34.52	\$21.25
Individual & Spouse	\$40.81	\$20.22
Family	\$58.07	\$29.54

Disability Insurance

We offer Long-Term Insurance, Short-Term Insurance and Life Insurance at no cost to the employee.

LONG-TERM DISABILITY

Benefit % / Monthly Max: 60% to \$6,000
Elimination Period: 90 Days

SHORT-TERM DISABILITY

Benefit % / Monthly Max: 60% to \$750
Benefit Duration: 13 Weeks
Coverage Commences On: Day 1st Accident 8th Illness

LIFE INSURANCE

1x salary to max benefit to \$150,000.00

Certification Bonus

In recognizing the importance of continued professional growth and development, those employees who earn job relevant professional certifications above those required are eligible to receive a bonus.

Project Management Professional = \$3,000
Microsoft Certificates: 1st = \$1,000 2nd = \$2,000

Spot Bonuses

We encourage all team members to publish papers and present at conferences. When you do, you receive a "spot bonus" from Projility!

Projility 401(K) Plan

We offer a 401(k) plan thru American Funds. Participation for eligible employees starts three months after first day of employment. The company will contribute 3% of your earned salary on an annual basis (or prorated based upon period of employment). The company contribution is governed by the 401(k) Safe Harbor provision for 401(k) plans.

Employee Referral Program

Talented people know talented people and we appreciate it when our employees refer friends and colleagues to us for employment. When we hire one of your referrals, we thank you with an employee referral bonus of \$5,000.

Mobile Phone

Obtaining a mobile phone and a monthly rate plan is the responsibility of the employee. The reimbursement schedule for employees is as follows:

Officers = \$150, Sr. Manager = \$100, Manager = \$50,
Sr. Consultant = \$30, Consultant & Analysts = \$25

Company Events

Projility sponsors a variety of social and recreational activities for employees and their families throughout the year.

Tuition Assistance

The tuition assistance program helps you pay for ongoing education by reimbursing you for your course costs as well as tuition (A=\$2,000; B=\$1,000; C=0). You must be employed at Projility at least six months to qualify.