

Summary of Benefits – Associates May 2024



The Firm's benefits are subject to the specific provisions of the plan, insurance policies and other documents which set forth the Firm's benefits in greater detail. Benefits may be added, deleted or revised from time to time and are subject to prior approval by the Board of Directors or the Firm's Management Team.

Professional Benefits

1. Bar Association Expenses:

- Admission to Bar Fees
- **Bar Association Memberships** – It has been a long standing policy of the Firm to pay for memberships to the American, New Jersey, Pennsylvania, New York and County Bar Associations for all of our lawyers. The Firm has and continues to encourage active participation in these Bar Associations. It is recognized, however, that a number of us are members of various Bar Associations in which we neither participate nor receive any useful professional benefits. This may be particularly true for the ABA and the State Bar Associations. For this reason, the Firm, while continuing to urge active Bar involvement, will limit payment of membership fees to those associations in which you actively participate or receive useful benefits such as legal publications.

We ask that each of you consider this policy when deciding whether to renew a Bar membership. While we will not at this time be asking for written justification for reimbursement, we will periodically be reviewing the memberships of all attorneys.

Again, this policy is not meant to limit participation, but rather to encourage and insure meaningful participation in those Bar associations which you choose to join.

2. Other Professional Association Expenses:

- Annual Dues
- Meeting Expenses

3. Continuing Legal Education Expenses:

- Seminar Registration
- Travel and Hotel
- Meal Expenses

4. Professional Malpractice Insurance

5. Civic and Community Organization Expenses:

- Annual Dues
- Meeting Expenses, Including Guests' Expenses

Personal Benefits

1. Health Insurance: Aetna Meritain

Prescription coverage is offered through Express Scripts. The Aetna Meritain network is the Aetna Choice POS II (Open Access).

	POS	HDHP
Employee	\$469.97 per month	\$196.10 per month
Employee + Spouse	\$821.36 per month	\$342.21 per month
Employee + Child(ren)	\$709.55 per month	\$269.94 per month
Family	\$897.69 per month	\$364.20 per month

(Non-Tobacco Use Discount)

	POS	HDHP
Employee	\$419.97 per month	\$146.10 per month
Employee + Spouse	\$771.36 per month	\$292.21 per month
Employee + Child(ren)	\$659.55 per month	\$219.94 per month
Family	\$847.69 per month	\$314.20 per month

Coverage includes reimbursement for participation in certain wellness programs including health club memberships.

Please note: Effective May 1, 2016, spouses who have health insurance available to them through their own employers are not eligible for coverage under the Archer & Greiner health insurance policy.

2. Telemedicine: Teladoc

Teladoc provides its members with 24/7/365 on-demand access to U.S. board-certified physicians from home or work as opposed to more expensive settings like a doctor's office or an emergency room. Teladoc membership is provided to those eligible for benefits.

3. Dental Insurance: Delta Dental

	Low Option	High Option	Enhanced Option
Single	\$27.83 per month	\$43.10 per month	\$51.47 per month
Employee + Spouse	\$55.87 per month	\$87.03 per month	\$103.94 per month
Employee + Child(ren)	\$58.49 per month	\$93.52 per month	\$111.69 per month
Family	\$92.21 per month	\$146.45 per month	\$174.90 per month

4. Vision Insurance: National Vision Administrators

Single	\$5.82 per month
Employee + Spouse	\$11.64 per month
Employee + Child(ren)	\$18.62 per month
Family	\$22.10 per month

5. Insurance:

- **Life Insurance** – The Firm provides Term-Life Insurance equal to two times annual salary rounded to the next highest multiple of \$1,000, not to exceed \$400,000. Additional insurance is available and paid for by the Associate through payroll deduction. (See policy provisions for coverage for those 65 and over.)
- **Short-Term Disability Policy** – Associates are covered under the firm's self-funded short term disability policy. A doctor's written medical certificate explaining the nature and cause of the disability which prevents an Associate from working is required for payment under this policy.

Associates receive 100% of base salary [less payments by the State of New Jersey, State of New York or Lincoln Insurance Company (for NY, PA and DE employees only) or Social Security payments] for the first twelve weeks of a disability.

For the next twelve weeks, for those associates employed less than three years, 60% of base salary [less payments by the State of New Jersey, State of New York or Lincoln Insurance Company (for NY, PA and DE employees only) or Social Security payments]. For those associates having more than three years of service, 80% of base salary (less payments by the State of New Jersey, State of New York or Lincoln Insurance Company (for NY, PA and DE employees only) or Social Security payments].

- **Long-Term Disability Insurance** – The Firm provides group Long-Term Disability Insurance. The insurance provides for benefits after six months of total disability. The insurance pays 60% of basic monthly earnings up to a maximum of \$15,000, less any amounts received from Social Security, disability or any other tax deductible income.

6. Parental Leave

The Firm provides twelve weeks of paid parental leave for the bonding of the birth of a child, adoption of a child or placement of a foster child. (Parental Leave is in addition to any maternity leave that is offered to employees through the firm's short-term disability program). The Parental Leave benefit is intended to apply to any birth, adoption or foster child placement that occurs after the employee has commenced employment with the Firm. Two months advance notice must be given prior to the start of any paid Parental Leave. For more details, please contact Human Resources. (This policy is further explained in the "Firm Policies & Procedures Handbook for Attorneys and Other Exempt Employees".)

7. Health Savings Plan:

The Inspira (Formerly PayFlex) plan allows employees to pay required health insurance co-payments and other non-insured medical expenses with pretax dollars. This plan is only available to those enrolled in the Meritain HDHP.

8. Flexible Spending Plan:

The Flores plan allows employees to pay required health insurance co-payments and other non-insured medical expenses with pretax dollars.

9. Commuter Benefit Plan:

The Flores plan allows employees to pay parking and transit expenses associated with the daily commute to work with pretax dollars.

10. Profit Sharing and Deferred Compensation Plans:

The Firm offers a 401(k) Plan through Empower that will match \$0.25 for each \$1.00 of your elective deferrals each plan year. The Plan will not match your elective deferrals in excess of 6% of compensation each plan year. The Plan will not match any catch-up deferrals.

The Firm makes an annual Safe Harbor Non-Elective Contribution to the Plan in an amount equal to 3% of your compensation up to the IRS limits for the plan year.

11. Vacation:

- First year of service is prorated according to start date based off an annual allotment of 4 weeks
- Each consecutive year of service thereafter – 4 weeks

Note: Effective October 1, 2023, upon termination of employment, the firm does not pay out for any unused, accrued vacation time to its professional, legal staff.