



## **The Paradigm Benefits Package: Benefits, Compensation, and Perks (Outside The NCR) 2011 – Effective 12/1/10**

Paradigm Technologies offers a very competitive benefits package to its employees. This allows Paradigm to retain long-time employees and attract talented candidates who can help our company grow. With an uncompromising emphasis on quality of service, Paradigm has demonstrated consistent steady growth since inception. Repeat customers and company staff reputation have been the foundation of our continued success! Discover why so many Paradigm employees remain loyal and advance professionally as the company grows.

### **Insurance Benefits**

#### **Health Insurance:**

CareFirst BlueCross / BlueShield ([www.carefirst.com](http://www.carefirst.com))

Paradigm offers two medical plan options to fit your healthcare needs. The health insurance premium is subsidized over 90% by the company for Employee, Employee and Spouse, Employee and Child, and Family coverage for the Blue Preferred Low PPO Plan and over 80% of the premium for the Blue Preferred High PPO Plan. Coverage is effective the 1<sup>st</sup> of the month following the date of hire. Each plan includes one yearly vision check up and discounts on vision materials.

#### **Dental Insurance:**

CIGNA ([www.cigna.com](http://www.cigna.com))

Paradigm offers two levels of the Dental PPO for the employee and dependents, with varying yearly allowances to fit the employee's needs.

The dental insurance premium is subsidized by the company for Employee, Employee and Spouse, Employee and Child, and Family coverage. Coverage is effective the 1<sup>st</sup> of the month following the date of hire.

#### **Vision Insurance:**

Guardian Life (VSP) ([www.vsp.com](http://www.vsp.com))

This full vision insurance PPO includes a yearly exam and materials and can be elected for the employee and any dependents.

#### **Group Life Insurance / Long Term Disability (LTD) / Short Term Disability (STD) / Accidental Death and Dismemberment (AD&D):**

Paradigm provides 100% Employer paid contribution. Paradigm provides Basic Term Life and Basic Term AD&D coverage at 200% of the employee's salary up to \$200k of coverage. Coverage is effective the 1<sup>st</sup> of the month following the date of hire.

#### **Supplemental Life Insurance / AD&D:**

The employee may elect up to \$500,000 in supplemental life and AD&D insurance\*\*. Coverage is also available for spouse and children.

\*\*AD&D Supplemental Insurance not to exceed 10x salary.



## Retirement Benefits

### Retirement:

Smith Barney ([www.smithbarney.com](http://www.smithbarney.com)) / The Principal Financial Group ([www.principal.com](http://www.principal.com))

The company 401 (k) plan is administered by The Principal Financial Group and funds are managed by Smith Barney. There is immediate enrollment; and changes may be made daily. The company offers a discretionary year-end company matching contribution and Profit Sharing.

Effective 1/1/09, there is a one year waiting period for Profit Sharing contributions.

## Flexible Spending Accounts

### Flexible Spending (Pre-tax salary deduction):

Automatic Data Processing, Inc. (ADP) ([www.flexdirect.adp.com](http://www.flexdirect.adp.com))

Through ADP's Flexdirect program, Paradigm sponsors a Health Care Reimbursement Account (HCRA) and a Dependent Care Reimbursement Account (DCRA) with an annual maximum tax-free deferral of \$5,000 to each account.

## Education Benefits

### College Savings Program (Section 529) (Post-tax salary deduction):

American Funds ([www.americanfunds.com](http://www.americanfunds.com))

Through American Funds' CollegeAmerica 529 Savings Plan, Paradigm offers a post-tax salary deduction to save for college expenses in a Virginia-sponsored 529 plan. Savings grow tax-free and the employee may contribute as little as \$25 per month.

### Tuition Reimbursement Program:

Paradigm offers reimbursement for tuition, registration fees, and required books of up to \$3,000 per calendar year. Eligibility for plan is available after 1 year of continuous satisfactory service.

### Computer Purchase Program:

Paradigm offers an interest free loan of up to \$2,000 for the purchase of a home computer of your choice. Eligibility for the plan is available after 3 months of employment.

## Paid Time Off and Holidays

### Paid Time Off:

Paradigm offers comprehensive leave to include a total of up to 15 days of vacation and sick paid time off. This includes 12 days of Vacation Paid Time Off which accrues each pay period beginning on your hire date and up to 3 days of Sick Paid Time Off available immediately upon hire\*\*. Paradigm also offers a Paid Time Off (PTO) Purchase Plan; the employee may purchase up to 3 additional days per year.

\*\*Effective 1/1/09, sick paid time off is pro-rated based on your hire date.



### **Paid Holidays:**

Holidays are available upon hire. There are 10 paid holidays: New Year's Day, Martin Luther King Day, President's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, and Christmas Day. Employees may trade any holiday. However, only 2 holidays may be used in a pay period. Holidays cannot be traded in advance.

## **Bonuses and Service Awards**

### **Bonuses:**

Paradigm offers a Discretionary Performance Bonus Program to reward employees for superior achievement and performance. In addition, employees are eligible for an annual bonus.

### **Employee Referral Program:**

Paradigm values employee employment referrals. We have a very strong internal referral program. Paradigm provides a referral bonus as an incentive for referring talented candidates who are hired and maintain employment for two months.

### **Service Awards:**

Paradigm values service and loyalty. Paradigm presents employees with a service award package after every five and ten years of service.

## **Additional Perks**

### **Health Club Membership:**

Paradigm offers company-subsidized membership discounts to health clubs around the country.

### **Paid Parking:**

Paradigm offers paid parking for employees who work in urban areas.

### **Auto & Home Insurance:**

Paradigm partnered with Liberty Mutual to offer discounted rates on auto and home insurance.

### **Commuter Benefits:**

Pre-tax payment program for Metrorail, Metrobus, MARC, VRE, local and commuter buses, and vanpools.