



Employee Benefits



Contents

Benefits Highlights

Health & Wellness

Insurance

Saving for the Future

Life & Work Balance

Professional Growth

Benefits Highlights

VHB is committed to providing employees, and their families, best-in-class benefits through our Total Rewards Program to best support their life journey.

Health & Wellness

We recognize that whole-self health and wellness are important to employees and their families.

- Medical, dental, and vision plans through Blue Cross Blue Shield (BCBS) are available on the first day of work
- Individual and family coverage is available to full-time and part-time employees
- There are three medical plan options available, HMO, PPO, and High Deductible
- Domestic partner coverage is available for medical, dental, and vision plans
- Yearly fitness, weight loss, and mind & body reimbursement through BCBS for qualifying programs
- On-demand maternity and family support for employees through Ovia's three customized apps on fertility, pregnancy, and parenting

401(k)

We understand that saving is a priority for employees, and we provide options to help you achieve a secure financial future.

- Employees are automatically enrolled in VHB's 401(k) Plan upon hire, with an auto increase occurring in January up to 10%
- Employee plans include 401(k) pre-tax, 401(k) after tax, and Roth options
- 50% match up to 8% of your contribution on 401(k) pre-tax and Roth plans
- Fully vested after 2 years of service

Life & Work Balance

Balance is one of our core values, and we know the importance of offering VHBers flexibility to allow for better life and work balance.

- Our generous vacation program allows employees to gradually earn and accumulate vacation hours based on length of service with the company
 - 10 vacation days
 - 8 sick/wellness days
 - 7 company-wide holidays
 - 3 floating holidays for the holidays that are most important to you
- VHB provides eligible employees with paid Parental Caregiver Leave following the birth, adoption, or foster care placement of a child during the first 12 months to allow for additional family bonding time
- Whole-self resources through Nivati's mental and physical health platform including counseling services and on demand yoga, meditation, and nutrition videos
- VHB provides optional pet insurance through Nationwide with a preferred pricing through VHB's group rate

Career Growth

We view employee learning and development as a strategic priority, investing significantly in professional development opportunities.

- VHB pays for annual membership dues in one professional or technical society
- VHB pays annual licensing fees for registration in the state in which employees are assigned to work
- Tuition reimbursement is available for employees who have worked at VHB for at least six months
 - Courses must be in a field of study that has direct application to an employee's present position
 - VHB will reimburse up to \$5,250 per calendar year for coursework in which the employee receives a letter grade of 'C' or better



Health & Wellness

VHB recognizes the importance of whole-self wellness and offers employees and their families a diverse range of health and wellness programs, providers, and resources that support mental and physical wellness.

Major Medical Insurance

Medical insurance coverage is offered through Blue Cross® Blue Shield® (BCBS). If an employee elects medical insurance, coverage begins on the first day of work. Employees can elect individual or family coverage. Employee contribution for the premium is pre-tax, reducing overall cost.

Blue Care® 90/70
PPO plan is available
in all VHB locations

Blue Care® Elect PPO
Saver plan is available
in all VHB locations

HMO Blue® plan
is available in
New England only

VHB pays for a percentage of employee coverage for full-time and part-time employees. Please contact the Benefits Team for information regarding current medical premiums.

Dental Insurance

VHB provides optional dental insurance, which includes coverage for orthodontics. Contributions for the premium are pre-tax, reducing cost.

Vision Insurance

VHB provides optional vision insurance coverage. Contributions for the premium are pre-tax, reducing cost.

Pet Insurance

VHB provides optional pet insurance through Nationwide with a preferred pricing through VHB's group rate.

Domestic Partnership Benefit

VHB offers benefits including health, dental, vision, and supplemental life insurance to domestic partners who are not married.

VHB Well

Through our VHB Well Program we provide an Employee Assistance Program, lunch-and-learns, and the opportunity to participate in company-wide wellness challenges through BCBS's AHealthyMe health and fitness program.

Sick/Wellness Time

Sick/Wellness time is accrued biweekly up to a maximum of eight days per year. Unused sick/wellness time may be carried over from year to year up to a maximum of 240 hours (30 days). Part-time employees accrue sick/wellness time on a pro-rated basis.

Nivati

A mental and physical health platform offering tools and support for your holistic health. Employees have free access to a media library with informational videos featuring massage instruction, virtual yoga, guided meditation, and nutrition and counseling services. Nivati also offers on-demand counseling services for VHB employees and members of their household.

Wellness Reimbursements

BCBS offers a fitness reimbursement of \$150, a weight loss reimbursement of \$150, and a \$300 mind & body reimbursement per calendar year per policy for qualifying programs.





Insurance

In the event of a loss or a catastrophe, we offer coverage to mitigate financial burdens on you and your family.

Life Insurance/AD&D Insurance

VHB provides group term life insurance in an amount equal to 2 times the employee's annual earnings to a maximum of \$500,000 for all regular employees working at least 30 hours per week. Employees are also covered by accidental death and dismemberment insurance, which is additional life insurance equal to their basic group life, payable in the event of accidental death or dismemberment.

Supplemental Life

VHB's supplemental life insurance program offers additional coverage for all regular employees working at least 30 hours per week. Employees can apply for coverage up to five times their annual earnings, not to exceed an overall maximum total of \$1,000,000. Employees may also apply for up to \$100,000 spousal coverage in \$10,000 increments. Employees may elect \$5,000 or \$10,000 of supplemental dependent life insurance to cover dependents.

HOME

HEALTH &
WELLNESS

INSURANCE

SAVING FOR
THE FUTURE

LIFE & WORK
BALANCE

PROFESSIONAL
GROWTH

Short-Term Disability

Our short-term disability plan covers medically approved absence due to illness, or non-occupational injury for up to 13 weeks of coverage. The benefit is paid in full by VHB and is equal to 60 percent of basic earnings to a maximum of \$2,500 per week.

Long-Term Disability

Employees who are disabled for more than 90 days are eligible to apply for long-term disability (LTD) benefits. The benefit paid is equal to 60 percent of annual earnings to a maximum monthly benefit of \$20,000. LTD insurance continues until the employee is no longer disabled or reaches age 65. VHB pays the entire cost of this insurance coverage.

Long-Term Care

Employees are covered by Unum long-term care insurance. Benefits for this type of care are paid if an employee becomes disabled and can no longer perform certain activities necessary to function on a daily basis. VHB provides employees with a base plan of coverage, along with the option of buying additional coverage. Family members of employees are also eligible to purchase coverage.

Whole Life Insurance

VHB offers whole life insurance to all regular employees working at least 20 hours per week. Whole Life Insurance provides coverage at a set premium that never increases, and the death benefit never decreases in value. Employees can apply for coverage in \$10,000 increments with the guaranteed issue of \$100,000.

Employees may also apply for spousal coverage and dependent coverage for children up to age 26 of \$10,000 or \$20,000—not to exceed the employee's coverage amount.





Saving for the Future

We understand that saving is a priority for employees, and we provide options to help you achieve a secure financial future.

Flexible Spending Accounts

Employees can enroll in a Flexible Spending Account (FSA), which allows you to pay for qualified dependent care and health care expenses on a pre-tax basis. Employees can open a Health Care Flexible Spending Account (FSA) and/or a Dependent Care Reimbursement Account (DCRA). The maximum contribution per calendar year is \$3,200 in an FSA and \$5,000 in a DCRA.

Health Savings Account

Employees who enroll in the PPO Saver health plan can elect a Health Savings Account (HSA), which allows employees to pay for qualified health care expenses on a pre-tax basis. The maximum contribution per calendar year is \$4,150 for an individual and \$8,300 for a family. If the employee is age 55 or older they may elect to contribute an additional \$1,000 per calendar year. HSA funds remain in the account indefinitely until depleted.

Transit Flexible Spending and Parking

VHB promotes employee use of sustainable “alternate commuter” options whenever possible through our commutability program benefits. Employees who use public transit on a regular basis to travel to and from work can elect a Transit Flexible Spending Account. VHB contributes 50 percent of the cost of a monthly pass, up to the maximum tax-free benefit amount. Employees who commute to work can contribute up to the taxable limit for eligible parking expenses.

College Savings Plan

Fidelity’s Advisor 529 plan (College Savings Plan) is a simple way for employees to save for their children’s college education. Earnings grow tax-deferred, and qualified withdrawals are free from federal income tax.

401(k) Plan

VHB provides a 401(k) Retirement Plan administered through Empower Retirement. All US-based employees age 20 and over, except for Co-ops and Interns, are eligible to participate in the 401(k) Plan. Employees are automatically enrolled in the 401(k) Plan and can opt out within 30 days. Employees can contribute up to 85% of their salary on a pre-tax basis up to a dollar limit set by the IRS annually. An optional after-tax savings component is also provided by the Plan in addition to a Roth 401(k) feature. Each year, VHB determines a matching contribution amount for the Plan. Rollover contributions from other qualified plans are accepted upon approval by the plan administrator. A loan program is also provided through the Plan, allowing participants to borrow against their vested account balances.





Life & Work Balance

As a Generational Company, our management philosophy holds that our sustained success can only be achieved when there is equal emphasis on business and people.

Holidays

VHB is dedicated to continuing to foster a culture of inclusion and belonging. We provide 10 paid company holidays per year—seven companywide holidays where VHB offices are closed and three floating holidays to be used how employees choose.

Floating holidays provide employees with the flexibility to take time off on the days that are most important to them personally, culturally, religiously, or from a caregiver or volunteering perspective. New employees are eligible for floating holidays in their first calendar year at VHB according to the following schedule:

Employees who start between January 1–June 30 receive **3 days**

Employees who start between July 1–September 30 receive **2 days**

Employees who start between October 1–December 31 receive **1 day**

Part-time employees receive a pro-rated number of holiday hours.

Vacation

Our generous vacation program allows employees to gradually earn and accumulate vacation hours based on length of service with the company. Vacation time is accrued biweekly based on hours worked. Regular, full-time employees earn 10 days of vacation per year during the first two years of completed service; 12 days per year during the third year of service; and an additional day per year thereafter, up to a maximum of 20 days at the end of the 10th year of employment. Part-time employees accrue vacation on a pro-rated basis.

Scholarship Program

The VHB Family Scholarship Program helps finance higher education for children of VHB employees. VHB awards five \$5,000 scholarships annually through the program.

Adoption Assistance

The adoption assistance benefit reimburses employees up to \$5,000 for eligible expenses related to the adoption of a child. Full-time and part-time employees working at least 30 hours per week who have been employed for at least six months are eligible.

Employee Assistance Program

The Employee Assistance Program (EAP) helps VHB employees and their families obtain confidential, professional assistance for a wide range of issues that may affect their personal lives and job performance.

Pre-paid Legal Services

Pre-paid legal services is a comprehensive family legal plan that assists employees with legal guidance and information. Pre-paid legal also offers an identity theft protection plan.

Ovia Health

An on-demand fertility, pregnancy, and parenting support platform providing unlimited access to advice and guidance throughout your parenting journey through expert advice, tips, articles, and personalized health coaching.

VHB Cares

Since 1979, VHB Cares—our employee-run charitable giving program—has raised more than \$4.3 million for non-profit organizations. Charity programs are routinely initiated by VHB employees who roll up their sleeves to support the communities in which we live and work. VHB supports these efforts by matching donations to VHB Cares-sponsored charities, as well as providing flexibility for employees to participate in these important efforts.

Care.com

VHB provides free membership to Care.com for all regular employees working at least 30 hours per week. A Care.com membership allows employees to post jobs, search, and reach out to local caregivers to find care for children, adults, pets, as well as tutors and housekeeping services. VHB also provides up to 10 backup care days per employee per year, where the employee only pays a co-pay. Backup care provides vetted, subsidized in-home or in-center childcare or adult care when your regular care is not available.

Parental Caregiver Leave

VHB provides eligible employees with paid Parental Caregiver Leave following the birth, adoption, or foster care placement of a child during the first 12 months to allow for additional family bonding time. All new parents are eligible to take up to 4 weeks of paid bonding leave paid at 100 percent of the employee's base salary. The parent who gave birth is also eligible for 100 percent of their base salary to recover from childbirth for up to 8 weeks.



Professional Growth

The growth and success of VHB depends upon the growth and success of our employees. We view employee learning and development as a strategic priority, investing significantly in professional development opportunities.

Learning and Development

VHB is committed to individual professional development and skill building, offering opportunities to work with experienced colleagues on diverse and complex projects through learning and development opportunities. VHB's Learning & Development team offers an ongoing curriculum of in-person and online courses taught by VHB employees as well as outside industry professionals. Our Learning & Development team members partner with the International Association for Continuing Education and Training to create accredited training and courses for our employees.

Professional Development

We offer the following programs for employees to actively engage with professional agencies and development opportunities.

Membership Dues | All regular employees are encouraged to participate as active members in professional/technical societies or professional organizations of their choice. VHB pays for annual membership dues in one professional or technical society.

Professional Registration | State regulations require professional licensure/registration as a condition of assuming responsibility for performing professional assignments. All technical professionals are encouraged to obtain registration as soon as they are qualified. VHB pays annual licensing fees for registration in the state in which employees are assigned to work. If VHB requests that an employee be registered in other states, those fees will also be paid by the company.

Conferences/Seminars | VHB supports employee attendance at job-related conferences and seminars. Employees may request VHB sponsorship to attend conferences and seminars that are applicable to their present position and provide training for future advancement in the company.

Tuition Reimbursement

VHB's Tuition Reimbursement Program helps employees develop their skills and upgrade performance. Full-time and part-time employees working at least 30 hours per week who have been employed for at least six months are eligible. Courses must be in a field of study that has direct application to an employee's present position or provide training for future advancement within the company. VHB will reimburse up to \$5,250 per calendar year for coursework in which the employee receives a letter grade of 'C' or better.





VHB is committed to providing employees, and their families, best-in-class benefits through our Total Rewards Program to best support their life journey. It is through our benefits that we help our families enhance their financial security, protect and support themselves in challenging times, grow personally and professionally, and maintain balance.

We are dedicated to our team of passionate professionals and always strive for the kind of financial success that underpins our ability to provide great benefits. Business success and caring for people go hand in hand at VHB.

Sincerely,

Michael Carragher, PE
President & CEO

Please contact the Benefits Team at benefits@vhb.com if you have any questions regarding your benefits.

***Disclaimer:** This is an abbreviated description of employee benefits. More detailed information will be provided during orientation. The company reserves the right to change any of the aforementioned employee benefits at its discretion without notice. In the event a conflict exists between this summary and the actual plan document, the terms of the actual plan document will govern in all cases.*



www.vhb.com

Engineers | Scientists | Planners | Designers