



PYRAMID COMMUNICATIONS

Benefits Overview

Effective: January 1, 2023

This is in force until such time as there are any material changes.

The following briefly summarizes Pyramid's benefit plan.

(a copy of this document as well as benefit summaries, forms, other benefits and important information can be found in the Pyramid Library at library.pyramidcom.com)

EMPLOYEE ELIGIBILITY

Regular employees who work 24 hours or more per week are eligible for benefits.

- Full-time employees work 32 hours or more per week.
- Part-time employees work 24 hours but less than 32 hours per week.
- Temporary employees are hired for intermittent or time-limited work assignments.
- Casual employees work less than 24 hours per week.

MEDICAL, DENTAL, PRESCRIPTION DRUGS AND VISION INSURANCE

Beginning the first of the month following the start date, eligible employees and their dependents are eligible to participate in the medical, dental, prescription drug and vision insurance programs.

For full-time employees, 100 percent of the employee premium is paid by Pyramid. Pyramid will also pay 50 percent of the premium for employees' dependent children up to age 26. For part-time employees, 75 percent of the employee premium is paid by Pyramid. Pyramid will also pay 50 percent of employees' dependent children as identified above.

Please see Regence, Principal, VSP and Lincoln Summaries for additional plan information.

SHORT-TERM DISABILITY

The short-term disability (STD) coverage is provided by Lincoln Financial. Coverage for eligible employees begins the first of the month following the eligible employee's start date. The disability benefit begins on the eighth day for either an accident or sickness. Coverage is provided at 70 percent of the eligible employee's weekly salary up to a maximum weekly benefit of \$1,800. Pyramid pays the employee premium. Vacation will not accrue during STD. Pyramid will continue to provide the health insurance benefit during this leave.

Please see Lincoln Financial Benefit Summaries for the current details of the plan.

LONG-TERM DISABILITY

Long-term disability (LTD) coverage is provided by Lincoln Financial. Coverage is coordinated with the STD plan. Benefits begin after 13 weeks of a disability due to an accident or sickness. The monthly disability benefit is 60 percent of the employee's salary up to a \$9,000 maximum benefit. Pyramid pays the employee's premium. Vacation will not accrue during LTD leave. Eligible employees will be offered continued healthcare through COBRA.

Please see Lincoln Financial Benefit Summaries for the current details of the plan

EMPLOYEE ASSISTANCE PLAN

EAP is a free and confidential counseling service available to employees and their families provided through Lincoln Financial.

FLEXIBLE SPENDING ACCOUNTS

Beginning the first of the month following an eligible employee's start date, employees may participate in Pyramid's Flexible Spending Account (FSA) plan. The FSA plan allows employees to set aside pre-tax dollars to cover eligible medical purchases (max of \$3,050) and dependent care expenses (max of \$5,000). Deferrals are made on a per-pay period basis.

Please see Flex-Plan Summary for additional information and full list of eligible medical expenses.

PARKING AND TRANSPORTATION BENEFITS

Pyramid provides an ORCA pass or \$72 per month to help cover parking and transportation costs for all eligible employees.

HEALTH CLUB MEMBERSHIP

Pyramid provides a corporate membership to the Seattle Athletic Club (SAC) for its employees. Pyramid pays the initiation fee up to \$200 as well as part of the monthly membership fee. Pyramid's monthly contribution is \$47.46; the employee's portion is the difference between Pyramid's contribution and the SAC monthly membership fee.

If an employee chooses not to become a member at the SAC and wishes to join a different health club or sport activity, Pyramid will pay a portion (\$40) toward the monthly dues. Employees are responsible for submitting the proper documentation to receive reimbursement.

B.Y.O.D. Plan (Bring Your Own Device)

In exchange for the use of their own personal device and cell number, Pyramid Communications will provide any full-time equivalent employees a \$50 per month stipend towards their cellular services. In addition Pyramid will provide a \$200 reimbursement, offered once every two years, towards a new cell phone, providing a receipt showing purchase of a device is produced at time of the reimbursement request.

Pyramid Communications employees who have worked for the company for at least 90 days, but work less than 32 hours per week, will be eligible for 50% of the benefits.

Full-time equivalent employees of Pyramid Communications who choose not to use their own personal device or cell number will be provided a phone of Pyramid Communications choosing, along with a phone number associated and owned by Pyramid Communications, in order to conduct business related communications. Employees who opt **not** to use their own phone/number will not be eligible for a \$50 per month stipend, nor for any sort of device reimbursement payment.

EMPLOYER MATCHING DONATION

Pyramid will match each employee donation of up to \$100 per calendar year to an organization with a 501(c) 3 classification.

PRO BONO (individual)

Each regular staff member is granted up to five days a year to donate in support of an organization or cause of your choosing.

- It is flexible, both in what you dedicate the time to and also how you spread it out. You can focus it over a dedicated week or space it out over the year. We only ask that you work with your colleagues to plan when possible, and let your managers know so we can support your time away from project work.
 - Post time to the *Individual Pro Bono* task under Admin

PROFESSIONAL DEVELOPMENT RESOURCES

Each eligible employee is allocated \$800 per calendar year and 40 hours of paid time for professional development activities each calendar year. With input, review and approval by managers, these funds and time may be used to support or offset the costs of classes, seminars, conferences, coaching, materials and other services directly related to their professional development goals (see the Professional Development Plan document in the library for the full plan and approval process).

401(K) RETIREMENT PLAN

Employees are eligible to participate in Pyramid's 401(k) plan the first of the month after completing six months of employment. Open enrollment in the plan occurs monthly.

- Employer matching contribution as follows:
 - Employer contributes .25% for each 1% of employee contribution on the first 4% of salary the employee defers.
 - Employer contributes .50% of the next 2% of salary the employee defers.
 - Anything above 6% will not be matched by the employer.
 - All Employer matching contributions are 100% vested in the employee account

PROFIT SHARING

Each year, Pyramid may elect to make a profit sharing contribution for its employees. To be eligible for profit sharing, you must have completed six months of employment and must also be employed on the last day of the plan year. The profit shares are deposited into a 401(k) account set up for you by the company. The employer profit sharing contribution is subject to the vesting schedule below based on years of service:

<u>Years</u>	<u>Percent Vested</u>
Less than 1	0%
1 but less than 2	25%
2 but less than 3	50%
3 but less than 4	75%
4 +	100%

BONUS PLAN

When results are finalized and targets are met, bonuses will be announced and paid. In order to receive a bonus, you must:

- Have active full-time or part-time employment status as of the date bonuses are paid
- Have completed one full year of service by the end of the bonus plan year
- Not be under any disciplinary action plan at the time the bonus is determined

The company reserves the right to change or discontinue this bonus policy at any time, with or without notice. Such determination to change or discontinue the bonus plan is within the company's sole discretion. A bonus is not a promise of specific treatment in a specific situation.

LEAVES OF ABSENCE (for eligible employees)

Holidays (Record as Holiday yyyy)

Pyramid observes eleven (11) paid holiday days per year:

New Year's Day	Labor Day
Dr. Martin Luther King Day	Indigenous People's Day
Memorial Day	Thanksgiving Day
Juneteenth	Day after Thanksgiving
Independence Day	Christmas Eve
	Christmas Day

Holidays that fall on a Saturday will be observed on the preceding Friday, and holidays that fall on a Sunday will be observed on the following Monday. Holidays and office closures are recorded on the Out of Office and General calendars.

End of Year Break (record as Holiday/EOY 202x Break)

In addition, Pyramid will be closed weekdays from the day after Christmas through New Year's Eve.

Free Fridays (Record as Holiday/ Free Friday's 202x)

Five Free Fridays are available to take off between the Summer Solstice and Autumnal Equinox of each year.

Refer to the Out of Office and the General Calendars for specifics each year. These days will not count toward vacation time. Free Fridays are intended to let you enjoy long weekends, whether you stay in town and relax with friends and family or head out into the wilderness or adventures beyond. All we ask is that you work with your teams in advance to manage the work and make sure everything that needs doing gets done.

Since we'd really like to see everyone take some time during this traditionally slower part of the year, we're going to keep it simple: the days won't roll forward and aren't negotiable for alternative days off.

Vacation Time (record as Vacation 202x)

Pyramid provides eligible employees with vacation away from work that can be used for any reason for time spent away from work, including but not limited to vacation, personal time, time off to care for dependents or family members, and any time needed for bereavement.

Vacation is accrued on a semimonthly basis. Vacation is not accrued for months when unpaid leave is taken or short or long-term disability benefits are paid. During an employee's first year of employment, Vacation is prorated depending on the employee's start date. Vacation starts accruing on the first of the month following start date and accrues at a rate of 10.68 hours per month for the first three years of employment. Vacation accrual increases based on anniversary date to a maximum of 26 Vacation days after the completion of five years of service.

Years of Service is Based on Anniversary Date	Total Vacation Days	Monthly Hours Accruals
1 st -3 rd year	16	10.68
4 th year	21	14
5 th + year	26	17.34

At the end of each calendar year, a maximum of 40 hours of unused Vacation hours will roll over into the next calendar year.

To ensure compliance with the Fair Labor Standards Act (FLSA), full-time salaried employees' vacation accounts are charged in **no less than half-day increments**, when requested by the employee.

Eligible employees may, with approval from their manager, be allowed to use Vacation hours prior to accruing the hours. **Employees may not have a negative vacation balance at 12.31 each year by using more than they would have accrued during any calendar year.** Such approval is within the sole discretion of the manager and will be evaluated on a case-by-case basis. However, in no case will an employee be allowed to use Vacation hours prior to accrual for any short or long-term disability leave. If the employee resigns or is terminated prior to accruing back the negative Vacation balance, the negative balance will be deducted from the employee's final paycheck. The company complies with all state law when making deductions to employee paychecks.

Part-time employees will receive prorated vacation. Vacation is accrued based on employees' regular work hours. Example: A part-time salaried employee works an average 25-hour workweek, which is an average of five hours each day. Therefore, when taking a full day off for Vacation, the number of Vacation hours recorded would be five hours.

Employees are expected to work with their manager to schedule Vacation for mutually convenient times and provide as much notice as possible. If the employee's need for time off is unforeseeable, employees must notify their manager or Human Resources as soon as they know they will be absent. To the extent practicable, employees must call in before their regularly scheduled starting time. When an employee is personally unable to provide notice of unforeseeable Vacation, the employee's spokesperson (e.g., the employee's spouse, domestic partner, adult family member or other responsible party) may provide this notice to the company.

Some circumstances that allow an employee to use Vacation may also qualify for concurrent leave under other applicable federal, state, or other local laws (e.g., Washington's Family Care Act, domestic violence leave laws, leave due to an employee's disability, or leave due to a workplace injury). Whenever Vacation leave coincides with other applicable leave rights, all applicable leaves will run concurrently to the fullest extent permitted by the applicable laws.

Upon resignation or termination, the balance of a regular employee's unused accrued Vacation hours, up to a maximum of 40 hours, will be cashed out and paid on the employee's next regularly scheduled paycheck. If an employee does not provide the company two weeks notice of termination or terminates before completion of the introductory period, unused accrued Vacation will not be paid. All applicable statutory and voluntary payroll deductions will apply. **Terminating employees may not use Vacation in lieu of working their two-week notice period.**

Paid Sick and Safe Leave (record as Sick/Safe Leave / Sick/Safe 202x)

Pyramid Communications provides paid sick and safe leave (PSSL) for all employees working in Washington State consistent with this policy and all applicable laws, including Washington's Paid Leave law and the Seattle Paid Sick and Safe Leave Ordinance.

Accrual and Carryover

Employees shall accrue PSSL at the rate of 1 hour per 40 hours worked. Accrual is based upon hours actually worked. Time does not accrue when hours are paid, but time is not worked (e.g., when accrued PSSL hours are used).

Employees with a temporary status accrue at the same rate, however are not eligible to use accrued PSSL until the 90th day of temporary employment.

At the end of each calendar year, any unused, accrued PSSL hours up to 40 hours will be carried over to the next calendar year.

Usage and Usage Purposes

Accrued PSSL may be used for the following reasons:

- The employee's mental and physical illness, injury or health condition, including temporary medical disability (for example, an employee with pregnancy or childbirth), or to accommodate the employee's need for medical diagnosis, care or treatment of the employee's mental or physical illness, injury or health condition, or an employee's need for preventive care such as medical, dental or optical appointments.
- To care for an employee's family member with a mental or physical illness, injury or health condition; to care for a family member who needs medical diagnosis, care or treatment of a mental or physical illness, injury or health condition; or to care for a family member who needs preventative care such as medical, dental or optical appointments.
- If the employee's workplace or employee's child's school or place of care is closed by order of a public official to limit exposure to an infectious agent, biological toxin or hazardous material. However, this does not include when an employee's child's school or place of care has been closed due to inclement weather, loss of power or loss of water.
- Absences resulting from the employee, his or her family members, or household members being the victim of domestic violence, sexual assault or stalking, including absences to seek law enforcement assistance or participate in legal proceeding, seek treatment from a health care provider, obtain services from a social services agency assisting such victims, to obtain mental health counseling, or to participate in safety planning, relocation for safety reasons, or other actions to increase the safety from future incidents of domestic violence, sexual assault, or stalking (collective referred to in this policy as "domestic violence").
- Bereavement for the death of a family member

For paid sick time, "family member" is defined as a child (of any age) or parent (including biological, adopted, foster, step or legal guardian), a spouse, registered domestic partner, spouse's parent, grandparent, grandchild or sibling.

For paid safe time, "family or household member" includes a child (of any age), grandchild, or stepchild, parent, stepparent, parent-in-law, or grandparent, current and former spouses and domestic partners, siblings, persons who have a child in common, adult persons related by blood or marriage, adult persons who have resided or are residing together, and persons 16 years of age or older who are or were residing together and who are or were in a dating relationship.

Employees, except for those with a temporary status may begin using accrued PSSL in advance of accruing it up to 40 hours. Pyramid is adopting this policy which is more generous than the current state

law which states that employees may begin using accrued PSSL on the 90th day after their employment commences, or for employees hired prior to January 1, 2018 can only use it as you accrue it.

PSSL may be used in the same time increments consistent with the company's pay practices, i.e., on a quarter hour basis. Employee used and available PSSL hours will continue to be printed on each pay stub. Accrued PSSL hours will be reported via another means on a not less than quarterly basis until such time as the payroll system can accommodate printing accrued hours on the pay stub.

Rate of Pay When PSSL is Used

When employees use accrued PSSL for covered usages (discussed below), they will be paid at their normal compensation rate. They will not be paid for PSSL usage at overtime or any premium rates.

Notice of Absences / Verification

Whenever possible, the request to use PSSL should include the expected duration of the absence.

Whenever the need to use accrued PSSL is **foreseeable** (such as a planned treatment or procedure whether for the employee or his/her family members), employees shall provide a written notification (email is acceptable) to their manager at least 10 days, or as early as possible, before the PSSL absence is expected to start. If the need to use leave for PSSL purposes is foreseeable, but not sufficiently in advance to provide the requisite 10-day notice, the written notification must be given to the employee's manager as early as possible in advance of the foreseeable absence. Further, employee must give advance oral or written notice to his/her manager as soon as possible for the foreseeable use of PSSL to address domestic violence issues involving the employee, his/her family member, or a household member.

If the need to use accrued PSSL is **not foreseeable** (such as when there is an unforeseeable absence due to employee or family member illness or injury), the employee must provide notice of the need to use PSSL as soon as possible before the required start of their normal work day, unless it is not practicable to do so. In the event it is not possible for the employee to provide notice of an unforeseeable absence, another person, on the employee's behalf, may provide such notice. In the case of an unforeseen absence related to domestic violence; however, oral or written notice must be provided no later than the end of the first work day that the employee takes such leave, if possible.

Absences more than three consecutive work days for PSSL usages may need to be confirmed by documentation from a healthcare provider upon request. If this verification requirement causes an

unreasonable burden or expense for the employee, they may object by promptly notifying The Finance Director and providing an oral or written explanation why the use of leave was authorized for PSSL usage and how the verification requirement creates an unreasonable burden or expense on the employee. The company will consider the employee's explanation and, within ten calendar days, make a reasonable effort to identify and provide possible alternatives for the employee to meet this verification requirement in a manner which does not result in an unreasonable burden or expense on the employee.

No Cash Out Upon Separation

Accrued, unused PSSL is not paid out upon separation of employment. Such time cannot be used for any other purpose. It is simply forfeited.

Effect of Employment Rehire

If an employee is rehired within 12 months of separation, the employee's PSSL balance will be reinstated and the employee will not be required to wait 90 days to use such accrued leave if the employee met that requirement during the previous period of employment. If an employee did not meet the 90-day requirement prior to separation, the previous period of time the employee worked will count towards the 90 days for purposes of determining the employee's eligibility to use PSSL.

Retaliation prohibited

Any discrimination or retaliation against an employee for lawful exercise of PSSL is not allowed. Employees will not be disciplined for the lawful use of PSSL leave. If an employee feels he/she is being discriminated or retaliated against, the employee should contact the Finance Director.

Please contact the Finance Director with any questions regarding this policy.

Paid Parental Leave/Benefits

Please see the full policy in the Library here:

<http://library.pyramidcom.com/sites/default/files/Paid%20Parental%20Leave%3ABenefits%209.21.22.pdf>

Also in the Employee Handbook (to be inserted)

Sabbaticals

Employees may be eligible for a sabbatical, for up to three months, after they have worked continuously for Pyramid for five years. A sabbatical is an opportunity for employees to take unpaid leave for an extended period of time, typically for travel, rest, reflection or other personal activities. Unused (accrued) Vacation time may also be applied to a portion of the sabbatical period, if desired. Sabbaticals are not guaranteed, regardless of time spent with Pyramid, and are approved at the sole discretion of the owners. Each sabbatical request will be reviewed on a case-by-case basis. Workflow, client demands, performance, the economy and other factors will affect the owners' decision.

If a sabbatical is approved, Paid Sick and Safe Time and Vacation Time will not accrue during this time. Eligible employees will be offered continued healthcare through COBRA.

NOTE

The above summaries are intended to be an overview of benefits only. Please remember that actual benefits provided, as well as eligibility requirements, are determined by the plan documents. In cases of discrepancy between the actual plan, policies and/or contracts and this summary, the actual underlying plans, policies and/or contracts shall prevail and are controlling. These benefits may change from time to time and are not guaranteed, nor do they constitute a contract, or promise of specific treatment. For information on these, consult the applicable benefits booklet or contact the finance department.