

Enki Health & Research Systems, Inc.

*Company Incentives and Perks**

INCENTIVE PLAN FOR EMPLOYEE REFERRALS – A recruitment bonus will be given to current EHRS employees who refer any outside candidate for EHRS employment if the person is hired, remains employed for 180 days, and regularly works at least 20 hours per week. Bonuses will be paid in two (2) payments, 50% after 90 days and the balance after 180 days of employment. The referring employee must be actively employed with EHRS on the date that payment is due to be entitled to receive payment of the bonus. A total bonus of \$500 will be given for an employee who regularly works 20-29.99 hours per week. A total bonus of \$1000 will be given for an employee who is hired regularly to work 30 hours or more. If you refer a former employee to return to employment (first re-hire only) you will be paid 50% of the amounts listed above. To refer a candidate, you must complete the electronic referral process through the Paychex Hiring Portal.

PROFESSIONAL LICENSE FEE REIMBURSEMENT - If you receive your license while employed by EHRS, remain employed for one year thereafter, and work a minimum of 1664 hours (equivalent to 32 hours per week) during that year, you may apply for reimbursement of the initial license fee at the end of the year. You must provide proof of payment and must be actively employed on the day that reimbursement is due to receive payment. Only your first licensing fee is eligible for reimbursement. Please review Reimbursement of Initial Licensing Fee (P-547) for details.

EDUCATIONAL ASSISTANCE – After one year of employment, active full-time employees regularly scheduled and working 40 hours per week are eligible for tuition reimbursement of up to \$2,600 per semester for the Fall and the Winter/Spring semesters. Please carefully review the Educational Assistance Policy (P-560.1) for details.

ELECTIVE TRAINING AND EDUCATION - EHRS provides at its expense a library of professional courses on a variety of behavioral health and human service topics through on-line courses with Elevate Online Learning. Employees may, at their discretion, take online courses for continuing education (CEU) credit for professional development or for personal interest at no cost. Employees choosing to take other online courses outside of the EHRS sponsored portal, must do so on their own time and will not be compensated for their time.

EMPLOYEE RECOGNITION - Employee of the Quarter and Employee, Medical Provider, Manager, and Supervisor of the Year are awarded in the discretion of management. In addition, employees receive recognition for milestone years of service.

401(k) PARTICIPATION - All employees are eligible to participate in the 401(k) plan on the first of the month following six (6) months of employment. Enrollment is voluntary and contributions are made by the Employee as a pre-tax deduction.

* This document is intended to be a brief overview of some of the programs and enhancements available to employees of Enki Health & Research Systems, Inc. For details, please consult the Company Policies and Procedures and/or applicable Summary Plan Descriptions. Enki reserves the right to change, modify, limit or discontinue any and all programs and benefits at any time in its sole discretion.

401(k) SAFE HARBOR CONTRIBUTION - After twelve (12) months of employment, all employees are eligible to receive an annual 401(k) contribution equal to 3% of the employee's annual base salary beginning with the next contribution for the Plan Year that ends after the employee's one year anniversary. The 401(k) Plan is based on the calendar year. Please carefully review the 401(k) Plan documents for details.

HOLIDAY PAY - Employees regularly scheduled to work 20 hours or more per week receive nine (9) paid holidays per calendar year. Non-exempt employees are eligible to receive Holiday Pay after 30 days of continuous employment. Pay is pro-rated based on the number of hours regularly scheduled to work per week. By way of example:

20 hrs per week = 4.0 hrs holiday pay	30 hrs per week = 6.0 hrs holiday pay
32 hrs per week = 6.4 hrs holiday pay	40 hrs per week = 8.0 hrs holiday pay

WINTER CLOSURE – Winter Closure pay is available to employees regularly scheduled to work 20 hours or more per week. EHRS will be closed for business between Christmas Day and New Year's Day. To be eligible to be paid during the Winter Closure, the employee must be employed and may not be on a Leave of Absence on the day preceding the date on which the Winter Closing period commences or on the first work day after the Winter Closure period ends. Eligible staff will be paid for a maximum of thirty-two (32) hours for the Winter Closure depending on their regular work schedule. Time off pay per day is pro-rated based on number of hours scheduled to work per week (*See above*).

SICK PAY - Sick time accrues at the rate of one (1) hour for every thirty (30) hours worked from the first day of employment. **Maximum accrual is 128 hours.** *See Sick Leave Pay Policy, No. 515.1 for policy terms.*

VACATION - Employees regularly scheduled to work 20 hours or more per week are eligible to accrue vacation time. Accrual begins on the first day of employment. Eligibility for use of vacation time is after 30 days of continuous employment. Accrual is prorated based on the number of hours worked per week. The accrual rate increases based on years of service with EHRS only for employees **regularly scheduled to work 37 hours or more per week**, as follows:

	<u>Yrs. 1 – 3 employed</u>	<u>Yrs. 4 -10 employed</u>	<u>Yrs. 11+ employed</u>
37 hrs.	2.85	4.27	5.69
38 hrs	2.92	4.38	5.85
39 hrs	3.00	4.50	6.00
40 hrs	3.08	4.62	6.15

VERIZON WIRELESS - Employees may be eligible to receive up to 22% off eligible plans, and up to 25% off eligible equipment and accessories from Verizon Wireless. To register for your employee discount, visit verizonwireless.com/discount-program/ and enter your mobile phone number or My Verizon User ID in the Existing Verizon Customer field. Click Login and Validate by Email with your work email. If you are not a Verizon customer go to verizonwireless.com/discount and under “Not a Verizon customer?” enter and confirm your work email address. This program is subject to change in Verizon's sole discretion.

LIFELOCK WITH NORTON - Employees regularly scheduled and working 30 hours or more may elect to enroll in LifeLock Identity Theft Protection. EHRS pays the full cost of coverage for the employee if the employee enrolls. Family coverage is available for the employee to purchase as a *post-tax* deduction.