



## 406 ENGINEERING

1201 S. 6<sup>th</sup> Street W., Suite 102 | Missoula, MT 59801 | 406.317.1131  
35 8<sup>th</sup> Street E | Kalispell, MT 59901 | 406.257.0679

### Employee Benefits Package

#### **Self-managed Paid Time Off (PTO):**

406 Engineering, Inc. does not establish a set amount of PTO for fulltime employees. Employees are encouraged to maintain a healthy work-life balance as well as complete their fair share of the work necessary to carry out the business of 406 Engineering, Inc. The amount of PTO will be tracked and is not private information. First year employees are not to exceed four weeks of paid time off.

#### **Holidays:**

406 Engineering, Inc. does not have paid holidays since our PTO is self-managed. However, 406 Engineering closes the office to our clients on New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the day after Thanksgiving, and Christmas Day. You are welcome to work those days if you wish or you can take those days off with or without pay. It's each employee's choice for how they want to manage their PTO as it relates to customary holidays.

#### **Work Schedule and Work from Home:**

The standard Monday through Friday, 8-5 workday should be a guide for employee schedules. However, employees are permitted flexible schedules as well as the opportunity to work from home on a reasonable frequency if the employee's work is getting completed.

#### **Retirement Plan:**

Optional Simple Retirement Plan in which 406 Engineering, Inc. will match 100% of your salary reduction contribution for the first 3% of your salary. The Retirement Plan is eligible when you start your employment with 406 Engineering, Inc.

#### **Phone Reimbursement:**

All fulltime employees can submit an expense report to receive reimbursement for personal cell phone expenses up to \$80/month or the actual cost of your cell phone cost, whichever is less.

#### **Internet Reimbursement:**

All fulltime employees can submit an expense report to receive reimbursement for personal internet expenses up to \$80/month or the actual cost of your internet bill, whichever is less.

#### **Gas Allowance:**

All fulltime employees can submit an expense report to receive reimbursement for up to \$100.00/month for gas allowance. This must be accompanied by a receipt.

#### **Insurance Plan:**

406 Engineering, Inc. offers two different HSA Health Insurance Plans, PacificSource SmartHealth Gold HSA 3000 and PacificSource SmartHealth Gold HSA 1000. 406 Engineering, Inc. will contribute the cost of the plan, which currently covers the "employee-only" cost of the Gold HSA 3000 plan.

#### **Dental Insurance:**

406 Engineering, Inc. offers dental coverage for all fulltime employees at employee's expense.

**Vision Insurance:**

406 Engineering, Inc. offers vision coverage for all fulltime employees at employee's expense.

**Life & Accidental Death and Dismemberment:**

406 Engineering, Inc. provides for those employees working at least 30 hours per week. The policy benefit is \$10,000 for the employee and more information can be provided regarding this policy upon request. This policy is at no cost to the employee and 100% paid by the employer.

**Short- and Long-Term Disability:**

406 Engineering, Inc. provides for those employees working at least 30 hours per week. The policy benefit is on a sliding scale and more information can be provided regarding this policy upon request. This policy is at no cost to the employee and 100% paid by the employer.

**Logo Attire:**

406 Engineering, Inc. will pay for attire/gear to help promote the company. The amount is \$150 per year for employees with 0-2 years of employment and \$200 per year for employees with 3+ years of employment. If you supply your own attire/gear the company will pay to have the logo, put on it.

**Gym Membership:**

Employees can be reimbursed up to \$30 a month towards their gym membership.

**Per Diem:**

When required to travel for work related business, employees are entitled to compensation. 406 Engineering, Inc. pays per diem at the rate of \$35 a day for full days and ½ per diem (\$17.50) for days that originate or end at your home office or residence. Housing (hotel) will be paid by 406 Engineering, Inc. directly and is not a per diem reimbursement.

**Mileage:**

All employees can be reimbursed for use of their personal vehicle for company business. Reimbursement will be in accordance with applicable maximum allowable federal rates at the time the mileage occurred (currently at 56 cents per mile in 2021).