

Human Resources

Benefits Package

Board & Vellum offers industry-leading benefits, raising the bar for what it means to work in an architecture & design firm.

We offer an excellent **medical, dental and vision health care plan** – through Regence BlueShield, Delta Dental, and VSP – at no out of pocket costs to the employee for coverage. Health care is available the first day of the month following 30 days of employment.

Board & Vellum offers a **short and long term disability benefit**, as well as **life insurance**, at no cost to you.

We also offer a **401k plan** with a **company matching** program. You are eligible to begin contributing to the plan three months after employment. We match the first 2% and half of the next 2%. Following one year of service, you are 100% vested in the match. You are always 100% vested in your own contributions.

Any **costs associated with maintaining credentials** for LEED, NCARB, and **association dues** are covered by the company.

We provide up to 40 hours of **paid leave to study for licensure exams**.

All employees have 4 weeks (20 days / 160 hours) of accrued **vacation time** per year. Your first eligible date of vacation will be 90 days following your first day, but if you need a day off here and there or have existing vacations planned between now and then we can figure that out.

All employees have 48 hours (including a birthday day off) of **discretionary time** per year in compliance with the Personal, Sick & Safe Time Act.

We also give 10 **paid holidays** (including the day after Thanksgiving and a floating holiday for Christmas Eve).

Board & Vellum offers a **continuing education stipend** of up to \$500 per year and up to 8 hours of **paid time to attend conferences**.

We also offer each employee up to 24 hours of **paid time annually to volunteer** at a non-profit of your choosing, **hold a board position**, or participate in any **civic organizations**.

Everyone is a candidate for a potential **performance bonus** at the end of the calendar year. Basically, do a good job and if we make a profit, you will get a bonus.

Projects that you bring into the office will be rewarded with up to 5% of the revenue bonused back to you for the **referral**.

Board & Vellum offers **flexible working hours** based upon client and project needs and your personal schedule. Fridays are available as **work from home** days.

Paid parental leave is through the state of Washington's paid parental leave program for mothers and fathers.

We also offer a **family medical leave** policy for up to 6 weeks at 60% salary to care for yourself or an immediate family member with a serious medical condition.

We provide a fully-subsidized **ORCA Passport** card, covering most forms of public transportation within King and Kitsap counties, at no cost to you.

We offer a **wellness reimbursement** of up to \$40 per month for gym membership, yoga, meditation, or other health and fitness classes.



We are honored to be one of very few companies in our industry to be on *Seattle Business* magazine's list of *100 Best Companies to Work For in Washington*, for the 4th year in a row.

To apply, B&V'ers responded to an anonymous survey scoring the company across ten major categories. The top-ranking companies in three major categories got a special call-out, and we are excited to share we are among the top scorers in the *benefits category*, coming in at 4th place!