

Human Resources

Benefits Summary

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. Coverage is available for dependents at the employee's cost.

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.

We cover **licensing costs to maintain credentials** in states in which we practice (or intend to), and certain **association dues**, as well.

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 *Paid Sick and Safe Time Ordinance*.

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 case-by-case approval of **paid time to attend conferences**.

We also offer each employee 8 hours of **paid time annually to volunteer** at pre-approved non-profits, or other volunteer efforts.

Board & Vellum **matches employee donations**, up to a company-wide total of \$5,000 per year, to charities or organizations in-line with our company values.

We offer a **referral bonus** for projects that you bring into the office.

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

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

Employees tenured longer than one year may **work remotely** for up to one month every year, in coordination with client project needs.

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

Commensurate with company profitability, we offer **annual performance bonuses**.

As described, benefits are for full-time employees, and are prorated for part-time employees. All benefits subject to change. This document is informational purposes only.