Benefits Summary

Board & Vellum offers industry-leading benefits, raising the bar for what it means to work in an architecture & design firm, helping to optimize the emotional, social, and spiritual well-being of our team so we can all focus on creating work together.

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 spouses at the employee's cost. B&V covers the cost of all medical, dental, and vision health care plans for any children under 18 on your plan.

We believe that our employees should have the **right to access** non-life-threatening services that are covered under our insurance, including the right to make their own decisions regarding their **reproductive health** and have readily available access to **birth control**, **women's wellness exams**, and **abortion services**. Board & Vellum reimburses up to $3,000 annually in **travel expenses** for employees and dependents on our health insurance plan seeking these services who do not live within 100 miles of available services.

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** (8 hours per exam).

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.

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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*. Up to 40 hours a year carry over.

We also give 11 **paid holidays** (including the day after Thanksgiving, a floating holiday for Christmas Eve, and Juneteenth).

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 $12,000 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. Some employees may work fully remote on a case-by-case basis.

Board & Vellum offers **flexible working hours** based upon client and project needs, and your personal schedule. We also offer optional **work from home** days. Currently, all employees work from the office on Tuesdays, with one other required in-office day, coordinated to work best with your team.

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.

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