

Compass Workforce Solutions 2025 Company Benefits Outline

All CWS employees are eligible for the following benefits provided they are actively at work at the time the benefit is due:

- **Employee Referral Bonus** ranging from \$250 for an Intern to \$1,500 for an HR Business Partner payable after the new hire has successfully completed 90-days of service.
- **Client Referral Bonus** for new business via new client referrals [clients not previously known to CWS] for up to 12 months from inception of work. Bonus is 10% of revenue minus direct expenses.
- **Direct Deposit** of paychecks into a designated bank account.
- **Flexible Scheduling** of work hours during and outside of regular business hours with pre-approval by the Principal such as a 4-day 40-hour work week or hours of work outside our office hours of 8:30 AM to 5:00 PM Monday through Friday.
- **Employee Assistance Program** via [National EAP](#) (see company password doc for login info)
- **TicketsAtWork**- offering exclusive discounts, special offers and access to preferred seating and tickets to top attractions, theme parks, shows, sporting events, movie tickets, hotels and much more. To register go to the web address below and register with your company email to gain access.
<https://www.ticketsatwork.com/tickets/>
- **Gym Membership**- use of gym within the building or neighboring building.
- **Enhanced Disability Benefits** 60% of weekly compensation to a maximum of \$850.00 per week for up to 26 weeks. Employees are auto enrolled in the Enhanced Disability Benefits and it is 100% company paid via our Disability carrier.

All CWS employees are eligible for NY State Sick Leave. Sick leave accruals begin upon date of hire at a rate of one hour per every 30 hours worked. NY State Sick leave is based on a calendar year basis with a maximum of 40 hours of paid sick leave to be used within a 12-month period. When scheduled in advance according to the Company PTO policy, NY State Sick Leave may be used for any reason. NY State Sick Leave may be used in minimum increments of 4 hours.

Part time regular and full-time regular employees, [Full time is defined as averaging 32 hours a week or more on average], are eligible for the following benefits after 90 days of service:

- **Professional Development Allowance** of up to \$1,000 a calendar year prorated from date of hire to 1/1.
- **One Professional Membership** ex. SHRM, World at Work or American Payroll Association
- **Birthday/ Personal day**
- **Telecommuting/ Remote Office** Assistance with setting up a home office and the ability to work remotely.
 - CWS laptop
 - Web based phone with computer application
 - Remote Fax capabilities
- **CWS Business Cards**

CWS may update or modify employee benefits from time to time to ensure the smooth operation of CWS business. These policies will replace any existing policies already in effect such that previous policies become null and void. Revised January 2025.

- **AFLAC – Voluntary Benefits**

Group Health Benefits

Regular employees hired to work 40 hours per week, or more are eligible for group health benefits on the first day of the month following 60 days of service or first day of the month following 60 days of achieving average hours of 40 hours a week or more after a period of longer service. Average hours in a work week will be calculated by a look back period of 12 months.

- Employees will be provided with up to \$600.00 per month towards group health benefits.

Regular Full-Time and Part-Time employees are eligible for the following additional benefits after 12 months of service:

- **401K Retirement Savings Program** with a Company contribution of 3% of participant's compensation. Entry points are January 1 and July one of each year. [All regular employees with 12 months of service and 1,000 hours worked within the 12-month period are eligible to participate.]

Full time employees are eligible for the following Paid Time Off (PTO) benefits after 90 days of service:

- **7 Company Recognized Holidays**
 - New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Day
- **5 days of paid time off** [prorated from anniversary date to 1/1 and thereafter on a calendar year]

Full time employees are eligible for the following additional benefits after 24 months of service:

- **10 days of paid time off** [prorated from anniversary date to 1/1 and thereafter on a calendar year]

Full time employees are eligible for the following additional benefits after 60 months of service:

- **15 days of paid time off** [prorated from anniversary date to 1/1 and thereafter on a calendar year]