



# Benefits Summary

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**USA**

1 January 2022

# Benefits Summary

## Benefits Videos

For a more thorough overview of the firm's benefits, please [click here](#) to watch our benefits videos, or scan this QR code with your smartphone or tablet:



## Paid Time Off (PTO)

Paid time off is subject to terms and conditions in the PTO policy found in the Employee Handbook and is accrued as follows:

### Non-exempt (paid twice a month)

< 5 years of service		> 5 years of service		> 10 years of service	
Per year	Per Pay Period	Per year	Per Pay Period	Per year	Per Pay Period
15 days	.625 days	20 days	.84 days	22 days	.917 days

### Exempt (paid once a month)

< 5 years of service		> 5 years of service		> 10 years of service	
Per year	Per Pay Period	Per year	Per Pay Period	Per year	Per Pay Period
20 days	1.67 days	22 days	1.84 days	25 days	2.084 days

## Sick Time / Sick Bank

In recognition of the professional environment in which we work, RRA does not have a fixed number of sick days.

**Sick Bank:** Up to five (5) sick days\* in a calendar year may be used for the following reasons:

- The employee needs to get a medical diagnosis, care or treatment for his or her mental or physical illness, injury, or condition or if he or she needs to get preventive medical care.
- The employee must care for a family member who needs medical diagnosis, care or treatment of a mental or physical illness, injury, or health condition, or who needs preventive medical care.
- The employee needs to care for a child whose school or childcare provider closed due to a public health emergency.
- The employee or the employee's family member is a victim of domestic violence, sexual assault or stalking.

\* Up to (9) sick days if you work in one of the California offices

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## Maternity Leave

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Any RRA employee who becomes pregnant may request a leave of absence, with full salary and benefits for a period of 16 weeks. This consists of eight (8) weeks of Pregnancy and eight (8) weeks of Parental leave. This leave runs concurrent with the Firm's STD, FMLA and PFL.

## Parental Leave / State Paid Family Leave\*

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Any employee may request a leave of absence, with full salary and benefits, for a period up to eight (8) weeks for the care or rearing of a child, or adoption of a child. Please note this leave runs concurrent with the Firm's FMLA and state PFL.

*\* Employees based in certain states are eligible for their state's Paid Family Leave, which provides additional time. Details are provided in the Employee Handbook upon hire.*

## Medical, Dental & Vision

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You and RRA share in the cost of your health-related benefits, with RRA paying more than 80% of the premium for medical coverage. Our plans are currently underwritten by Cigna and offer a choice between four (4) medical plans as well as a dental and a vision plan. Employee contributions for these plans are withheld on a pre-tax basis. Our medical options all cover identical services and have identical participating providers; the difference between them is the extent to which you and Cigna share costs. We encourage you to review the side-by-side comparison and rate sheet found on the prehire portal in order to make an informed decision that meets the needs of you and your family. Additional tools, resources and support can be found on [www.mycigna.com](http://www.mycigna.com)

## Medical Flexible Spending Account (MFSA)

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The FSA enables plan participants to pay for uncovered medical expenses on a pre-tax basis. You can set aside up to \$2,850 of pre-tax dollars to be withheld from your earnings during the 2022 plan year. You can then withdraw money as reimbursement for any medical expenses you have paid out of pocket (e.g., copays, deductibles, coinsurance, medicine, contact lenses, etc.) for yourself or anyone on your medical insurance plan. Claims can be paid by using the debit card that will be issued by Cigna.

## Dependent Care Flexible Spending Account (DFSA)

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RRA offers you an opportunity to pay for dependent care expenses with pre-tax earnings. Each year, you can set aside up to \$5,000 of pre-tax dollars to be withheld from each paycheck. You then submit a claim for reimbursement of eligible expenses. Expenses eligible for reimbursement include dependent care expenses that enable you and/or your spouse/partner to work or attend school full-time. This applies for children under age 13 or for family members of any age who cannot care for themselves and whom you claim as a dependent.

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## Life Insurance and Accidental Death & Dismemberment (AD&D)

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RRA provides group term life insurance in the amount of 3X your annual base salary. AD&D coverage is also provided at 3X your annual base salary.

## Supplemental Life Insurance

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You have the option of purchasing additional life insurance for yourself at group rates in increments of \$1,000, up to 5X your base annual salary or \$800,000, whichever is lower. Voluntary elections may require Evidence of Insurability and approval by Unum.

## Short-Term Disability (STD)

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Short-Term Disability is intended to cover a percentage of your lost salary should injury or illness prevent you from working for more than a few days. The coverage is short-term because it lasts for a finite period – less than 180 days. RRA sponsors a short-term disability plan that provides you with benefits equal to 100% of your base salary for the first 28 consecutive calendar days of a disability. If you are considered by Unum to be totally disabled due to an injury or illness and that disability lasts beyond 28 days, RRA will pay you benefits equal to 60% of your base salary for the duration of the disability or until 180 days have elapsed, satisfying the long-term disability elimination period.

## Long-Term Disability (LTD)

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Long-term disability helps replace your income if you become disabled and cannot work for an extended period. RRA sponsors a long-term disability plan that provides you with 60% of your base salary up to \$15,000 per month after you have been disabled for 180 days. Given the firm pays the premium, the employee must pay income tax on any benefit they collect in the event of a claim. The benefits last until you can go back to work or for the number of years stated in the policy.

## Supplemental Long-Term Disability (LTD)

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You will also have the option of purchasing supplemental long-term disability on a post-tax basis. This coverage provides you with 60% of your total compensation (base + bonus) up to \$35,000 a month after a 90-day elimination period.

## Voluntary Long-Term Care Insurance (LTC)

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LTC is the care given to an individual when they are unable to function independently due to a chronic illness/injury or loss of two or more of the six Activities of Daily Living (feeding, dressing, bathing, toileting, continence and transferring). RRA offers you the opportunity to purchase LTC insurance for yourself, your spouse, your parent or parent in-law, or your grandparent or grandparent in-law on a voluntary basis.

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## Critical Illness Insurance

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RRA has partnered with MetLife to make Critical Illness Insurance coverage available to you and your family as a supplement to your existing benefits. Critical Illness Insurance provides you and your family with additional financial resources if you have a critical illness, including cancer, heart attack, stroke and/or organ transplant. The plan pays a lump sum amount based on the condition, and you can spend that money however you wish.

## Hospital Indemnity

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A voluntary benefit available through MetLife that pays you and your eligible family members a cash allowance in the event of hospital, ICU or rehab admission. These funds can be spent as you see fit.

## Accident Insurance

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RRA is partnered with MetLife to offer Accident Insurance coverage to you and your family as a supplement to your existing benefits. Accident Insurance allows you to focus more on your recovery and less on your finances by providing you with a lump sum to use as you see fit. You can use the funds to help pay for any of the out-of-pocket expenses you incur as a result of the accident, such as insurance deductibles, copays, transportation to/from medical centers and more.

## 401(k) Plan & Profit-Sharing Contribution

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All eligible employees can begin contributing to the 401(k) plan immediately upon hire. If you do not enroll on your own, you will automatically be enrolled the month following 60 days of employment at a rate of 6% of base salary per pay period. To change this rate or decline enrollment altogether please contact Fidelity at [www.401K.com](http://www.401K.com) or at 1-800-835-5087, within the first 60 days of employment.

**Matching Contribution:** Beginning the quarter following your one-year anniversary date of employment, RRA will match 50% of your contribution up to 6% of your annual base salary. (e.g. when you contribute 6% of your base salary, the firm will match 50% of that.)

**Profit-sharing:** U.S. employees who are at least 21 years of age are eligible for the profit-sharing plan starting in the first quarter following their one-year anniversary date of employment. (e.g. you are eligible to receive the 2022 profit-sharing contribution if you have reached your one-year anniversary date of employment by October 1, 2022 and are employed on December 31, 2022.)

**Maximum Contribution:** In 2022, the most you can contribute to a 401(k) is \$20,500; that limit increases to \$27,000 if you are 50 or older. Employer contributions are on top of that limit. These limits are set by the IRS and subject to adjustment each year.

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## 401(k) Plan & Profit-Sharing Contribution (continued)

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**Asset Allocation:** To maximize your savings, you will need to understand the types of investments offered, which are best suited for you, and how to manage your account. Our plan provides a variety of options and providers that range from conservative to aggressive approaches. Before choosing, consider your risk tolerance, age and the amount you will need to retire. You will want to be sure to diversify your investments to mitigate risk. Once you have established a portfolio, monitor its performance and rebalance when necessary. Please be sure to visit Net Benefits regularly at [www.401k.com](http://www.401k.com) to take advantage of the various tools, calculators and on demand content that Fidelity has created.

## MetLaw Legal Plan

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MetLaw, is a voluntary group legal plan available through Hyatt Legal Plans, that provide you and your family with convenient and affordable access to a highly qualified network of attorneys from carefully selected participating law firms.

## Identity Theft Protection

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ID Watchdog, a leader in providing identity theft protection services including identity monitoring, alerting and resolution services, provides the firm's Identity Theft Protection Services. Should your identity be compromised, their certified resolution experts will step in and work on your behalf to fully restore your identity to its pre-theft condition. ID Watchdog also includes up to \$1,000,000 in expense reimbursement insurance.

## Education Assistance

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Any full-time employee is eligible to participate in the education assistance program. To qualify, you must be employed with the firm for one (1) year for an undergraduate degree or two (2) years for an advanced degree. In addition, you must be employed with the Firm at the beginning and at the end of the semester to qualify for reimbursement. Additional details of the education assistance policy are contained in the Employee Handbook.

## Bright Horizons Care Advantage

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Bright Horizons Care Advantage® benefits include: Back-up childcare; back-up adult/elder care; and free access to a database of nannies, sitters, elder care and pet sitters. In the event an employee experiences a disruption in their child/elder care, they are eligible for 15 days of back-up care. In addition, new parents qualify for an additional 10 days of Infant Transition Care. For care delivered at a center, employees are responsible for the following:

- \$15 co-pay per day to care for a single child
- \$25 co-pay per day to care for multiple children
- \$6 per hour for in-home care

For more detailed information, you can view this video at: <https://www.brainshark.com/brighthorizons/RRABHCA>

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## WageWorks Employee Commuting Program

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WageWorks enables you to pay public transportation, vanpool or parking expenses with pre-tax money. You can use the funds to have prepaid transit passes delivered to your home or use a WageWorks Commuter Card at most commuting-related points of purchase. For instructions on how to enroll and to get detailed information regarding pre- and post-tax qualified benefits, please visit the WageWorks website at <http://www.wageworks.com>.

## Pet Insurance

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Pet insurance is a convenient voluntary benefit through Nationwide Insurance that helps you cover your pet's healthcare costs. You will have two plan options to choose from, for more information, call 1-877-738-7874 or visit <https://benefits.petinsurance.com/russellreynolds>