

**ITX Benefits at a Glance:**

- 10 annual holidays
- 15 annual days of FTO (Flex Time Off)
- Medical insurance for employee (Anthem Blue Cross Blue Shield)
- Dental Insurance for employee (MetLife)
- Vision Insurance for employee (VSP Vision)
- Short & Long term disability coverage
- Life Insurance (1 times salary – up to 50K)
- Cafeteria Plan
- 401K with 50% matching up to 10% of Salary (5% maximum employer contribution)

<b>ITX BENEFITS, POLICIES, and PROCEDURES</b> (as of 1/2009 – not inclusive of all policies & procedures)	
<b>Holiday, vacation, sick, administrative leave, and travel advance policies.</b>	
Flexible Paid Time Off – (FTO) (vacation & sick)	Based on criteria noted in the Wage Determination Rates/Service Contract Act, FTO (vacation & sick) time is offered on an accrual basis.* 0 through 4 years of service                      2 weeks (1 additional week w/ sick) 5 through 14 years of service                      3 weeks (1 additional week w/ sick) 15+ years of service                                      4 weeks (1 additional week w/ sick)
Holidays	Federal employees have 10 holidays to include six (6) company-recognized holidays and 4 floating holidays (site dependant).*
Bereavement Leave	When an employee is absent due to a death in their immediate family, up to three days of paid time off will be granted.
Jury Duty	All full-time and part-time employees are eligible for full salary when summoned for jury duty.
Military Service	Employees that are granted a military leave of absence are re-employed and paid in accordance with the USERRA laws governing veteran’s re-employment rights.
Medical Leave	Unpaid medical leaves of absence are granted for the employees’ illness, injury, or pregnancy. Short-term disability insurance may be accessed to supplement the employees’ income.
Personal Leave	A written request for personal leave may be submitted for extreme situations. The unpaid time off may be granted for up to twelve weeks.
Parental Leave	Parental leave of absence of up to twelve weeks following the birth, adoption or serious illness of a child. Such leave is without pay and must be requested in writing.
Alternative Work Schedules	Work schedules are determined by employee managers to meet local or contracted requirements and accepted practices. All work schedules must meet with the approval of the contract CO and COTR.

Travel Advance Funds	<p>ITX provides for the advance funding of anticipated travel expenses by issuing advance checks upon staff request with appropriate documentation (i.e., Travel Authorization Sheet). In order to accommodate the needs of employees in remote areas who may not be able to receive overnight parcel delivery, ITX shall:</p> <ol style="list-style-type: none"> <li>1) Set up the ability with our bank to generate EFT/ACH deposits directly into the employee's bank account; and/or</li> <li>2) Provide funding for a "floating" travel expense account that will be administered by the employee. The account would be replenished, as necessary, to maintain an appropriate balance.</li> </ol> <p>In any case, the employee will be required to reconcile by submitting a Travel Expense Report following the completion of travel.</p>
<b>Policies that enables company to attract and retain highly skilled employees. Identify use of temporary and interim personnel</b>	
Medical	Choice between network PPO plan and High Deductible HSA plan (w/employer contributions to HSA). This also includes a prescription drug benefit that has a co-payment for most all major drugs as well as mail order services. An indemnity plan will be provided in areas where in-network isn't available. Coverage begins on the 1 <sup>st</sup> day of the month following employment.
Dental	Provide an indemnity dental plan that includes in and out-of-network care. Provides for preventive, basic, and major services including child orthodontia.
Vision	VSP Vision offers vision services through a nationwide network of providers or out-of-network services.
Life Insurance	Basic term life insurance at 1½ times annual base salary to a \$50,000 maximum. ITX also offers an optional employee paid supplemental term life policy. *
Short Term Disability	Benefits begin on the 8 <sup>th</sup> day of disability due to illness or injury. The weekly benefit is equal to 66 2/3% the total earnings not to exceed \$750 a week. STD benefits are available for up to 26 weeks after the benefit payment begins.**
Long Term Disability	Benefits begin after 6 months of disability due to illness or injury. The monthly benefit is equal to 66 2/3% of monthly earnings not to exceed \$6,000.**
Benefits Guarantee	Transitioning Incumbent staff will receive similar or better benefits to those they currently receive. This covers the entire benefits package with particular attention to employees covering their family's health insurance needs. We have a practice of supplementing incumbent contract staff family coverage costs (if necessary), without incurring additional costs to the government or to the employee.
401 (k) with employer matching	The first 10% of an employee's pre-tax deferral will receive a 50% company matching contribution, up to a 5% total company contribution. Employees are 100% vested in personal contributions and gains/losses, and earn vested rights to company contributions over a 3-year period of time.
401 (k) Vesting Credit	Credit is retroactive to employees original start date on this government contract.
FTO/PTO Accruals	Flexible time off/personal time off (vacation & sick leave) accrual rates are retroactive to employee's original start date on this contract.

Competitive Salary	ITX uses a <i>Decision Band Process</i> of wage and salary administration, providing for a systematic approach to job evaluation and salary determination. ITX is a member of Mountain States Employers Council (MSEC), and we utilize MSEC surveys of Colorado Health and Welfare Plans to determine our competitiveness within the marketplace with specific reference to our personnel management benefits and policies and our salary compensation competitiveness.
<b>Incentive or award program for employees</b>	
Performance Reviews & Salary Increases	Annual performance reviews are conducted to provide feedback and goals for employees to achieve throughout the following year. Salary increases will take effect each October. Percentage increases are based on performance merit.
Bonus Program	50% of the performance incentive is distributed back to staff.
Spot Awards	For each contract, ITX sets aside a specified dollar amount to provide Project Managers and team leads with the flexibility of providing staff with on-the-spot awards. The objective is to award superior staff performance with emphasis being on quality improvements and costs reductions. The Project Manager determines how to distribute these funds. Based on the above criteria, we anticipate awarding each eligible employee between \$50 and \$100 per year.
<b>Plans for on-going training to broaden and deepen employees' knowledge. Provide for the enhancement and maintenance of current employee skills.</b>	
Educational Reimbursement	All employees who have a degree or skills enhancement plan approved by management and who have been continuously employed by ITX for at least six months are eligible to apply for tuition reimbursement. Compensation is provided for approved courses and degree programs for full and part-time employees.
Professional Memberships	ITX encourages and supports staff to become active members of the professional association representing their core skill set. We will reimburse staff for membership in associations such as the Association of Information Technology Professionals, Rocky Mountain Information Management Association, Colorado Systems Administrator Guild, Northern Colorado Human Resources Association, Colorado Technical Recruiters Network, etc.
<b>Policies to ensure that adequate facilities and computing technologies are provided to accommodate employees with disabilities</b>	
Americans with Disabilities Act	ITX supports and complies with the meaning and intent of the ADA and, makes reasonable accommodations so that employees can perform the essential functions of the job.
<b>Policies that promote labor and management cooperation and that discourages and minimizes disruption of work</b>	
Performance Reviews	Occurring, at least annually, reviews give the supervisor and employee a format for discussing ways to improve job performance through identifying specific needs, strengths, weaknesses, and goals.
Constructive Corrective Action	The action taken by management will reflect the circumstances leading to the offense and the employee's previous record. Depending on the facts and circumstances involved in each situation, management may use any one or a combination of these steps; informal reprimand, verbal warning, written warning, suspension, or discharge.
Equal Opportunity	ITX is dedicated to the principles of equal employment opportunity in any term, condition, or privilege of employment.

Alternate Work Schedules	Normal work hours are 8 AM to 5 PM. Work Schedules are determined by management to meet local or contracted requirements and accepted practices. All work schedules must meet with the approval of the contract CO and COTR.
Compliance with Immigration	ITX employs only United States citizens and aliens who are authorized to work in the United States and does not discriminate on the basis of national origin.
Harassment	ITX prohibits harassment of any type against anyone (including any applicant, employee or supervisor) based on the individual's race, color, gender, national origin, religion, disability, age, marital status, veteran status, or based on those aspects in an individual's relatives, friends, or associates.
Length of Service	Length of service is measured from your most recent date of hire with ITX unless otherwise specified by contracted requirements such as the Service Contract Act.
Open Door Policy	ITX staff, management, and supervisors strive to maintain an open-door policy and encourage employees to discuss any job-related concerns.
Time Tracking Policy	ITX employees report hours worked and attendance use the ConnectWise application. This is established to ensure the correct and standard preparation of all company time sheets. Our system conforms to DCAA mandated criteria.
<b>Management control policies over the work force</b>	
Attendance	Regular attendance and punctuality are very important to ITX and are considered in work performance reviews. Employees must notify their supervisor as soon as possible before the start of their shift.
Garnishments	If a garnishment or similar proceeding is instituted against an employee, ITX will deduct the required amount from the employee's next payroll check.
Safety	Employee safety is of the utmost importance to ITX. Any accident or unsafe or hazardous working condition must be brought to the attention of the management immediately.
Conflict of Interest – Outside Employment	Other employment outside of ITX must not interfere with the employees' present job or involve a conflict of interest.
Personal Appearance	Our general dress code is that all employees will dress appropriately for a business environment. Business casual wear is considered appropriate.
Sexual Harassment	ITX prohibits any person, in our workplace, including officers, supervisors, employees, customers, vendors, or any other persons, from making unwelcome sexual advances, or requests for sexual favors, or any other unwelcome verbal or physical conduct of sexual nature.
Violence in the Workplace	Our organization adheres to a "zero tolerance" of violence in the workplace.
<b>Policies to ensure all employees are informed of security requirements</b>	
Security	Employees are required to comply with applicable security procedures including completion of required security applications, escorting visitors, wearing applicable badges, and handling classified material properly.
Internet/Email	Company provided Internet/intranet privileges, like computer systems and networks, are company resources intended for business purposes. Correspondence via e-mail is not guaranteed to be private. Confidential e-mails should not be sent without encryption.

Confidentiality	Employees must preserve the secrecy of all trade secrets and other proprietary and confidential information belonging to ITX, both while they are employed with ITX and afterwards. Contract Staff will have access to confidential or Privacy Act, Government information, and are to observe government confidentiality procedures.
<b>Policies for dealing with abuses such as fraud, waste, and abuse</b>	
Software Licensing	In respect to software: copying copyrighted software to an ITX or contractor's computer without proper licensing is not only illegal, but it may make you and ITX liable for copyright infringement. Any employee who has unlicensed software on ITX equipment will be held accountable for the consequences.
Company Equipment	Employees are responsible for correct use and maintenance of all company property.
<b>Policies that discourage or minimize substance abuse and disciplinary problems</b>	
Drug Free Workplace	ITX is committed to a safe, healthy, and productive work environment for employees, free from the effects of illegal or non-prescribed drugs and alcohol. All new employees are screened.
Employee Assistance Program	Employees and their families have access to confidential and professional assistance to help resolve personal concerns or problems.
Contagious and Life Threatening Illness	Employees with life-threatening illnesses may continue their normal work. ITX will make reasonable accommodations to employees that can meet acceptable performance standards.
Hazardous Materials	As a part of everyday business operations employees may be handling materials that are considered "hazardous." These materials should be handled according to specified methods to reduce the risks of injury and illness. Material Safety Data Sheets are kept on the work site and information may be obtained from your work supervisor.
Smoking	ITX is a non-smoking work site.
* These benefits are prorated for part-time and temporary employees. ** ITX pays part-time and temporary employee's the Health and Welfare reimbursement outlined by the DOL.	
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