

We offer small company excitement with large company benefits to help keep you in balance!

HEALTH CARE COVERAGE

LCG SYSTEMS offers a group health care plan, including prescription drug coverage, to all regular, full-time and regular, part-time employees, as well as dependents. Dependents include spouses, children and domestic partners. CareFirst BlueCross BlueShield, our group health care provider, offers HMO, POS and PPO plans to employees in the metropolitan Virginia, Maryland, and DC area. The PPO plan is available for employees outside this metropolitan area. The company also offers dental insurance through the Guardian Plan and vision insurance through Avesis.

Eligibility for these health care coverage programs begins the first of the month following the date of hire. Premiums can be paid through payroll deduction on a pre-tax basis.

401 (K) RETIREMENT PLAN

LCG SYSTEMS encourages employee participation in the 401(k) retirement plan through The Principal. All eligible employees may enroll in the 401(k) retirement plan. LCG Systems will match employee 401(k) contributions – the match will be 50% up to the first 6% deferred by an employee. Employees are at all times 100% vested in their contributions to the plan. All contributions made by the company will be subject to a 4-year vesting schedule. Eligibility begins on the first day of the quarter following 30 days of employment.

FLEXIBLE SPENDING ACCOUNTS

LCG SYSTEMS provides employees with the option of using a Flexible Spending Account (FSA) to pay for health care and dependent care expenses via pre-tax payroll deductions.

FINANCIAL PROTECTION

LCG SYSTEMS provides group life, accidental death and dismemberment (AD&D), and disability (short-term and long-term) insurance coverage for eligible employees. Premiums for these plans are paid by LCG Systems. Employee-paid voluntary life insurance options are available.

PROFESSIONAL GROWTH

LCG SYSTEMS provides job-related training and/or tuition assistance educational benefits to eligible employees in order to attract, train, and retain the most qualified employees. The company understands the importance of keeping its professionals well trained and abreast of the latest technological and professional developments. LCG Systems demonstrates its commitment to its workforce through a generous Training and Development Program. The overall focus of the Training and Development Program is to give employees the opportunity to continue learning and to further their career and professional development.

Employees must complete 3 months of employment to be eligible for training and at least one year for tuition assistance.

All training and/or course work must meet at least one of the following criteria:

- Must be a required knowledge or skill for employee's current career track
- Must be aligned with the strategic goals of the company

All training and/or tuition assistance benefits are allotted from a single budget and are subject to management's discretion and budgetary constraints for each year.

Benefits Highlights



PAID TIME OFF (PTO)

LCG SYSTEMS provides Paid Time Off (PTO) Leave to eligible employees. The amount of PTO Leave that an employee accrues each year is based on the employee's years of service. We encourage employees to take time off during the year, as it is important to "regenerate."

- 1 to 5 years of service – 15 days (accrued at 5 hours per pay period).
- 5 to 10 years of service – 20 days (accrued at 6.66 hours per pay period).
- 10+ years of service – 25 days (accrued at 8.33 hours per pay period).

HOLIDAYS

LCG SYSTEMS provides ten (10) paid holidays per year. These are the same holidays observed by the federal government:

- New Year's Day
- Martin Luther King, Jr. Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veteran's Day
- Thanksgiving Day
- Christmas Day

All regular, full-time active employees working at least forty (40) hours per week are eligible for paid holiday leave regardless of length of service.

MILITARY LEAVE

LCG SYSTEMS is committed to protecting the job rights of employees absent on military leave.

BEREAVEMENT LEAVE

LCG SYSTEMS provides paid bereavement leave up to three (3) business days for eligible employees to attend a funeral upon the death of an immediate family member of the employee or the employee's spouse.

WORK-LIFE BALANCE PROGRAM

LCG SYSTEMS recognizes the challenges people face to balance the demands of work, family, community and personal interests. The company's Employee Assistance Program (EAP) offers counseling services covering Emotional Well-Being, Legal and Financial Advisory Services, Addiction and Recovery Services, as well as Parenting and Child Care issues.

TRANSPORTATION

LCG SYSTEMS offers the SmartBenefits® program via Washington Metropolitan Area Transit Authority (WMATA) towards public transportation in the Washington, DC, Maryland and northern Virginia area. Employees can contribute part of their salary (up to \$230 per month) on a pre-tax basis towards this transportation benefit.

ADDITIONAL BENEFITS

- College Tuition 529 Savings Plan
- Credit Union Memberships
- Employee Recognition Program
- 1, 5 and 10 year Service Awards
- Matching Gift for Charitable Giving
- Employee referral bonus
- New business referral bonus program
- Quarterly company sponsored events
- Fitness/Gym Membership Discounts
- **Plus...much more**

EXPERTISE • INTEGRITY • TALENT • QUALITY • TRUST

*For more information, please contact our
Human Resources Department at joinus@lcgsystems.com*