



# EMPLOYEE BENEFITS

A Quick Overview

# WE LOOK FORWARD TO WELCOMING YOU!

"The greatest asset of a company is  
its people."

This document is a summary of benefits  
offered by Melissa.  
All items are subject to change.





# BENEFITS OFFERED BY MELISSA

## Paid Holidays

Available after 90 days.

Usually 6-8 days per year, depending on holiday calendar.

Employees also receive 8 hours of birthday holiday pay.

## Medical, Dental, and Vision Insurance

Available after 90 days.

Melissa offers Kaiser HMO and PPO for medical insurance.

Melissa offers Guardian for dental and vision insurance.

## Life Insurance

Available on first of the month after 90 days.

Melissa provides \$15,000.00 in life insurance for employees only. Employees can enroll in additional coverages for themselves and their spouse.



## Personal Time Off

Available after 30 days.

Accrual breakdown:

- 30 days to 5 years of service: 1hr of PTO for every 20hrs worked
- 5 years to 10 years of service: 1hr of PTO for every 16hrs worked
- 10+ years of service: 1hr of PTO for every 13hrs worked

## 401(k) Retirement Plan

New employees are automatically enrolled on the first payroll after 60 days at a 5% contribution rate. Employees can opt out at any time before auto-enrollment takes effect. Alternatively, employees can self-enroll on the 1st of the month following their start date. Melissa matches 25% of employee contribution up to the first 7% of contribution.

## Flexible Spending Account

Available after your first payroll.

The Flexible Spending Account is not tied to any insurance.







# Tuition Reimbursement and Loan Assistance

Available after 1 year for full-time, regular employees.

Tuition reimbursement:

Up to \$5,200.00 per calendar year toward related to courses taken toward completion of an undergraduate or graduate degree.

Up to \$2,500.00 toward completion of a credential/certificate course or program.

Degree or certification sought by employee must be relevant to the employee's current position.

Loan Assistance:

Up to \$5,200.00 per calendar year toward payments on an existing education/student loan incurred by the employee, for education of the employee.

Degree does not have to be relevant to the employee's current position.

*The maximum benefit provided by Melissa under any combination of the above three options is \$5,200.00 per calender year.*

**LET'S  
GET  
THE BALL  
ROLLING!**