



Mission Focused Systems Inc.

At MFS, we are committed to giving you and your family the best of both worlds – small business flexibility with large corporation support. MFS has teamed with One Digital Health Benefits to provide you and your family access to a whole range of healthcare, disability, retirement and other benefits typically found in only large businesses. Depending on your employment agreement, you can select the benefits that best fit your lifestyle. Highlights of those benefit options are provided below:

Health & Wellness

All full-time employees, scheduled to work 30 hours or more, are eligible to participate in our Medical, Dental, & Vision plans. Benefit eligibility begins the 1st day of employment. All full-time & part-time employees are eligible for all Life & Disability Insurance, beginning the 1st of the month following your 1st date of employment..

- **Medical:** MFS provides medical insurance through United Healthcare (UHC). MFS pays up to 70% of employee monthly premiums if the company plan is selected. The plan uses age banded rates. Inquire with HR for estimate.
- **Dental:** MFS provides a PPO dental plan through UHC. MFS pays 100% of the employee monthly dental premium.
- **Vision:** MFS provides a PPO vision plan through UHC. MFS pays 100% of the employee monthly vision premium.
- **Life & Disability Insurance:** MFS pays for \$100,000 Basic Term Life coverage and for \$100,000 Accidental Death and Dismemberment coverage for all full-time employees. MFS also pays the premiums for short term and long-term disability insurance.

Retirement & Savings

- **401(k) Retirement Plan:** MFS offers a 401(k)-retirement savings plan through Ascensus Trust with a wide range of investment choices. Employees can contribute up to 20% of their gross salary per pay period. MFS matches dollar for dollar up to 6% of gross salary subject to applicable IRS total contribution limitations. All full-time and part-time employees are eligible, following 3 months of employment. You must be 18 years or older to participate and you will be 100% vested in these contributions immediately, upon eligibility.
- **Bonus Plan:** MFS believes in acknowledging merit and rewarding you for your achievements. For this reason, MFS offers annual incentive compensation. The incentive compensation is determined by individual performance, specific contributions to business growth, and profitability of the company.

MFS Retirement Plans are subject to initial eligibility requirements and shall comply with all IRS ERISA rules.

Payroll

- Payroll is directly deposited into the employee’s bank or credit union of choice every two weeks. All employee deductions (taxes and benefits) are automatically deducted by our payroll services provider, PrimePay.

Paid Time Off

- **Holidays:** Employee’s receive 10 holidays (MFS’s 6 fixed holidays (New Year’s Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, & Christmas Day,) and 4 floating holidays of your choosing). Depending on date of hire, you will obtain 2 floating holidays per half year and can be taken at the employee’s discretion with their supervisor/manager’s approval. Floating holidays must be used within the calendar year earned.
- **Vacation (Personal Time Off or PTO):** Employee’s earn PTO based on their position status as follows:
 - Junior Associates – 80 hours per year accruing at ~3.07 hours per pay period
 - Mid-Level Associates – 120 hours per year accruing at ~4.62 hours per pay period
 - Senior Level Associates – 160 hours per year accruing at ~6.15 hours per pay period

PTO hours continuously accrue and carry over, up to the employee’s specific per year maximum. Once the maximum is reached, employees will not be awarded any new PTO until the PTO balance drops below the cap.

Accessibility

- MFS is committed to keeping our employees wired and online. In addition to a corporate computer and access to MFS’s Microsoft Cloud, MFS provides each employee with a \$50 per month stipend for a Bring Your Own Device mobile voice and data plan of the employee’s choosing.

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