

# Squire, Lemkin + Company, LLP

## Benefits for Full Time Employees

### **Vacation**

< 3 years 12 days per year

3-5 years 15 days per year

> 5 years 22 days per year

Maximum carryover of 80 hours—Firm will pay balance of vacation leave at the time of termination/resignation, up to 80 hours.

### **Sick Leave/Short Term Disability**

40 hours per 12-month period

Maximum carryover 240 hours

Maternity leave is treated as sick leave

### **Health Insurance**

Full single coverage equal to the cost of HMO for employees who work > 30 hours per week; either HMO or PPO coverage available

### **Life Insurance**

Equal to base salary, up to \$50,000

### **Long Term Disability Insurance**

After 90 day disability

### **Cafeteria Plan**

a. Child Care: Maximum \$5,000

b. Uninsured Medical/Vision/Dental Costs: Maximum \$2000

c. Family Portion of Health Insurance: No maximum

### **Retirement Plan**

Eligible at first open date (1/1, 4/1, 7/1 & 10/1) after 6 months employment

Employee 401(k) deferrals

Employer matching contribution—Currently 15% of employee deferral

Employer discretionary contribution—Currently 3% of compensation

### **Family and Medical Leave Act**

While Squire, Lemkin + Company, LLP is not required to comply with the Family and Medical Leave Act (FMLA) of 1993, the Firm has chosen to offer family and medical leave based on the provisions of the Act. Accordingly, we will provide up to twelve weeks of unpaid, job protected, family leave per year for employees who have worked at least twelve months and have worked at least 1,250 hours.

### **Incentive Compensation/Bonus Plan**

Annually, each employee sets quantifiable goals for the coming year. At the end of the year, a bonus is calculated on the basis of how well the goals have been met by the employee.

### **Flexible Working Hours**

Employees determine the hours (and sign an agreement) that they will work each day (to include core hours of 10 a.m. to 4 p.m.); this policy allows employees to adjust their drive time, work with school schedules, etc.

## **Holidays**

New Years Day, Memorial Day, July 4, Labor Day, Thanksgiving, the day after Thanksgiving and Christmas Day. When Holidays are on Saturday or Sunday, the holiday is observed on Friday or Monday.

## **Rest and Relaxation Days**

Ten days are designated each summer when the office is closed. These R&R Days often provide 4 day weekends on Memorial Day, July 4, and Labor Day, as well as additional days off in the summer.

## **Personal Rest & Relaxation Weekend**

Each technical staff member must choose a weekend between February 1 and April 1 to be off during tax season, either a 3 day weekend (Fri, Sat, Sun or Sat, Sun, Mon) or lodging for two paid by the Firm on Friday and Saturday night.

## **Education Reimbursement**

Education costs are paid up to \$500 per semester, with passing grade and continued employment required for 2 years after completion of a course.

## **CPA Examination, Dues and Licenses**

Salary paid while sitting for CPA exam  
AICPA and one State Society dues paid

## **Continuing Professional Education**

The Firm pays the cost of approved CPE for full time CPA staff and non-CPA staff.

## **Bereavement Leave**

5 days paid leave for death in the immediate family (parent, sibling, spouse, parent-in-law, child)  
1 day paid leave for death of other family members

## **Jury Duty**

Paid leave—employees are encouraged to serve jury duty.

## **Interest Free Computer Loan**

Up to \$3000 loan for 3 years

## **Tax Season Meals & Beyond**

Firm furnishes dinners from the end of February through April 15, 4 nights per week. Saturday breakfast and lunch are also provided.

The Firm provides sodas and snacks for the employees all year.

## **“A” Class Clients**

Squire, Lemkin + Company, LLP strives to fill its client list with “A” clients (clients you like, have interesting work and pay their bills on time). Less desirable clients (clients whom staff including partners grumble about, are high maintenance, frequently do not have their information ready on time and complain about fees) are referred to other CPA Firms. We understand having “A” Clients is one of our best staff retention policies.

## **Recruitment Incentive**

Firm offers employees a bonus for referring prospective employees who are hired.

## **Fun Events**

The Firm sponsors annual Family Picnics and a Holiday Party. We also celebrate the Superbowl, Valentines Day, St. Patrick’s Day, NCAA Tournament, April 15, Halloween and other events throughout

the year. We work hard but we also believe in any excuse for a party!

## **Brooks Brothers Discount**

10%

## **Banking**

The Firm has a banking relationship for employees with Bank of America.

***An informal survey at a recent meeting of the Washington DC Chapter of the Association for Accounting Administration indicates that Benefits for employees at Squire, Lemkin + Company, LLP exceed those of comparably sized firms as well as much larger firms.***