

# ALEX

ALTERNATIVE EXPERTS



**BE PART OF OUR TEAM.**

## WHAT TO EXPECT FROM **ALEX**

We provide effective communication, collaborative management, and an excellent workforce to the Federal Government.



### **COMMITTED TO EXCELLENCE**

*A focused approach to service delivery.*

- Dedicated to our employees and supporting our customers' missions
- Process-driven business practices
- Focused on honesty, integrity, and ethics in everything we do
- SBA WOSB and ISO 9001:2015 certified



### **COMPETITIVE BENEFITS & PROFESSIONAL DEVELOPMENT**

*Ensuring bright futures for our employees.*

- Medical, dental, and vision insurance
- PTO, paid holidays
- 401(k) retirement plan
- and more - see details on back



### **CORPORATE & PROGRAM SUPPORT**

*Utilizing corporate backbone for program support.*

- Business travel simplified with in-house coordination
- Dedicated recruiting team to identify and pre-screen candidates
- Engaged HR resources to onboard and orient employees
- Electronic timesheets and semi-monthly payroll system ensures consistency

# ALEX Employee Benefit Information Summary

Eligibility	Employees scheduled to work 30 or more hours per week are eligible for benefits. Employees on temporary assignments and Internships are not eligible for all benefits. Under the Service Contract Act, Health and Welfare dollars will be applied to all covered health benefits to include medical, dental, vision, life, and disability. Employees are eligible immediately for most benefits.
Medical Insurance	UnitedHealthCare – We offer three medical coverage options Employer and Non SCA Employee shared cost Employees can opt to add employee paid premium for spouse and/or dependents
Prescription	UnitedHealthCare - Pharmacy Management Program Plan (all medical plans)
Dental Insurance	Metlife – Dental Plan PPO Employee paid premium
Vision Insurance	UnitedHealthCare Vision Plan Employee paid premium
Short Term Disability	MetLife Short Term Disability 60% of weekly wages up to 13 weeks Employer paid for non SCA employees.
Group & Voluntary Life Insurance	Metlife Life Insurance Employer paid for non SCA employees Employee may add additional Voluntary Life & AD&D coverage at employee cost.
PTO	80 – 160 hours based on years of service
Paid Holidays	11 Paid Holidays - New Year's Day; Martin Luther King, Jr. Day; President's Day; Memorial Day; Juneteenth; Independence Day; Labor Day; Columbus Day; Veteran's Day; Thanksgiving Day; Christmas Day
Unpaid Leave	Active Military/Reserve, FMLA
401(k)/Retirement Plan	All employees are eligible to participate in the plan immediately. The plan contains an Eligible Automatic Contribution Arrangement. Discretionary profit sharing
Other Benefits	Accident & Critical Illness Insurance Employees working 30+ hours per week are eligible after a 30 day waiting period. Employee paid premium Jury Duty – One day after one year of service Bereavement – One day after 60 days of service, up to 3 events per year Employee Assistance Program (EAP) Working Advantage Discount Program Discretionary Tuition Reimbursement Merit Bonus Direct Deposit Pet Insurance (Employee Paid) Supplemental Medicare Resources