

# ProService Hawaii

## Employee Benefits & Perks



### Our Goal

Our goal at ProService is simple: **to be the best at everything we do**. That includes being the best employer in the Pacific, so we work diligently to be the employer-of-choice for top talent, nationwide.

### Benefits and Perks – Our Philosophy

Employee benefits are about so much more than just healthcare or retirement plans at ProService. To us, they are about supporting our employees in multiple aspects of their lives for overall well-being. **With that in mind, we designed our benefits package with focus on four areas of employee prosperity:**



The following employee benefits and perks are available to all regular ProService Hawaii employees:

#### Healthcare



At ProService, the health and safety of you and your family is important to us. We offer a wide range of Hawaii's leading healthcare plan options at affordable rates, so you have the freedom to customize a plan that's right for you and your family.

#### Flexible Spending Accounts



Flexible spending accounts (FSA) provide you with the opportunity to pay for certain out-of-pocket medical and dependent care expenses with pre-tax dollars.

#### 401(k) with Transamerica



Free money! Employees are eligible to participate in our Transamerica 401(k) retirement plan on the 1<sup>st</sup> day of the month after completing one (1) month of employment. ProService provides a maximum 4% match (50% of the first 8% of salary).

#### Parental Leave



ProService is proud to be a family-oriented company. In support of our working parents, we provide paid leave associated with the birth of an employee's own child or the placement of a child with the employee in connection with adoption or foster care. Maternity/paternity/adoption leave is not charged against the employee's other paid leave credits.

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### Student Loan Repayment Assistance



All full-time employees who have worked 90 days or more are eligible for the Student Loan Repayment Assistance program. *Studies show that student loan repayment assistance can help students get out of debt 30% faster.*

### Professional Development & Certification Assistance



Continuous learning is a big part of our culture and we are proud to support employees in their efforts to strengthen their professional expertise. ProService will reimburse employees for costs of qualified certification training and testing (e.g., CPP, PHR, FPC) and/or approved professional conferences up to \$1,500.

### Flexible Work Program



Our goal with Flex Work is to support the diverse work needs of our employees while also meeting professional and business expectations. *All Flex Work schedules and arrangements must be approved by management; not all job duties and positions are appropriate for Flex Work.*

### Community Service



At ProService, giving back to our community is an important part of who we are. We encourage employees to participate in charitable work either through our Philanthropy Committee or independently. Employees may receive up to eight (8) hours of paid time to participate in community service with any of our local non-profit organizations.

### Paid Time Off (PTO)



All full-time employees earn/accrue 10 hours of PTO per month during their first four years of tenure. These earned hours may be used for any time off including vacation, sick leave and/or leave of absence.

### Holidays



ProService recognizes the following holidays: New Year's Day, President's Day, Memorial Day, Independence Day (4<sup>th</sup> of July), Labor Day, Thanksgiving Day, and Christmas Day. Each employee also receives two (2) floating holidays per calendar year.

### Additional Perks



- ★ Special 24-Hour Fitness gym membership deal (monthly rates as low as \$25.99/month)
- ★ Special Core Power Yoga membership deal
- ★ Laundry services (pick-up at and delivery to our office)
- ★ Honolulu Federal Credit Union membership
- ★ Discounted movie tickets

### In-office Perks & Benefits



- ★ Complimentary coffee, drinks and fruit in the break room
- ★ Casual Fridays with complimentary breakfast
- ★ Free parking for Hawaii Kai office and all neighbor island offices; subsidized parking for Downtown Honolulu office
- ★ Bus pass reimbursement for employees who commute to work using The Bus
- ★ Monthly company-wide meetings followed by hosted Pau Hana event
- ★ Fun themed activities and contests for occasions including: National Payroll Week, Employee Appreciation Week and Halloween
- ★ Annual company-wide events including: Company Picnic, Holiday Party and more!