

## Relocation Benefits

If BCS, Incorporated asks an employee to relocate to a new area, certain benefits may be provided to facilitate the transition. Full-time salaried employees are eligible.

## Jury Duty

BCS, Incorporated encourages employees to fulfill their civic responsibilities by serving jury duty when required. Regular full-time employees qualify for up to 2 weeks of paid jury duty leave.

## Bereavement Leave

BCS, Incorporated recognizes that a time of bereavement is very difficult for any of its employees. BCS will make every effort to ensure that the employee is able to attend to family matters. All regular full-time, salaried employees are eligible.

## Supplemental Benefits

BCS, Incorporated offers all employees the opportunity to purchase various voluntary supplemental benefits, such as personal accident and personal hospitalization plans. These are offered at group rates and premiums are paid through payroll deduction.

## Flexible Spending Plan

BCS, Incorporated recognizes that each employee has unique financial needs. BCS offers a flexible spending plan that provides employees with the opportunity to pay for transportation, nonemployer-sponsored insurance premiums, and dependent care expenses with pretax dollars.

## Discount Programs

BCS, Incorporated offers all employees the opportunity to take advantage of group discounts on various services throughout the year.

*This brochure is only an overview of the benefits offered by BCS, Incorporated. For a more detailed explanation of the Benefits and Policies listed in this brochure, please see the BCS Employee Handbook as well as the benefit packages available through Human Resources. In the event of a conflict, the Handbook and documents provided by Human Resources prevail.*

## Locations

### Headquarters

BCS, Incorporated  
Corporate Headquarters  
8920 Stephens Road, Suite 200  
Laurel, Maryland 20723  
Main Phone: 410.997.7778 ext. 210  
Fax: 410.997.7669

### Denver Office

BCS, Incorporated  
7828 Vance Drive  
Suite 103  
Arvada, CO 80003  
Main Phone: 303.425.6800

### Morgantown Office

BCS, Incorporated  
3040 University Ave.  
Suite 3010  
Morgantown, WV 26505

### Pittsburgh Office

BCS, Incorporated  
PO Box 205  
4000 Brownsville Road  
South Park, PA 15129

Contact us at: [hr@bcs-hq.com](mailto:hr@bcs-hq.com)

[www.bcs-hq.com](http://www.bcs-hq.com)



BCS, Incorporated is a management consulting firm that specializes in:

**Energy and Environment**  
**National Security**  
**Health**  
**International Development**

**Employee Benefits Program**



*BCS provides its clients a full range of services, including technical and engineering studies, market and policy analysis, strategic planning and evaluation, and government program support. BCS is widely recognized for its unique ability to deliver the resources and expertise of a large firm, while providing the personalized service, innovation, immediate attention, and high product quality of a small business.*

*Here at BCS, we take pride in our employees and we recognize that our team is the key to our success. That's why we offer an industry-leading benefits program and plenty of room for advancement.*

## Health Insurance

BCS, Incorporated provides a health insurance plan, which includes a prescription plan. All regular full-time employees and all regular part-time employees working 30 or more hours per week are eligible for coverage. Coverage begins the first of the month following 30 days of employment for qualified employees. For full-time regular employees, the premium is fully paid by BCS for individual to family coverage.

## Dental

All regular full-time employees and all regular part-time employees working 30 or more hours per week are eligible for a PPO dental plan. For full-time regular employees, the premium is fully paid by BCS for individual to family coverage.

## Vision

All regular full-time employees and all regular part-time employees working 30 or more hours per week are eligible for our vision plan. For full-time regular employees, the premium is fully paid by BCS for individual to family coverage.

## Long-Term Disability

BCS, Incorporated provides all regular full-time employees with long-term disability insurance beginning the first of the month following 30 days of regular full-time employment. This benefit provides 60% of an employee's base pay to a maximum benefit of \$6,000 per month. There is a 90-day elimination period. The premium is fully paid by BCS.

## Short-Term Disability

BCS, Incorporated offers all employees the opportunity to purchase short-term disability insurance, beginning after the first of the month following 30 days of employment.

## Life Insurance

Full-time regular employees have the opportunity to purchase life insurance, effective on the first of the month following 30 days of continuous service.

## Employee Assistance Program

BCS employees have access to our Employee Assistance Program. This program is available to assist our employees and their family members with personal as well as job-related issues. This assistance identifies support systems, finds community resources, develops plans for providing care, and more. Employees may speak in confidence with licensed counselors.

## Bonus Potential

Each year, BCS, Incorporated rewards employees who shine brightly by offering merit-based bonuses—subject to managerial discretion.

## Educational Assistance

The BCS Educational Assistance Program encourages personal development through formal education so that employees can maintain and improve their job skills. The annual reimbursement limit is \$3,000. This benefit is available to regular full-time employees after 6 months of employment.

## 401(k) Savings Plan

BCS, Incorporated has established a 401(k) savings plan for potential retirement security. To be eligible, you must be at least 21 years old and be a regular full-time employee or regular part-time employee working at least 20 hours per week. BCS will match 100% of an employee's contributions up to 3%. For contributions above 3% up to 5%, BCS will match 50% of employee's contributions. Employees are 100% vested after completing 1,000 hours of employment.

## Profit Sharing Plan

Regular full-time employees and regular part-time employees working at least 20 hours per week who are at least 21 or older can have up to 5% of their gross salary deposited into a Profit Sharing Plan depending on the profits of BCS in the fiscal year. Eligibility and vesting schedules are available through Human Resources.

## Paid Time Off (PTO)

All regular full-time and part-time employees are eligible. PTO begins accruing upon hire or transfer into an eligible position. Eligible employees may begin to use their PTO after 30 days of employment. PTO accrual rates start at 14 days per year and increase with years of service and position.

## Holidays

BCS, Incorporated will provide paid holidays for the following 10 days:

New Year's Day	Labor Day
Martin Luther King, Jr. Day	Columbus Day
Washington's Birthday	Veterans Day
Memorial Day	Thanksgiving Day
Independence Day	Christmas Day

All regular employees are eligible.

## Paydays

Employees are paid semimonthly.