

Employee Assistance Program

BCS employees have access to the company's Employee Assistance Program. This program is available to assist employees and their family members with personal and 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.

Discount Programs

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

Educational Assistance

The BCS Educational Assistance Program encourages personal development through formal education so employees can maintain and improve their job skills. The annual reimbursement limit for regular, 40 hour per week employees is \$3,000. The annual reimbursement limit for employees working at least 30 hours per week is \$1,500.

Bonus Program

All full-time employees are eligible for the BCS incentive bonus program. Bonuses are awarded for extraordinary achievements in the areas of client work, business development, and corporate operations. Bonus recommendations are made by immediate managers and approved by senior management. The bonus pool is based on company performance and is not guaranteed.

Employee Referral Bonus Program

BCS takes a great deal of pride in its recruitment and selection process and recognizes that current employees are often the best source for referring candidates to fill open positions. All employees are immediately eligible for our employee referral bonus program. Current employees understand the skills required to perform the work, as well as the culture and work environment of both the company and the client. Therefore, employees are able to effectively identify candidates who would make excellent employees.

This brochure is only an overview of the benefits offered by BCS, LLC. 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, LLC
1325 18th St. NW
Suite 105
Washington, DC 20036



BCS, LLC is a firm that specializes in:

Energy and Environment
National Security
Transportation

Employee Benefits Program

Contact us at: hrsupport@bcs-hq.com

www.bcs-hq.com



BCS provides its clients with a full range of services, including Systems Engineering & Technical Support, Program Management & Business Support, Communications & Marketing, and Strategic Analysis & Organization Performance.

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

INSURANCE

Health

BCS provides a highly competitive health insurance plan, which includes a prescription plan. All regular, full-time employees are eligible for our health plan. For qualified employees, coverage begins on the first day of the month following or coinciding with the start date. The majority of premiums for individual and family coverage are paid for by BCS.

Dental

All regular, full-time employees are eligible for our dental plan. The majority of premiums for individual and family coverage are paid for by BCS.

Vision

All regular, full-time employees are eligible for our vision plan. The majority of premiums for individual and family coverage are paid for by BCS.

Life Insurance

Regular, full-time employees have the opportunity to purchase life insurance, effective on the first day of the month following or coinciding with the start date.

Short-Term Disability

BCS offers all employees the opportunity to purchase short-term disability insurance beginning the first day of the month following or coinciding with the start date.

Long-Term Disability

BCS provides all regular, full-time employees with long-term disability insurance. Coverage begins on the first day of the month following or coinciding with the start date. 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.

Flexible Spending Plan

BCS offers a flexible spending plan that provides employees with the opportunity to pay for a number of expenses with pretax dollars, including unreimbursed medical expenses, non-employer-sponsored insurance premiums, transportation expenses, and dependent care expenses.

PAID LEAVE

Paid Time Off (PTO)

BCS provides flexible paid time off for regular, full-time employees.

Parental Leave

This gender inclusive benefit provides up to 6 weeks of paid leave following the birth or adoption of a child or placement for foster care. Parental leave is in addition to short-term disability for those that qualify.

Sick Leave

Full-time and part-time employees receive 80 hours of paid time per year to take care of themselves or others or for any purpose permitted by applicable paid sick leave laws.

Bereavement Leave

BCS recognizes that a time of bereavement is very difficult for any of its employees. Paid bereavement leave is available under the Paid Time Off policy.

Jury Duty

BCS encourages employees to fulfill their civic responsibilities by serving jury duty when required. Paid jury duty leave is available under the Paid Time Off policy.

Holidays

BCS provides employees with paid leave for the following 11 federal holidays:

New Year's Day	Independence Day
Birthday of Martin Luther King, Jr.	Labor Day
Presidents' Day	Indigenous Day
Memorial Day	Veterans Day
Juneteenth	Thanksgiving Day
	Christmas Day

All regular, full-time employees are eligible.

Paydays

Employees are paid semi-monthly.

OTHER BENEFITS

401(k) Savings Plan

BCS has an established 401(k) savings plan for potential retirement security. Eligibility requirements include being at least 21 years of age, as well as being a regular, full-time employee. BCS will match 100% of an employee's contribution up to 3%. For contributions above 3% and up to 5%, BCS will match 50% of an employee's contribution. Employees are immediately 100% vested in their safe harbor match.

Corporate Capital Bikeshare Program

As part of our Corporate Sustainability Plan, BCS offers all employees the ability to sign up for a free annual membership in our Corporate Capital Bikeshare Program. This program is the first large scale bikeshare in the nation and the membership gives you access to all the red bikes with the Capital Bikeshare logo throughout DC, Maryland, and Virginia!