

## 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, full-time employees is \$3,000. The annual reimbursement limit for part-time employees working 30 hours or more 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  
601 Pennsylvania Ave.,  
NWSuite 900  
Washington, DC 20004



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BCS, LLC is a firm that specializes in:

**Energy and Environment**  
**National Security**  
**Transportation**

**Employee Benefits Program**

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

[www.bcs-hq.com](http://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 and all regular, part-time employees working 30 hours or more per week are eligible for our health plan. For qualified employees, coverage begins on the first day of the month following 30 days of employment. The majority of premiums for individual and family coverage are paid for by BCS.

### Dental

All regular, full-time employees and all regular, part-time employees working 30 hours or more per week 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 and all regular, part-time employees working 30 hours or more per week 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 30 days of continuous service.

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

### 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)

All regular, full-time employees and all regular, part-time employees working 30 hours or more per week are eligible for paid time off (PTO). PTO begins accruing upon hire or upon transfer to an eligible position. Eligible employees may begin using their PTO after 30 days of employment. For regular, full-time employees, PTO accrual rates start at 14 days per year and increase with years of service and position.

### Bereavement Leave

BCS 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.

### Jury Duty

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

### Holidays

BCS provides employees with paid leave for the following 10 federal holidays:

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

All regular, full-time employees and all regular, part-time employees working 30 hours or more per week 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 or regular, part-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.

### Profit-Sharing Plan

Regular, full-time employees and regular, part-time employees who have completed 1 year of service and 1,000 hours of service in one plan year and are 21 years of age or older can have up to 2% of their gross salary deposited into the Profit-Sharing Plan. This plan is contingent upon BCS' profits for a given fiscal year. Eligibility and vesting schedules are available through Human Resources.

### 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!