



Innovative Minds • On Point • One Group

BENEFITS PACKAGE



MPG TotalSource Employee Benefits

At MindPoint Group, one of the greatest resources we have is our associates. Within the boundaries of sound business practices and fairness to our employees, MPG offers a variety of incentives and benefits designed to attract and retain a highly qualified staff, promote professional growth, and foster commitment to MPG and its clients.

- **Fortune 500[®] quality benefits plans:** health, life, disability, dental, vision, and more
- **Online, self-service enrollment** via My TotalSource HRMS
- **Dedicated toll-free Employee Service Center**

- Paid Time Off (PTO)
- Holidays
- 401K Retirement
- Training and Professional Development Program
- Mobile Phone Reimbursement Program
- Aetna Medical, 4 plans
- Aetna DMO Unlimited, Aetna PPO
- VSP Vision PPO
- Life/AD&D
- Long Term Disability
- Short Term Disability
- Health Advocate
- Dependent Care FSA
- Commuter Benefit
- Direct Deposit
- Employee Service Center
- Employee Assistance Program
- Supplemental Benefits/ Perks and Discounts



Paid Time Off (PTO)

Paid Time Off (PTO) is provided by MPG for employees to be away from work due to vacation or other personal requirements. All full-time regular employees are eligible to earn accrued PTO, from January 1 through December 31 in accordance with the chart below (*For a detailed description, reference the MPG Employee Handbook*).

Years of Services	Accrual Descriptions	Hours
0-5 Years Of Service	Hours of PTO accrued for each twice monthly pay period	6.66
	Maximum annual accrual hours	160
5-10 Years Of Service	Hours of PTO accrued for each twice monthly pay period	8.33
	Maximum annual accrual hours	200
10-20 Years Of Service	Hours of PTO accrued for each twice monthly pay period	10
	Maximum annual accrual hours	240
20-30 Years Of Service	Hours of PTO accrued for each twice monthly pay period	11.66
	Maximum annual accrual hours	280



Holidays

Regular, full-time MPG employees are eligible for ten paid holidays during each calendar year. MindPoint Group, LLC will recognize the following ten Federal Holidays for our staff *(For a detailed description, reference the MPG Employee Handbook)*:

- New Year's Day
- Martin Luther King Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veteran's Day
- Thanksgiving Day
- Christmas Day



401K Retirement Plan

All employees of MPG are eligible to participate in the company 401K Plan upon completing the Plan's eligibility requirements. In order to participate in the Plan you must have completed 3 Months of Service. *(For a detailed description of our 401K Retirement Plan, reference the Plan Summary Description.)*

- MPG will make a Matching Contribution equal to 100% of your Elective Deferrals. MPG will match Elective Deferrals up to 4% of your eligible earnings.
- You must make Elective Deferrals in order to receive the Contribution Matching.
- 401K Matching Contributions will be made per pay period.
- You are always 100% fully vested in your total Account Balance in the Plan.



Training and Professional Development Program

MPG strongly believes in assisting our employees with professional growth and education. We offer all full-time employees:

- **MPG iLearn University:** *MPG iLearn University is our online training and e-Learning platform. It provides employees with a virtual learning environment to foster professional development and access to an extensive list of reference material on a broad range of Information Technology topics.*
- **MPG Tuition & Professional Development Reimbursement:** *up to a maximum of \$4500 per year.*
- **MPG Cyber Security Research and Development Lab:** *The MPG Cyber Security Research and Development Lab is a virtualized network environment built on common IT products. It provides employees with an environment for testing the effects of a variety of security strategies for defending networks, or to test out commercial and open source attack tools against a variety of hosts and services. It is a tool available to employees to get the hands-on, real world experience with tools and technologies necessary to advance their expertise in the field of information security.*



Mobile Phone Reimbursement

MPG offers mobile phone stipend to employees who enroll in MPG's Mobile Phone Stipend Program agreeing to access MPG email via their SmartPhone and receive business telephone calls on their mobile phone through MPG's corporate number. MPG will reimburse pre-approved mobile phone expense up to \$100 per month *(For a detailed description, reference the MPG Employee Handbook and the Mobile Phone Stipend Program).*





Health, Dental and Vision Insurance

MPG offers all full time employees HMO, regional PPO and national PPO insurance plans through Aetna. *(A detailed description of our health benefits will be provided during your benefits enrollment.)*

MPG offers all full time employees supplemental vision and dental insurance through Aetna and VSP Vision. *(A detailed description of our vision and dental benefits will be provided during your benefits enrollment.)*



Life and AD&D Insurance

MindPoint Group offers Life and Accidental Death and Dismemberment (AD&D) insurance to all full-time employees. *(A detailed description of our Life and AD&D Insurance, will be provided during your benefits enrollment.)*

- Life/AD&D – \$75,000 (Employer Paid Benefit)
- Supplemental Life/AD&D Available



Short-Term and Long-Term Disability Insurance

MindPoint Group offers short term and Long term disability insurance to all full-time employees for absence due to an employee's illness or disability, including pregnancy related disability. *(A detailed description of our short and long term benefits, will be provided during your benefits enrollment.)*

- Long Term Disability – 60% up to \$2,500/month (Employer Paid Benefit)
- Short Term Disability – 60% up to \$2,500/week (Employer Paid Benefit)



Health Advocate Features

The Personal Health Advocate assist employees to

- Find qualified doctors and hospitals
- Schedule appointments with hard to reach specialists
- Identify “best-in-class” medical institutions
- Help resolve eligibility, benefit and claims issues
- Assist with eldercare issues
- Help negotiate with providers on your behalf
- Secure second opinions to help provide peace of mind
- Assist with correcting billing mistakes
- Help find clear, objective health information to help you make an informed decision



Flexible Spending Account (FSA)

MPG offers all full time employees, Flexible Spending Account (FSA) benefit options which are available to all eligible employees as of their initial eligibility date. The FSA benefit options consist of a Medical Reimbursement Account (MRA) and a Dependent Care Reimbursement Account (DCRA). The FSA benefit options plan year runs from June 1 through May 31 of each year. There are no client contributions towards the FSA options. Employee benefit option availability may vary due to IRS regulations. Please refer to the summary plan description for specific eligibility for these options.

NOTE: You must use all your contributions each year or risk losing any unused balance at the end of the Plan Year.



Commuter Benefits

MPG offers all full time employees, a Pre-Tax Commuter Benefit Program.

- Commuter Spending Account (CSA): MindPoint Group offers employees a CSA whereby enrolled employees can deducted pre-tax dollars for use with IRS qualified transportation costs.
- Commuting Stipend: MindPoint Group offers employees pre-tax commuting stipend in the amount of \$50 per month for use with IRS qualified transportation costs.

NOTE: Refer to the Commuter Benefit Worksite FAQ for further details.



Direct Deposit

MPG offers all employees Direct Deposit for their payroll. Any employee who wishes not to participate in direct deposit should notify the Human Resource Department; otherwise, all payroll will automatically be paid using direct deposit.





Employee Service Center

- **Benefit Elections** – ESC reps help to determine the overall cost options & guide through necessary paperwork
- **Benefits Confirmation** – ESC reps help explain benefits and answer questions
- **Assistance w/ Benefit Claims** – ESC reps will assist in helping resolve claims issues by providing info regarding process
- **COBRA Rights**
- **401(k)** – can guide employees to appropriate contact servicing the plan
- **HR & Workplace Concerns** – answer questions regarding policy & compensation
- **Payroll Questions** – call the ESC for questions on direct deposit, check reprints, garnishments, explanation of deductions & verification of employment
- **W-2 Questions** – ESC reps verify all information in file is accurate & process all W-2 reprints
- **Status Change** – for any life changing events (marriage, child, etc) the ESC rep assist with paperwork required to make changes



Employee Assistance Program

MPG offers Employee Assistance Program (EAP) to all employees. EAP services are provided in partnership with an extensive network of independent, licensed mental health care providers. They include psychologists, licensed clinical social workers, licensed marriage and family therapists and other professionals. These specialists are highly qualified and poised to help with a wide range of issues.



Additional Voluntary Benefits

What are they?

- These are ancillary benefits which enhance the core benefits program.
- Benefits are paid entirely by the employees.
- Deductions are typically processed through payroll deductions.
- Deductions are processed on a post-tax basis.

Additional programs:

- Supplemental life and disability insurance
- Accidental death and dismemberment insurance
- Long-term care insurance
- Personal accident insurance
- Critical care/cancer coverage
- Legal services
- Pet insurance
- Auto/home insurance



If you have any benefits related questions, please contact us!



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