



# 2021 U.S. Benefit Highlights for Robert Half Employees

At Robert Half, you're part of a team that supports you and a business that rewards you for your efforts. Our comprehensive benefits are designed to help you maintain your physical, emotional and financial well-being. In general, benefits and policies are available to regular employees who work a minimum of 20 hours per week. Please read on to see how our programs can help you and your family stay healthy, balanced and happy.

This Benefits Highlight is intended to provide a high-level description of these benefits. It is not an exhaustive list and some benefits may not be available to all employees. For important details as well as plans and policies applicable to you, reference [roberthalfbenefits.com](http://roberthalfbenefits.com) and the official plan/policy documents or ask your Human Resources contact.

## MEDICAL COVERAGE\*

You can choose one of four different medical plan designs:

- \$400 Deductible Plan
- \$900 Deductible Plan
- \$1,500 Deductible Plan (HSA-compatible plan)
- \$2,500 Deductible Plan (HSA-compatible plan)

Each medical plan option is provided by multiple carrier networks. Depending on your location, you can choose Anthem, Cigna or Kaiser (only available in CA, CO, GA, HI, OR, WA and the mid-Atlantic region).

## HEALTH SAVINGS ACCOUNT (HSA)

If you enroll in the \$1,500 Deductible Plan or the \$2,500 Deductible Plan, you'll be eligible to open a unique savings account called a Health Savings Account, or HSA. With the HSA, you can save pre-tax money to help pay for eligible health care expenses and Robert Half will match a portion of your HSA contribution. Your total contribution is limited by the IRS.

## DENTAL COVERAGE

You can choose from two different dental plans through Delta Dental: Enhanced or Standard. Both plans cover the same types of dental services, including 100% coverage for two preventive care exams/cleanings each year. The Enhanced plan also provides a higher calendar-year maximum and orthodontia coverage for members under age 19.

## VISION COVERAGE

You can choose vision coverage through two providers: Vision Service Plan (VSP) or Davis Vision who both offer nationwide in network providers. You'll receive annual eye exams and glasses or contacts every other year. Note: If you enroll in a Kaiser medical plan, you'll receive some vision care coverage through that Kaiser plan.

## EMPLOYEE ASSISTANCE PROGRAM (EAP)

The EAP offers up to 10 free counseling sessions and referrals for employees and their household members. These confidential services include: marriage and family counseling, parental guidance, legal consultation and emotional or mental health assistance.

### TOOLS TO HELP MANAGE YOUR HEALTH

#### Health Advocate

Personal health advocates can assist you and your family (parents/in-laws included) to review your medical plan options and coverage, find providers, understand treatment options, resolve claims/ billing issues and even get help with Medicare questions.

#### Best Doctors

Receive diagnostic reviews and second opinions from some of the country's premier physicians to ensure you get the most appropriate care for your situation. (Only available to those enrolled in a Robert Half medical plan.)

\* Employees in Hawaii are only eligible for the Hawaii medical plans, HMSA and Kaiser Hawaii. If you're an employee living in Hawaii, you become eligible for medical benefits if you work four consecutive weeks for 20 hours or more per week. See page 18 of the Benefits Guide for more information.

## FLEXIBLE SPENDING ACCOUNTS

Flexible Spending Account (FSA) plans let you set aside pre-tax payroll contributions for certain out-of-pocket expenses. Eligible expenses will only be reimbursed if they are incurred during the calendar year in which you participate, and any unused money is forfeited at the end of the calendar year.

<b>Dependent Care FSA</b>	<ul style="list-style-type: none"> <li>• Contribute up to the annual IRS limit</li> <li>• Can be used to pay for child care or adult care services for eligible dependents so you and your spouse can work</li> <li>• Available to all benefits-eligible employees</li> </ul>
<b>Health Care FSA</b>	<ul style="list-style-type: none"> <li>• Contribute up to the annual IRS limit</li> <li>• Can be used for eligible out-of-pocket medical, prescription drug, dental and vision expenses for you and your covered dependents</li> <li>• Available to all benefits-eligible employees, excluding HSA participants</li> </ul>
<b>Combination FSA</b>	<ul style="list-style-type: none"> <li>• Contribute up to the annual IRS limit</li> <li>• Can only be used for eligible dental and vision expenses until you meet the IRS deductible limit; then, funds can be used for medical expenses as well</li> <li>• Available only to participants who elect an HSA</li> </ul>

## DISABILITY COVERAGE

The company pays the full cost of short-term disability and basic long-term disability. If you're unable to work due to a qualified illness or injury:

- Short-Term Disability provides a tax-free benefit of 70% of your base pay for up to 90 days (up to \$3,500 per week); then 60% of your base pay for a disability lasting 91 – 180 days (up to \$3,500 per week).
- Basic Long-Term Disability provides a benefit of 60% of your base pay, plus bonus and commission, after 180 days of disability (up to \$15,000 per month).
- If you want additional disability coverage, you can purchase Supplemental LTD, which increases your Basic benefit from 60% to 66.7% of your base pay, plus bonus and commission, up to \$25,000 per month, after 180 days of disability.

## PAID PARENT LEAVE (PPL)

In support of working parents, you can take six weeks of paid parental leave to welcome a new addition to your family. A new addition includes the birth of a child(ren), or the placement of a newly adopted or foster child(ren). Employees must have one year of service to be eligible.

## LIFE AND ACCIDENT INSURANCE

The Company pays the full cost of Basic Life Insurance and Basic Accidental Death and Dismemberment (AD&D) Insurance.

The benefit for each plan is equal to two times your base salary plus bonus and commissions, up to \$1 million. You can also purchase additional supplemental coverage for yourself, your spouse and your child(ren).

## COMMUTER BENEFITS

Beginning on your date of hire, you can set aside pre-tax payroll contributions to help you pay for work-related commuting costs, including public transportation, vanpools and parking.

## VOLUNTARY BENEFITS

You also have the option to purchase a number of voluntary products to supplement your other benefits:

- Hospital indemnity insurance
- Accident insurance
- Critical illness insurance
- Universal life insurance
- Legal benefits
- Identity theft protection
- Auto and home insurance
- Pet insurance

## DISCOUNT MALL

This benefit through PerkSpot offers you 24/7 access to exclusive discounts and offers from hundreds of local and national merchants.

## MATCHING GIFTS PROGRAM

The Matching Gifts Program provides an opportunity for you to increase the impact of your contributions to eligible nonprofits. Robert Half will match contributions up to a total of \$1,500 per eligible employee per calendar year.

## 401(K) SAVINGS PLAN

The 401(k) Plan makes it easy to save for retirement through Fidelity Investments. Your contributions are pre-tax and earnings are tax-deferred until you withdraw them. Plus, your contributions come right from your paycheck, so you get to save some of your money before you have the chance to spend it. New hires are eligible immediately. Eligibility thereafter is determined annually, based on your prior year's earnings.

## CHOICE TIME OFF (CTO)

CTO is earned based on tenure and can be used for any reason. You also receive up to 10 paid holidays each year.

## ADOPTION ASSISTANCE PROGRAM

You're eligible for an adoption assistance benefit, which provides up to \$6,000 for eligible adoption expenses.

## TUITION ASSISTANCE

Employees scheduled to work 30+ hours per week are eligible for tuition assistance beginning on January 1 following their two-year anniversary date.

If there is any discrepancy between the information presented here and the applicable official plan document, the official plan document will govern how your benefits are determined and administered. Robert Half reserves the right to terminate, suspend, withdraw or modify the benefits described in this document, in whole or in part, at any time.