

ORIENTATION

FOR PAYROLLED ASSOCIATES

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The Atrium Care Package

Healthcare Plans

Atrium offers comprehensive healthcare plans to eligible Associates who are placed on an assignment that meets two criteria: 1) the initial assignment must be at least 5 months in duration and 2) the Associate must work an average of 130 hours per month. All Associates will receive an email from the Atrium Benefits Team regarding their benefit eligibility status the month following their date of hire. Eligible Associates will receive instructions to register in the benefits portal. Elected coverage will be effective the first day of the month following 60 days of employment.

Medical , Dental and Vision Insurance

Atrium offers Associates the ability to purchase medical, dental and vision insurance. Medical plans provided meet the Affordable Care Act (ACA) minimum essential coverage.

Short Term and Long Term Disability Insurance

Atrium offers Associates the ability to purchase Short and Long Term Disability insurance, which provides income replacement in the event that you are unable to work due to an illness or injury.

Life Insurance

Atrium offers Associates the ability to purchase life insurance for yourself, your spouse, and your dependents. Rates are determined based on age and coverage level.

Hospital Indemnity Insurance

Atrium offers Associates the ability to purchase Hospital Indemnity insurance. Hospital Indemnity insurance is designed to help safeguard your finances by providing a lump-sum payment when you are confined to a hospital, whether for planned or unplanned reasons. This insurance can help fill gaps in medical coverage by providing financial support to help cover deductibles, pharmacy prescriptions and other non-covered expenses that may arise from hospital stays and services.

Accidental and Critical Illness Insurance

Atrium offers Associates the ability to purchase Accident and Critical Illness insurance, designed to help pay for out of pocket expenses that insurance doesn't cover in the event of an accident or critical illness diagnosis.

Legal Services Plan

Atrium offers Associates the ability to purchase a Legal Services Plan, providing access to a large network of experienced attorneys by phone, email or in person for some of the most frequently needed personal legal matters.

Identity Theft Protection Plan

Atrium offers Associates the ability to purchase an Identity Theft Protection Plan, which provides members with unlimited access to identity consultation services such as the monitoring of your identity from a variety of sources.

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Paid Sick Time (PST)

Atrium offers paid sick leave to Associates in accordance with state and local laws. Details for individual mandates and forms to request paid sick leave can be found on the Atrium eOffice.

Commuter Benefits

Atrium offers a Commuter Benefit program that enables Associates to use pre-tax dollars toward commuting expenses for parking and transit (subway, bus, train or ferry). Associates are eligible to enroll the month following 30 days of employment.

401(k) Retirement Plan

Atrium offers a 401(k) Retirement Plan through Newport Group. Associates can begin contributing dollars towards retirement the month after completing 500 hours of service. Eligible Associates will receive an email from the Atrium Benefits Team that includes plan details and enrollment instructions.

Supplemental Prescription, Vision and Dental Card

All Associates are immediately eligible to use the WellDyne discount card, available in the Atrium eOffice. Associates can save up to 65% on prescriptions, as well as enjoy discounts at participating vision and dental providers.

Plum Benefits

Plum Benefits is an entertainment benefit provided to all Atrium Associates. They specialize in bringing exclusive discounts and access to the hottest entertainment in the major cities around the U.S.

Referral Bonuses

Earn \$100 for each candidate referral successfully placed in a temporary position, with the tenth referral paid at \$500. Or earn between \$100 and \$250 (based on experience level) for each candidate referral successfully placed in a direct hire position. In order to receive a candidate referral bonus for a temporary or direct hire position:

- a) You must be a registered Associate of Atrium
- b) Temporary candidate must work a minimum of 260 hours for which Atrium billed
- c) Eligibility for the special bonus at ten referrals requires the ten temporary candidates to be placed within a 12-month period
- d) Direct hire candidate must have met required guarantee period (if applicable)

Earn \$500 for referring a new client to Atrium. In order to receive a client referral bonus:

- a) You must be a registered Associate of Atrium
- b) Atrium must have billed and received payment on a minimum of 500 temporary hours worked; or billed, received payment, and met required guarantee period (if applicable) on a direct hire placement