

Customizable Benefits Policy Outline

1. Purpose

The purpose of this Benefits Policy Outline is to summarize the types of employee benefits offered, provide options for customization, and set expectations for eligibility and use.

2. Eligibility

Eligibility Criteria:

- Full-time employees
- Part-time employees
- Probationary period requirements
- Employment classification specifics

3. Health and Wellness Benefits

- Medical insurance plans (customizable tiers or providers)
- Dental and vision coverage (optional plans)
- Employee Assistance Program
- Wellness incentives (e.g., gym membership, wellness stipend)

4. Retirement and Financial Benefits

- Retirement plan (401k or alternatives; employer matching options)
- Flexible spending accounts (FSA/HSA)
- Financial counseling resources

5. Leave Policies

- Paid Time Off (PTO): vacation, sick, and personal days
- Parental leave (maternity, paternity, adoption options)
- Flexible and remote work arrangements
- Unpaid leave options

6. Additional Benefits

- Life and disability insurance (optional coverage levels)
- Professional development and tuition reimbursement
- Commuter benefits
- Employee discounts

7. Policy Customization Process

1. Annual review of available benefits and plan options
2. Employee selection period and enrollment instructions
3. Contact details for HR or benefits administrator

8. Policy Changes & Updates

The company reserves the right to modify, suspend, or terminate any benefits plan at its discretion. Employees will be

notified of any significant changes.