



GRAEF offers a complete benefit package including, but not limited to, the benefits listed below. Read further for highlights of some of the benefits.

Insurance benefits are available to benefit eligible employees. Benefit eligible is defined as an employment classification of: Regular Full-time or a part-time 30+ employment.

Health/Dental/Audio/Visual Insurances

The health insurance plan has a three-tier option and three plan designs to meet the needs of our employees.

Paid Time Off

Paid time off is accrued throughout each year and may be used for vacation, holidays, sick days, etc. PTO accrual is based on years of service up to a maximum of 33 days per year. PTO accrual will be pro-rated for employees who work less than Full-Time.

Life Insurance

GRAEF provides benefit eligible employees with \$50,000 of life insurance. In addition, employees have the option to purchase additional life insurance for themselves, their spouse/ domestic partner, and dependents.

Short-Term Disability

Coverage begins on the 8th day following a serious accident or illness. The insurance provides protection of 66.67% of salary.

Long-Term Disability

Coverage begins on the 91st day following a serious accident or illness. The insurance provides protection of 60 percent of salary.

Flexible Spending Plans

GRAEF has a 125 flex comp plan that allows some insurance premiums to be paid with pre-tax dollars. The flexible spending plans also provide the option to withhold dollars on a pre-tax basis to reimburse allowable medical expenses and childcare expenses.

GRAEF Retirement Savings Plan

Effective on hire date, employees are eligible to defer their salary into our 401(k) plan, through pre-tax payroll deduction. In addition, GRAEF may make annual matching contributions. To receive the match, the employee must be employed the last day of the year and have worked at least 500 hours in that year. Employees are 100% vested starting on their hire date. In addition, the Profit Sharing plan may make an annual contribution based on a percentage of total compensation.

Benefits at GRAEF

Employee Stock Ownership Plan (ESOP)

GRAEF is an employee owned firm. Participation begins on the employee's hire date. Annual contributions may be made and are based on a percentage of total compensation. To receive the contribution, the employee must be employed the last day of the year and have worked at least 500 hours in that year.

Training, Mentorship, and Leadership Development Programs

At GRAEF, we value you - your talent, your commitment, and your career. We view your career development as a spectrum that begins with your personal education and continues through participation in various GRAEF training, mentoring, and leadership programs.

GRAEF has implemented training, mentorship, and leadership development programs, which have been designed to assist in your career development at GRAEF.

We are committed to expanding these programs to provide opportunities and support for you in the achievement of your personal and professional goals.

Tuition Reimbursement

GRAEF encourages their employees to continue their career development through formal education. We have established a tuition reimbursement program in order to provide growth opportunities and foster employee development. Tuition reimbursement is offered with the expectation of your continued employment with the firm.

Professional Societies

GRAEF encourages every employee to join and participate in the activities of professional societies. We may pay for up to 50% for dues for individual membership in one professional and/or technical society.

Corporate Casual Dress

We are a professional service firm and present a professional image to our clients, customers, and visitors. We are also a progressive firm and want our employees to be comfortable. Our dress policy gives the option of wearing business casual clothing throughout the workweek.

For further information on employment at GRAEF or our benefits package, please contact:

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