

# Hines

## BENEFIT PROGRAM HIGHLIGHTS

### 401(k) Plan

- Administered by T. Rowe Price
- Eligible after 30 days of employment
- Employees may contribute up to 65% of pay
- Company match up to 6% per pay period not to exceed \$7,500 annually
- Pre-tax and Roth after-tax contributions
- 100% immediate vesting on all contributions
- Automatic enrollment with pre-tax 6% employee contribution and 6% employer match
- 24/7 online access to change investments, contribution percentage or opt out of the plan

### Medical Plans

- Choice of traditional PPO or CDHP [High Deductible Health Plan (HDHP) with Health Savings Account (HSA) administered by either Aetna or BCBS
- Eligible 1st day of first full pay period worked
- Employee contribution required
- Coverage available for employees and eligible spouses/ domestic partners and children
- Behavioral Health benefits included
- Prescription drug benefits administered by Express Scripts

### Dental Plan

- Administered by Aetna (Dental PPO Network)
- Eligible 1st day of first full pay period worked
- Employee contribution required
- Coverage available for employees and eligible spouses/ domestic partners and children

### Vision Plan

- Administered by VSP (Choice Network)
- Eligible 1st day of first full pay period worked
- Employee contribution required
- Coverage available for employees and eligible spouses/ domestic partners and children

### Castlight Health

- Company paid healthcare transparency tool
- Provides cost and quality information to employees and dependents enrolled in Hines' healthcare plans

### Best Doctors

- Expert second opinions and medical advice
- Location assistance for best in field medical providers

### Wellness Program

- All employees, spouses and domestic partners are eligible regardless of health plan participation
- Vitality web based wellness platform
- Set personal goals and earn rewards
- Individual health coaching available

### Flexible Spending Accounts (FSAs)

- Pre-tax deduction for payment of eligible health and dependent care expenses
- Eligible 1st day of first full pay period worked
- Employees may contribute up to IRS maximum to a Health Spending Account or Limited Health Spending Account
- Employees may contribute up to \$5,000 per year to a Dependent Care Spending Account

### Accidental Death & Dismemberment Insurance

- Employee paid coverage provided by MetLife for employee and eligible dependents
- Eligible 1st of the month following date of hire

### Life Insurance

- Company paid Basic Life Insurance provided by MetLife for employees, spouses, and dependent children
- Eligible 1st of the month following date of hire
- Additional employee paid Voluntary Life Insurance for employees, spouses/domestic partners and children

## Paid Parental Leave

- Company paid coverage administered by MetLife
- Eligible after 90 days of continuous employment
- 6 weeks for primary caregivers; 3 weeks for secondary caregivers

## Short Term Disability

- Company paid coverage administered by MetLife
- Eligible after 90 days of continuous employment
- Employee salary continuation paid by Hines for up to 180 days of disability; 100% for 8 weeks, 70% thereafter

## Long Term Disability

- Company paid coverage administered by MetLife
- Eligible after 6 months of continuous disability
- Provides partial salary replacement (60%) for long term disability

## Legal Assistance Program

- Employee paid coverage administered by MetLife
- Access to network of over 14,000 highly qualified attorneys through Hyatt Legal

## Employee Assistance Program

- Company paid and administered by Aetna
- Available to employees and their household members regardless of health plan participation
- Complimentary, confidential behavioral health, financial, and legal counseling and resources for well-being and emotional support available 24 hours a day, seven days per week
- Includes Backup Care Connection to assist in securing low cost child or senior care when regular care plans are disrupted

## Rethink Benefits

- Company paid program
- Provides expert support to parents and caregivers of children with learning or behavior challenges or developmental disabilities

## Holidays

- Nine paid holidays per year
- Two floating holidays per calendar year (to include any local or regional holidays)

## Vacation

YEARS OF SERVICE	MAXIMUM ANNUAL VACATION ACCRUAL	MAXIMUM MONTHLY VACATION ACCRUAL
During first 2 years:	80 hours (10 days)	6.67 hours
After completion of:		
2 - 4 years	120 hours (15 days)	10 hours
5 - 9 years	160 hours (20 days)	13.34 hours
10 -19 years	200 hours (25 days)	16.67 hours
20+ years	240 hours (30 days)	20 hours

- Vacation will accrue on a monthly basis, and will be awarded the 1st day of employment for the current month and awarded on that respective day each month thereafter.
- A bonus week (5 days) of vacation will be awarded to employees after completion of years 25, 30, 35, 40, etc.

## Other Benefits:

- Adoption Reimbursement
- Business Travel Accident Coverage with Travel Assistance
- Cancer Support Services
- Discounted banking
- Estate Planning Assistance
- ID Theft and Credit Fraud Protection
- Long Term Care
- SmartDollar Financial Wellness Program
- WageWorks Commuter Benefit

Please contact the Hines Benefits Department with any questions at 888-713-4222 or [myBenefits@hines.com](mailto:myBenefits@hines.com)

Revised 06/11/2018

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