

Training and Development. Our highly qualified professionals receive continuing education to maintain high standards and to meet customer demands. Tuition reimbursement is offered to assist employees who wish to further their education as it relates to their current or prospective job responsibilities. Employees who maintain a Grade Point Average of 3.0 or higher are eligible for tuition reimbursement.

Expense Reimbursement. Key Solutions reimburses employees when traveling on business for the customer or for the company.

Employee Referral. Key Solutions has established an Employee Referral Incentive Program whereby employees receive \$3,000 for successful hiring of referred candidates.

Additional Benefits include:

- Flexible Work Schedules
- Leave of Absence
- Direct Deposit in Multiple Accounts
- Employee Activities
- Employee Recognition Program
- Employee Service Awards
- Technical Achievement Awards
- Workplace Violence Prevention
- Reasonable Accommodations

Corporate Philosophy

- *Total Commitment to Customer Satisfaction*
- *Select highly skilled and experienced personnel*
- *Institute sound business management*
- *Provide superior services at affordable prices*
- *Build an interactive team to improve employee retention and customer support*
- *Recruit personnel with a proven track record of performance and dedication*
- *Provide tangible incentives to promote retention*
- *Share information to improve customer support*



Information for Prospective Employees

Key Solutions, Inc.

9646 Pennsylvania Ave
Upper Marlboro, MD 20772

Phone: 301-599-4160
Toll Free: 800-711-0094
FAX: 301-599-9301
Web: www.ksi2003.com



Benefits Summary

Salary

Employees are paid bi-monthly and consultants are paid in accordance with their individual agreements.

Performance Reviews & Incentives

Key Solutions provides annual performance reviews with performance salary increases. Spot reviews and performance incentives are also given at the time special recognition is indicated.

Leave Benefits

Key Solutions does not distinguish between annual leave and sick leave. Employees receive paid time off and are expected to use leave responsibly and at their own discretion. Full-time employees accrue time off for personal illness and vacation at the following rate:

Less than 5 years = 3 weeks

5-9 years = 4 weeks

10+ years = 5 weeks

Holidays

Employees receive ten (10) paid holidays as follows:

- New Year's Day
- Martin Luther King Jr. Day
- Presidents Day
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veterans Day
- Thanksgiving Day
- Christmas Day

Health Care Protection.

Key Solutions is dedicated to the health and well-being of both the employees and their family. Health coverage is provided by CareFirst BlueCross BlueShield, one of the largest insurers in the United States. Services in the network are available for a nominal co-payment and services outside the network are paid at 80% after deductible. Employees pay \$10.00 per month towards individual premium with Key Solutions paying the remaining balance on employee insurance premiums and 50% towards any additional insured.

Dental Plan

Provided by CareFirst BlueCross BlueShield. Preventative dental services are paid at 100% and no deductible applies. Basic dental services are paid at 80% and major dental services at 80% after plan deductible of \$50. Annual plan maximum is \$1,500 per individual.

Vision Care

Vision is one of our most valued assets. Our vision plan offers discounts on routine eye exams, lenses, frames, and contact lenses when purchased at participating providers. In addition, a discount of 25% off regular price and 5% off any discounted price is provided for Lasik surgery.

Prescription Drugs

As part of their health care benefits, employees are eligible for a three tier prescription drug program and in most instances pay the same amount for the medication as the co-payment. The prescription drug card can be used at more than 59,000 participating pharmacies nationwide.

Life Insurance. Life insurance offers you and your family important financial protection. Key Solutions pays 100% of the cost of basic life insurance coverage of \$50,000. Eligible employees have the option to purchase additional coverage up to five (5) times their annual salary to a maximum of \$500,000. Employees may also purchase coverage for their spouse up to 50% of their annual salary or \$100,000 whichever amount is less and a maximum of \$10,000 for dependent children.

Income Protection. Income protection plans designed to reduce the burden you and your family could face from loss of income from short or long-term illness. Key Solutions provides short and long-term disability plans. Short-term benefits begin on the first (1st) day of injury and eighth (8th) day of illness and continues for thirteen (13) weeks paying 60% of basic weekly wage to a maximum weekly benefit of \$1,000. And, long-term disability begins on the 26th week of disability. Employees are eligible to receive 60% of their base monthly earnings with a maximum monthly benefit of \$8,000.

■ *Key Solutions employees also have the option to buy up to 75% of base monthly earnings for short-term and long-term benefits.*

401(K) Retirement Plan. Employees can save an annually adjustable portion of their salary on a pre-tax basis and can choose from up to seven (7) investment funds through Fidelity Investments. Each pay-period, Key Solutions matches up to 3% of an employee's contribution. Employees can enroll in this plan immediately following their date of employment.

