

Human Resources

Benefits Package

Board & Vellum offers industry-leading benefits, raising the bar for what it means to work in an architecture & design firm.

We offer an excellent **medical, dental and vision health care plan** through Kaiser Permanente at no out of pocket costs to the employee for coverage. Dependent coverage is available at your cost. Health care is available the first day of the month following 30 days of employment.

Board & Vellum offers a **short and long term disability benefit**, as well as **life insurance**, at no cost to you.

We also offer a **401k plan** with a **company matching** program. You are eligible to begin contributing to the plan three months after employment. We match the first 2% and half of the next 2%. Following one year of service, you are 100% vested in the match. You are always 100% vested in your own contributions.

Any **costs associated with maintaining credentials** for LEED, NCARB, and **association dues** are covered by the company.

We provide up to 40 hours of **paid leave to study for licensure exams**.

All employees have 4 weeks (20 days / 160 hours) of accrued **vacation time** per year. Your first eligible date of vacation will be 90 days following your first day, but if you need a day off here and there or have existing vacations planned between now and then we can figure that out.

All employees have 1 week (5 days / 40 hours) of **discretionary time** per year in compliance with the Personal, Sick & Safe Time Act.

We also give 10 **paid holidays** (including the day after Thanksgiving and a floating holiday for Christmas Eve).

Board & Vellum offers a **continuing education stipend** of up to \$500 per year and up to 8 hours of **paid time to attend conferences**.

We also offer each employee up to 24 hours of **paid time annually to volunteer** at a non-profit of your choosing, **hold a board position**, or participate in any **civic organizations**.

Everyone is a candidate for a potential **performance bonus** at the end of the calendar year. Basically, do a good job and if we make a profit, you will get a bonus.

Projects that you bring into the office will be rewarded with up to 5% of the revenue bonused back to you for the **referral**.

Board & Vellum offers **flexible working hours** based upon client and project needs and your personal schedule.

Paid parental leave is available to both men and women. Inclusive of any Short-Term Disability benefit, staff may take up to 12 weeks of paid leave at 60% of their salary (calculated as an average of the previous 3 months) for the birth or care of a child.

We also offer a **family medical leave** policy for up to 6 weeks at 60% salary to care for yourself or an immediate family member with a serious medical condition.

We provide a fully-subsidized **ORCA Passport** card, covering most forms of public transportation within King and Kitsap counties, at no cost to you.

We offer a **wellness reimbursement** of \$25 per month for gym membership, yoga, meditation, or other health and fitness classes.



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