

PALMS ASSOCIATES has a rich history of offering a competitive, comprehensive array of benefits to meet our employees' personal, insurance, and financial goals. **We are dedicated to the belief that the Benefits of Insurance, Retirement Planning, Paid Time Off, and Professional Training are valuable assets to any employee's total compensation and benefits package.** Please know that salaried, full time employees are eligible for Insurance Benefits first of the month following thirty (30) days of employment and hourly, full time employees are eligible first of the month following ninety (90) days of employment.

RETIREMENT PLANNING

Palms Associates has a rich history of contributing generously to our employees' retirement goals. We offer a Profit Sharing Plan **and** a 401(k) Plan. We currently match employee's 401(k) contributions up to 4% of eligible salary! Furthermore, this 4% employer match is immediately vested to you at 100%! Our Profit Sharing Plan offers a discretionary, employer contribution; historically the company has contributed in the range of 5 – 10% of compensation to all eligible employees!

PROFESSIONAL DEVELOPMENT

We enthusiastically support employee growth and development through education and training.

- We have partnered with Grace Hill, a leader in online property management education, to bring our employees quality, accessible training courses right to their desktop.
- We host quarterly training opportunities for our on-site employees specific to mastering the many capabilities of our YARDI property management software. In addition we host monthly webinars to target areas of interest recommended by our employees, including tips and tricks of report design, website development, Excel refresher, etc.
- Our employees participate in off-site classroom training presented by National Seminars Group, National Multi-Housing Council (NMHC), Institute of Real Estate Management (IREM).
- We highly regard the specialized certification, Certified Property Manager (CPM), and pay for all expenses related to achieving that designation for eligible employees.
- We reimburse employees for the cost of professional licensing such as CPA, CAM, South Carolina Property Manager In Charge license.

HEALTH INSURANCE (incl. prescription drug coverage, routine vision care)

- Palms Associates pays 90% of the employee's monthly premium for the Anthem Keycare PPO 30/70 plan, valued at just over \$4,000 annually.
- Employees can buy-up to the Anthem Keycare PPO 25 plan, with lower deductibles and co-pays. Virginia employees have access to a third option of health coverage, the Anthem HealthKeepers HMO plan and **the employee's premium is paid 100% by our company!**
- Employees can buy health coverage for their dependents under the above plans at deep discounts using pre-tax payroll dollars.

PAID TIME OFF (PTO)

Palms offers a Paid Time Off plan intended to provide each employee with greater flexibility to plan their personal time away from work. New employees earn ten (10) days off in your first year of employment; fifteen (15) days in your second year; twenty (20) days in your third year, etc. up to a maximum of thirty (30) days after ten years of employment.

LIFE INSURANCE:

- Palms pays the employee's monthly premium for a Life and AD&D policy valued at One-Times-Salary
- Employees can purchase additional life Insurance on themselves, their spouses, and their children at competitive group rates

DENTAL INSURANCE:

- Employees can buy Dental Insurance from Principal Financial Group for themselves and their dependents using pre-tax payroll dollars
- Palms offers two dental plans, one for preventive care and one for more comprehensive care, including bridges, crowns, and orthodontia for children
- Dental coverage includes automatic enrollment in Vision Service Plan's (VSP) Access Plan, a national network of providers offering vision discounts.

DISABILITY INSURANCE:

- Palms pays the employee's monthly premium for *Short Term* Disability for up to six months of coverage
- Employees can buy *Long Term* Disability at competitive group rates

FLEXIBLE SPENDING ACCOUNTS:

- Use your pre-tax payroll dollars to pay for your eligible medical and dependent care expenses

ADDITIONAL VALUE ADDED BENEFITS:

- Employee Assistance Program
- Will and Power of Attorney Preparation Services

MORE EMPLOYEE BENEFITS

- We pay a \$500 Employee Referral Bonus when you recommend new employees to Palms Associates
- We provide Free Checking account and Free Online Bill Pay through Wachovia At Work
- We offer Payroll Direct Deposit