

## **Benefit Programs supporting a Work-Life Balance**

CTA recognizes that a healthy work life balance is one of the best investments we can make in our staff.

### **Mortgage Assistance Program**

To support our local economy and encourage employees to minimize their daily commutes CTA offers up to \$25,000 forgivable loan for the purchase of a primary residence in the county of Arlington, VA or within a five mile commute of CTA's office.

### **Flexible Work Arrangements**

Employees may adjust their work hours to suit their needs and those of their work group. Additionally, CTA offers a telework option for full time staff allowing them to work from home one day a week

### **Summer Hours**

CTA offers the option of working extra hours Monday through Thursday in return for leaving early on Fridays from Memorial Day to Labor Day.

### **Employee Health and Wellness Program**

To support the health and well-being of our employees, CTA offers staff access to our on-site exercise facility, open 24 hours a day, complete with locker rooms and showers. Our wellness programs encourage staff and intern participation in on-site boot camp, yoga and strength training classes, as well as, biometric screenings -- all free for CTA employees! Bottled water delivery and weekly fruit delivery are also provided.

## **Benefit Programs supporting financial wellness**

### **Annual Incentive Compensation**

Full-time employees are eligible to participate in our Incentive Compensation Program, a financial incentive focused on employees meeting individual and organizational goals. The Incentive Compensation is based on a percentage of the employee's base salary.

### **401(k) Salary Deferral Plan**

Employees may contribute up to the annual IRS maximum (on a pre-tax basis) in the 401(k) plan. CTA matches six percent of the employee's contribution. Employees may start

participating after a 45 day administrative period and the match is 100 percent vested after only one year of employment. Employee contributions and rollovers are always 100 percent vested.

### **Tuition Assistance Program**

In an effort to support the professional development of our staff, employees are eligible to receive a 75 percent reimbursement of expenses, up to \$5,250 each year, for tuition for college coursework directly related to their current careers.

### **Student Loan Payment Program**

CTA offers assistance with repayment of an employee's student loans by providing a \$200 per month payment directly to the student loan provider for enrolled employees up to a lifetime maximum of \$14,400. To be eligible the student loan must be funded by a Federal or Private label and loaded into the Tuition.io Tool.

### **Public and Alternative Transportation Benefits**

With CTA being located just two blocks from the Crystal City metro station employees who take public transportation to and from work are eligible to receive up to \$260 per month in public transportation fare/vouchers. Additionally, to encourage biking or walking to work, CTA has lockers and shower facilities in our on-site Fitness Center and provides covered, secure areas to keep bicycles for cyclists. Parking is available for employees who chose to drive and the monthly cost is discounted for CTA employees who carpool.

### **Broadband Reimbursement**

Full-time employees are eligible for 50 percent broadband reimbursement, up to \$500 a year, for their internet broadband access at home.

### **Professional and Career Development**

CTA offers staff professional development training opportunities both internally with monthly Lunch and Learns, as well as, externally at off-site locations through the American Management Association. Professional memberships, training courses, and certification programs are offered to employees. This benefit is designed to support continued learning, development and skills enhancement.

### **Traditional Employee Benefits**

**Health Plan (medical, dental, vision and prescription coverage)**

Employees and their families, including domestic partners, have access to a large, quality network and generous in-network coverage. Our plans include medical, dental, vision and prescription coverage. Employees who acquire their own medical insurance can receive an annual taxable opt-out payment of up to \$2,500 at the end of the plan year. Proof of coverage under an employer-sponsored plan needs to be provided.

CTA also offers employees the tax savings benefit of flexible spending account plans for both medical and dependent care.

### **Telemedicine Consultation Services**

Telemedicine consultation services are offered to eligible employees. Participation in the Cigna medical plan is not required. This service is accessible 24/7/365 to access non-emergency healthcare issues via phone and video consult provided by a physician network that is board-certified and state licensed to practice medicine. This service, offered through Teladoc, can be used for health issues such as colds/flu, bronchitis, allergies and pink eye. Doctors operating under this plan can also prescribe some medications that can be sent to an employer's local pharmacy for pickup.

### **Short-Term and Long-Term Disability**

Short-term disability income is provided for all regular full-time employees who are unable to work due to injury or illness. Long-term disability insurance is available at a small cost for the employees. Employees who elect long-term disability coverage are responsible for 50% of the premium cost.

### **Paid Time Off (PTO)**

CTA combines personal and vacation days and employees begin to accrue leave in their first month at an equivalent of 19 days their first year. The longer an employee's tenure at CTA, the more annual leave they will accrue.

Additionally, CTA observes 10 paid holidays and offers funeral, jury duty, marriage, military, paternity/maternity, and community service paid leave.

### **Life and AD&D Insurance**

Employees are covered automatically at two times their annual salary at no cost. Supplementary life and AD&D insurance may be obtained at a minimal cost. Supplemental plans for spouses and dependent children are also available.

### **Additional Benefits**

CTA employees work hard and play hard. CTA is the proud sponsor of local 5ks and other races. We also enjoy events such as a Holiday Luncheons and an annual picnic for staff and family.

Other benefits include our pre-paid legal services, adoption assistance, identity theft services, credit union and bank memberships, employee assistance program, health advocate service, matching charitable contributions, employee referral program, casual dress, bagel days, cancer indemnity plan, critical care protection plan, and much more.