



Employee Benefits Summary (effective 11/1/10) (For full-time employees)

Business Hours

Our regular work hours are Monday through Friday, with a regular work week being 37 ½ hours. A regular work day is 7 ½ hours. Normal business hours are 8:30 to 5:00.

Healthcare Insurance

Nisivoccia LLP offers employees an option of two healthcare plans through the Guardian. Employees and their dependents (spouses and/or children) are eligible to participate in either plan following sixty (60) days after hire date or may elect coverage during annual open enrollment. Nisivoccia LLP pays 90% of the premium for employees and their dependents for the Guardian HSA-compatible Plan. The Guardian PPO Plan is offered with the employee responsible for the premium that exceeds that provided by the firm for the HSA-compatible Plan.

401(k) Plan

Nisivoccia LLP's 401(k) Retirement Savings Plan allows eligible employees to deposit on a pre-tax basis up to \$16,500 of pay into plan accounts. Employees 50 and older can contribute up to an additional \$5,500. Employees may enroll the first of the month following employment. Plan participants must be at least 21 years old. The Plan offers participants a wide range of investment options. There is no company match on employee contributions.

Employee Profit Sharing Plan

Employee Profit Sharing Plan participation is open to all employees. The Plan allows for discretionary employer profit-sharing contributions to be made to the 401(k) Plan. These company contributions are vested over 6 years. Participants must have worked over 1,000 hours in the calendar year, be at least 21 years old and been employed as of December 31, which is the last day of the plan year.

Dental Insurance

Nisivoccia LLP offers participation in a voluntary dental plan offered by the Guardian. There are three dental plan options available. Employees and their dependents (spouse and/or children) are eligible to participate effective the first of the month after 30 days employment. Otherwise, employees may elect coverage during annual open enrollment.

Vision Care Insurance

Nisivoccia LLP offers participation in a voluntary vision plan offered by the Guardian, with the network being VSP. Employees and their dependents (spouse and/or children) are eligible to participate effective the first of the month after 30 days employment. Otherwise, employees may elect coverage during annual open enrollment.

Life Insurance and AD&D insurance

Nisivoccia LLP provides eligible employees with a life insurance as well as an Accidental Death and Dismemberment (AD&D) benefit in the amount of 1 x salary following 60 days of employment.

Short Term Disability (STD) Insurance

Nisivoccia LLP and employees each contribute to the NJ Temporary Disability Insurance fund. This state fund replaces a percentage of base salary income for disabilities up to 26 weeks in duration.

Long Term Disability (LTD) Insurance

Nisivoccia LLP provides eligible employees with long term disability benefits. These insurance benefits provide replacement income in the event a disability exceeds 180 days. The LTD benefit provides participants with 60% of pre-disability earnings up to a monthly maximum of \$12,500.

Flexible Spending Accounts

Employees may set aside pre-tax dollars through payroll deduction for qualified healthcare and/or dependent care expenses. Pre-tax dollars up to \$5,000 may be deposited in the Medical Expense Account and pre-tax dollars up to \$5,000 may be deposited in the Dependent Care Expense Reimbursement Account on an annual basis. Eligibility begins sixty (60) days after hire date.

Paid Time Off (PTO)

Employees earn and accrue paid time off on a per-payroll basis. Accrual begins on the first day of employment, but is only earned following 60 days of service. This paid time off may be used for vacation, sick time, religious observance or personal time. Employees below Supervising Senior level accrue 5.625 hours per bi-monthly pay period (up to 18 days per year). Supervising Senior level and above earn 7.188 hours per bi-monthly pay period (up to 23 days per year). After 10 years of service, employees who had been accruing 5.625 hours per bi-monthly pay period will earn 7.188 hours per bi-monthly pay period. Up to 5 days of accrued leave may be carried over into the next calendar year.

Holidays

There are seven scheduled holidays for 2010: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, and Christmas Day.

Flex Time / Compressed Work Week

We understand that work/life balance is important to employees. Where possible, employees have flexibility with starting and ending times. In addition, the work week can be compressed into a 4 and a half day week by working additional hours during any of the days during the week.

Employee Referral Program

The Employee Referral Program provides an opportunity for employees to encourage those they know to become an integral part of our organization. Any employee who refers a candidate hired by Nisivoccia LLP is eligible for a referral bonus in the amount of \$1,000 for full-time experienced staff, \$4,000 for full-time seniors, \$5,000 for full-time supervisors and \$8,000 for full-time managers. There is a \$500 reward for referring any professional part-time staff that is hired. Referrals are paid to the employee who made the referral after the new hire has completed six months of service.

New Business Referral

An employee who brings a new client to the firm is entitled to 10% of revenue received from that client in the first 12 months after the account is established.

Additional Compensation

Staff Accountants, Semi-Senior Accountants and Senior Accountants are compensated at straight time for any hours worked in excess of 37 ½ per week. Staff Accountants, Semi-Senior Accountants and Senior Accountants can "bank" up to 75 hours of time in lieu of payment in order to take earned time at a later date in the same calendar year. Administrative staff are compensated at straight time for any hours in excess of 37 ½ per week up to 40 hours and are compensated for overtime at 1 ½ the straight time rate for hours worked in excess of 40 per week.

Tuition Reimbursement

Undergraduate and graduate courses must be pre-approved by the firm's executive committee. Reimbursement will be 50% of tuition and books, to a maximum of \$2,500 per semester and two courses per semester. Minimum grade level of 3.0 must be achieved. Payment will be made upon completion of course and submittal of documentation (transcript and receipt(s)). Reimbursement will be forfeited if the employee leaves the firm within one year after such reimbursement.

Employee Assistance Program (EAP)

The firm offers two Employee Assistance Programs (EAP). The EAP's offers support, guidance and resources to help you and your family resolve personal issues. The programs are completely confidential.

State Registration and Professional Expenses

The firm will reimburse fees paid to a state to register and maintain CPA and RMA accreditation. The initial fees and annual membership dues of the AICPA and one state CPA society are paid by the firm.

CPA and RMA Exam Bonuses

An employee who obtains their CPA license will receive a bonus of \$1,800.

An employee who obtains their RMA license will receive a bonus of \$1,800.

CPA Review Courses

Employees are eligible to receive a \$945 discount on the Becker CPA Review Course.

Kaplan Schweser has a 25% discount in place for Nisivoccia LLP.

Meal Coverage

During busy season, dinners are provided by the firm and brought into the office Monday through Thursday and on Saturdays. An employee who works more than 10 hours off-site in a day is entitled to a dinner allowance up to \$10 with documentation.

Mileage Reimbursement

Travel expense eligible for reimbursement is any expense in excess of what would be spent by the employee for travel from his or her home to the office. The rate follows IRS standard mileage rates. The current reimbursement rate is \$0.50 per mile.

Tax Return Software

Employees may prepare their own personal tax returns on software made available by the firm.

Jury Duty

Employees will be paid to a maximum of 5 days per calendar year while on jury duty.

Bereavement Leave

If you should suffer a death in your immediate family, you will be permitted to take a period of paid leave, not to exceed three days. "Immediate family" is defined as spouse, domestic partner, child, parent, sibling, grandparent or grandchild. Paid bereavement leave for the death of another relative or in-law shall not exceed one working day.

Financial Planning Services

Employees are able to receive financial planning services from the firm's financial services group.

Direct Deposit

Employees receive their paycheck through direct deposit at whatever banking institution they choose.

Travel Assistance through Medex

MEDEX Travel Assist is a comprehensive program of information, referral, assistance, transportation and evacuation services designed to help you respond to medical care situations and many other emergencies that may arise during travel.

New Jersey Manufacturers Insurance Company

As an employee of Nisivoccia LLP, you are entitled to apply with NJM for auto, homeowners and rental insurance.

Please note that effort has been made to ensure the accuracy of the above summary information. However, if there is a conflict between this summarized information and the benefit plan documents, the plan documents will govern. Nisivoccia LLP reserves the right to amend company benefit plans.