

ATRIUM ORIENTATION

FOR PAYROLLED ASSOCIATES

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The Atrium Care Package

Healthcare Plans

Atrium offers comprehensive healthcare plans to eligible Associates who are placed on an initial assignment lasting at least 5 months AND work an average of 130 hours per month. Associates will receive an email from the Atrium Benefits Team regarding their benefit eligibility status the month following their date of hire. Eligible Associates will receive login instructions to our benefit portal, which includes plan details, pricing and enrollment instructions. Elected coverage will be effective the first day of the month following 60 days of employment.

Medical , Dental and Vision Insurance

Atrium offers Associates the ability to purchase medical, dental and vision insurance. Medical plans provided meet the Affordable Care Act (ACA) minimum essential coverage.

Short Term and Long Term Disability Insurance

Atrium offers Associates the ability to purchase Short Term Disability (STD) and Long Term Disability (LTD) insurance, which provides income replacement in the event that you are unable to work due to an illness or injury.

Life Insurance

Atrium offers Associates the ability to purchase life insurance for yourself, your spouse, and your dependents. Rates are determined based on age and coverage level.

Hospital Indemnity Insurance

Atrium offers Associates the ability to purchase Hospital Indemnity insurance. Hospital Indemnity insurance is designed to help safeguard your finances by providing a lump-sum payment when you are confined to a hospital, whether for planned or unplanned reasons. This insurance can help you fill gaps in your medical coverage by providing cash to help cover deductibles, pharmacy prescriptions and other non-covered expenses that may arise from hospital stays and services.

Accidental and Critical Illness Insurance

Atrium offers Associates the ability to purchase Accident and Critical Illness insurance, designed to help pay for out of pocket expenses that insurance doesn't cover in the event of an accident or critical illness diagnosis.

Legal Services Plan

Atrium offers Associates the ability to purchase a Legal Services Plan, providing access to a large network of experienced attorneys by phone, email or in person for some of the most frequently needed personal legal matters.

Identity Theft Protection

Atrium offers Associates the ability to purchase an Identity Protection Plan, which provides members with unlimited access to identity consultation services such as the monitoring of your identity from every angle.

ATRIUM PAYROLL & POLICIES

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Supplemental Prescription, Vision and Dental Card

All Associates are immediately eligible to use the WellDyne discount card, available in Atrium eOffice. Associates can save up to 65% on prescriptions, as well as enjoy discounts at participating vision and dental providers.

Commuter Benefits

Atrium offers a Commuter Benefit program that enables you to use pre-tax dollars toward commuting expenses for parking and transit (subway, bus, train or ferry).

Plum Benefits

Plum Benefits is an entertainment benefit provided to all associates of Atrium. They specialize in bringing exclusive discounts and access to the hottest entertainment in the major cities around the U.S.

401(k) Retirement Plan

Atrium offers a 401(k) Retirement Plan through PNC Investments. You will be able to participate in this plan after completing 500 Hours of Service. The month following the completion of 500 hours, you will receive an email from the Atrium Benefits Team that includes plan details and enrollment instructions.

\$5,000 REFERRAL BONUS!

You are able to earn up to \$5,000 in bonuses for referring friends to Atrium. You will earn \$100 for the first friend, \$200 for each additional, \$500 for the fifth and \$3,000 for the tenth – totaling \$5,000 for referring 10 friends! Referrals must work 80 hours in a temporary position or be placed in a full-time position for a period of at least 90 days. All referrals must be placed within a 12-month period for bonus eligibility. You must be a registered Associate of Atrium to be eligible for referral payments. In addition, if you refer a new client with whom Atrium fills an order, you can earn a \$500 bonus. You are eligible for this bonus once the client bills 500 hours and/or makes a direct hire placement with a minimum fee of \$5000. The direct hire placement must exceed the 90 day guarantee period.