

At Integrated Tax Services (ITS) we believe in doing meaningful, challenging work, and having a good time while we’re at it. Together, we create a professional workplace that values possibilities and creative solutions, an unending desire to learn and improve, passion and optimism, and proactive, open communication. The below outlines our full benefit package offerings, highlighting a few of the reasons we think ITS is a great place to work!

**Paid Time Off**

**Paid Holidays**

Annual paid holidays include:

* New Year’s Day
* President’s Day
* Day after tax season
* Memorial Day
* Independence Day
* Labor Day
* Thanksgiving
* Day after Thanksgiving
* Christmas Day
* Floating Holiday

Team members who work less than 40 hours per week are eligible for holiday pay on a prorated basis.

## Paid Time Off (PTO) for full‐time team members

We hope team members are always healthy and take meaningful breaks from work – a time to renew both physically and mentally. Paid Time Off (PTO) is used for vacations, sick, and personal days.

Team members are eligible to start accruing PTO on their first day of employment. The longer you stay with ITS, the more paid time off you get. Here’s the breakdown:

### **First year: 14 days of PTO**

**One year anniversary: 18 days of PTO**

**Five year anniversary: 24 days of PTO**

**PTO Accrual Rate (Part-Time and/or Seasonal or Temporary)**

Part-time and/or seasonal or temporary team members accrue one hour of PTO for every 40 hours worked starting on the first day of employment and can be used immediately.

**Bereavement Leave**

To deal with the loss of immediate family, which we define as sibling, child, partner, spouse or parent, we will provide full-time team members five days of paid leave.

**Insurance**

**Medical Insurance**

We offer a choice of medical insurance plans allowing team members to choose the coverage that best fits their individual and family needs. Regular, full-time team members and their eligible family members are covered beginning the first day of the first month after date of hire. We pay 100% of the monthly premium for the standard plan for team members and there are a variety of buy-up options based on individual needs. Family members are covered in our group coverage at their own cost.

**Dental Insurance**

We offer dental insurance through Principal Dental. Team members working at least 30 hours a week, along with their eligible family members are covered beginning the first day of the first month after date of hire. We pay 100% of the monthly premium for team members with family members included in our group coverage at their own cost.

**Long-Term Disability Insurance**

We offer long-term disability insurance through UNUM. Long-term disability insurance pays 60% of a current base salary (up to $6,000/month) in the case you need to be away from work due to an accident or illness (upon approval by UNUM after a 45-day elimination period). Long-term disability insurance is 100% paid by the Company, and team members working at least 30 hours per week become eligible on the first of the month following their six-month anniversary.

**Life and AD&D Insurance**

We pay for term Life and AD&D Insurance for team members in the amount of $50,000, a spouse in the amount of $10,000, and child(ren) in amount of $5,000 (up to age 26). Life and AD&D insurance is 100% paid by the Company, and team members working at least 30 hours per week become eligible on the first of the month following their six-month anniversary.

**Voluntary Life and AD&D Insurance**

Team members may elect voluntary life and AD&D insurance up to five times their salary in increments of $10,000, up to 100% of team member’s amount for their spouse, and up to 100% of team member coverage (not to exceed $10,000) for their child(ren). Team members working at least 30 hours per week become eligible on the first of the month following their six-month anniversary and are responsible for 100% of the cost.

**Employee Assistance Program**

When team members become eligible for Life Insurance coverage, they automatically get enrolled in the EAP (Employee Assistance Program) giving them access to work/life balance services and confidential counseling resources 24/7, with up to three visits with a counselor or legal consultant a year.

**Financial**

**Bonus Structure**

Integrated Tax Services offers multiple financial incentives for team members.

* **Anniversary Bonus:** This reward is to acknowledge and thank team members for contributions on the anniversary of hire date. The amount is determined by the number of years of service.
* **Performance-Based Bonus:** This reward acknowledges individual performance outside of the standard merit cycle. Performance-based bonuses are at the discretion of the manager and must be approved by the CEO.
* **Team Member Referral Bonus:** Team members who refer a candidate for an open position that is hired and satisfies 90 days of employment are eligible to receive a $500 referral bonus. Direct hiring managers and Human Resources are not eligible for this bonus.
* **Company Discretionary Bonus**: This reward (both its payment and amount) is discretionary. Team members are eligible for this bonus after 90 days of employment.

**Profit Sharing**

To qualify for profit sharing contributions made directly to a team member’s 401k account, one must have at least two (2) years of service and at least 1,000 hours per year in two consecutive 12-month periods following employment date.

**Retirement Plan**

We offer a 401k plan with investments held at American Funds. Team members can set up Pre-Tax or Roth Contributions, splitting contributions if you want part pre-tax and part after-tax (Roth). Eligibility to participate begins on the first of the month after a six-month anniversary, along with at least 1,000 hours in that year for the 401(k) to qualify.

**Employer Matching Contribution**

Team members must contribute at least 5% of their salary to receive a net 4% employer matching contribution that is fully vested – 100% match on the first 3% and 50% on the next 2%. Open enrollment is quarterly (January, April, July, and October).

**Flexible Spending Account (FSA)**

We offer a flexible benefit plan through Allegiance Plan Management to pay for certain out-of-pocket expenses. Team members can elect pre-tax payroll deductions for Health FSA and/or Dependent Care FSA. Team members working at least 30 hours per week become eligible to participate on the first of the month following their 90-day anniversary.

**Financial Planning**

We not only care about our client’s financial well-being, but we care about our team members too! For a discounted fee, team members can meet 1:1 with one of the Financial Planners at Johnson Bixby, our sister company, who can assist in reviewing investment portfolios, advising on short and long-term goals, budgeting, and more.

**Tax Preparation**

Team members can have their taxes prepared by one of our Certified Public Accountants or Enrolled Agents at no cost.

**Provident Funding – Mortgage Benefit Program**

Provident Funding offers all team members a .25% discount off all closing costs through their Mortgage Benefit Program. This is a free discount program with no contract, obligations, or endorsements to Provident Funding.

**Professional Development**

**Licensing**

We pay ongoing licensing fees that are required for your position. Examples of licensing that may be paid by the Company include Certified Public Accountant and Enrolled Agent designations.

**LifeLong Learning**

Our shared value of Practice Curiosity is a testament to the fact we love to learn and feel that continued education is an important part of ongoing job development. Every year, team members receive a budgeted amount for their Lifelong Learning account based on several criteria, including professional job performance, job requirements and needs of the business.

**Time Oﬀ For Conference Attendance/Classes**

To encourage education in our profession, team members can take up to five days away from their regular duties for educational opportunities that directly pertain to their position. Team members can also use to up eight hours of your Lifelong Learning for volunteer hours with nonprofit causes they care about in our community.

**Ripple Academy**

All new team members attend the Ripple Academy with a cohort of new employees across the Ripple Companies (Integrated Tax Services, Johnson Bixby, The Difference). You can look forward to learning about the ways we work, the history of our companies and why we do things the way we do.

**Ripple Events**

Ripple Events are gatherings we host to share information and knowledge with our community. Attendees walk away with knowledge and understanding to make informed decisions in their life. Traditionally, Ripple Events are geared for our clients and broader community, but we always invite team members to attend.

**Community**

**Company Meetings (MM)**

Every other week we get together to share news, hear the latest company and department updates, and have Learn Togethers on various topics.

**Community Lunch**

Once a quarter we gather in the breakroom on the 4th floor for a potluck. The menu might be salad, tacos, or take‐out, and everyone either brings something to the feast or helps with the setup and cleanup. It’s one of our favorite traditions, and a great way to catch up, and get to know each other.

**Culture Drop**

Our company culture is important to us, and we treat it as a strategic priority. We subscribe to Galen Emanuele’s weekly blog called Culture Drop. Galen helps organizations across the world transform teams by building a great culture. We watch the videos that Galen produces on a variety of topics, such as giving feedback, communication, leading with positive intent, etc., then periodically we come together as a team for happy hour, and a robust discussion.

**Ripple CommUNITY Newsletter**

Build Connection is one of our core values. One way we grow that value is by getting to know one another better. Each quarter we produce an internal newsletter called, Ripple CommUNITY. The content comes from team members across the Ripple Companies (JBA, ITS and The Difference).

**Community Engagement Committee**

We believe in the power of building community and giving back. Whether we are volunteering, sponsoring an event, or sharing our time and talents, our Community Engagement Program unites our companies so that together, we can make a tangible difference in Clark County.

Team members have an opportunity to serve on the Community Engagement Committee helping to:

* Review sponsorship requests & determine funding allocation (monthly).
* Attend and/or recruit event attendees.
* Discover volunteer opportunities for groups and individuals.
* Share opportunities with the teams.
* Discuss and track our collective impact.
* Report back on the great work the Ripple Companies are doing in the world!

**There’s More…**

Paid parking, styling services at The Difference, various fundraising events, staff celebrations, and a candy bowl that is always kept full!

**Tax Season**

During tax season, there’s a great deal of work compressed into such a short amount of time. We provide healthy lunch, drink and snack options during tax season to encourage a healthy work-life balance during this busy time.

**Keeper, Family Plan (Password Manager)**

With the family plan, each team member who currently is a user in Keeper can claim their own family account to secure their personal life, plus 4 additional licenses to share with their family or friends at no additional cost to them. With professional and personal lives merging more than ever, it is crucial that information is easily accessible and completely secure across personal and business devices and applications.