



Team Care & Benefits

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Team Care + Benefits

SALARIED PAY

We fully believe in a healthy work-life balance. That being said there is mutual respect, understanding, and trust that comes with being a salaried employee. As a salaried employee, compensation is based on a 40-hour workweek whether an employee works slightly under/over that amount. This allows for both fixed income/expenses for the employee / Storagely but also yields the expectation that the employee will take the necessary steps to complete tasks on time.

CAREER GROWTH

We care about your growth as a team member and want to help you invest in your future. For career enhancement opportunities, Storagely allows access to paid premium resources to help facilitate this growth. [HubSpot Academy](#) contains paid educational resources that employees are granted access upon hire. For further resource access, please contact your supervisor.

Employees are also given the opportunity to attend conferences for further education as deemed necessary and affordable. As a core value, we never want to settle so we aim higher. We believe that we can grow best when it is together. This means that each team member is committed to helping each other grow in depth of knowledge as we each grow individually.

FLEXIBLE PTO

Storagely's flexible PTO policy allows team members to take as much leave as they need to provide a healthy work-life balance while ensuring that we stay consistent in our work for our clients by getting things done and taking ownership in our work! This allows appropriate time for unforeseen and unplanned circumstances. We believe putting a cap on these important times doesn't help our efforts to maintain high levels of team member satisfaction or overall



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productivity. Rather than focusing on a specific number, Storagely focuses on providing flexibility for work to be done whenever/wherever you can.

- Allowing flexible PTO requires a mutual trust between employer and employee. It gives team members opportunities to work and responsibly take time off, as long as they keep fulfilling their duties.
- All team members should take at least 17 days off each year. This will help them avoid exhaustion and ensure they have some time to clear their minds from their work duties.

Storagely will track vacation time for all team members to ensure that:

- Requests are properly entered and approved by a supervisor.
- Team members take the minimum amount of time off to ensure work-life balance.
- Team members don't take time off that compromises exceeding clients' expectations.

Supervisors can consider rejecting vacation requests if:

- Other team members with similar and/or complementary duties have already asked for leave during the same time.
- The requested dates are too busy or include an important deadline for the employee asking for leave.
- A team member appears to abuse the policy. Supervisors will have information from our PTO tracking system and presenting team members' inadequate deliverables/unmet deadlines as a result of time off.

As a company, we currently offer the following 17 required PTO days:

- **(6) Paid Holidays** (*New Year's Day, Good Friday, Memorial Day, Labor Day, Thanksgiving, and Black Friday*)



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- **(5+) Winter Break | The week between Christmas Eve and New Years'** *(this week will fluctuate depending on when the holidays fall on the calendar).*
 - *New employees must have completed 90 days of full time work prior to be eligible for this break.*
- **(5+) Summer Break | July 4th week off** *(the exact dates will fluctuate depending on when the 4th falls on the calendar)*
 - *New employees must have completed 90 days of full time work prior to be eligible for this break.*
- **1 "Birthday Day"** *(to be used within 15 days before/after their birthday)*

****IMPORTANT NOTE** - These dates will still be offered in addition to the flexible PTO policy. To ensure that we are providing the best services to our customers - **the entire week (and or day[s]) before and after holiday weeks off are not to be used as vacation weeks. We do understand emergencies and sickness, but trust that the days surrounding given weeks off will not be used for additional vacation time.****

Team members are asked to:

- Avoid abusing the policy by taking the needed time off that negatively impacts their job performance, mental health, and overall work environment.
- Communicate and collaborate with their teams to ensure everyone takes leave without disrupting operations.
- Plan to distribute, delay or otherwise manage projects that will be affected by their time off.
- Avoid taking more than 8 consecutive PTO days.
- **Notify supervisors:**
 - 1-2 days: 2 weeks in advance
 - 3-4 days: 1 month in advance
 - 5+ days: 2 months in advance



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***** Please note, for new hires (<90 days), we offer two PTO days. Should an emergency or something unexpected occur, these will be handled on a case-by-case basis. We understand that life happens.**

SICK PTO

Flexible PTO should be utilized for up to the first 3 days, after day 3 a doctor's note must be provided for the remainder of time out of the office. Storagely will cover 7 paid days for documented unforeseen medical instances. To provide a healthy and safe working environment we encourage you to work from home until you are well and non-contagious.

BEREAVEMENT PTO

Storagely will offer paid leave up to four weeks for the death of an immediate family member (defined as: spouse, child, parents, siblings).

For non-immediate family members up to 3 days.**

Bereavement Leave can begin as soon as hospice care has begun. Leave time is not required to be taken consecutively, however, bereavement leave expires 45 days after passing.

***This is included so that we are sure to provide continuity. We hope that all team members feel comfortable asking for more time if needed, but also will not abuse these guidelines either.*

FMLA LEAVE



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Storagely complies with the Family and Medical Leave Act (FMLA) and will grant up to 12 weeks of leave during a 12-month period to eligible employees (or up to 26 weeks of military caregiver leave).

For Storagely's full FMLA policy, please reference the Employee Handbook and/or contact your supervisor.

PARENTAL PTO

In addition to flexible PTO, Storagely offers paid parental leave for employees. Employees are given 8 weeks paid maternity leave^{***}, 4 weeks paid paternity, and 4 weeks adoption leave^{****}. In order to receive paid leave, employees must agree to work 3 months post parental leave.

Parental Leave taken during scheduled company holidays does not extend Leave beyond the allotted duration. For example, Maternity Leave falling through Winter Break would not extend said Maternity Leave an extra week. For more details, please contact your supervisor.

***** Maternal leave:** *should they need to exceed 8 weeks, a doctor's note to be provided.*

****** Foster Care:** *over a year's time span, 5 of your PTO days can be used for foster care-related needs. With that said, rather than focusing on leave, Storagely chooses to focus on providing flexibility for work to be done whenever/wherever you can.*

HEALTH BENEFITS

We offer our employees various coverage. We believe in order to better provide for our clients and our families, we must also take care of our Storagely family.

New hire waiting period: 1st of the month, on or following 90 days after hire



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Health: Storagely covers up to 100% of the premium of the standard base insurance plan. Employees pay the difference in premium if they select a more expensive plan. Employees pay for the whole premium for any dependent.

Dental: Storagely covers up to 99% of the premium of the standard base insurance plan. Employees pay the difference in premium if they select a more expensive plan. Employees pay for the whole premium for any dependent.

Vision: Storagely covers up to 99% of the premium of the standard base insurance plan. Employees pay the difference in premium if they select a more expensive plan. Employees pay for the whole premium for any dependent.

Life Insurance: Storagely covers the whole premium for a basic life insurance plan of \$50,000

401(k)

Eligibility - Starting 1 year following employment, Storagely will contribute 3% of the employees' annual salary to their 401(k). Employees are able to contribute additional funds if they would like to.

WORKSTATION & TECHNOLOGY:

Employment positions at Storagely are fully remote. Storagely will reimburse each employee for a workstation and provide the necessary technological equipment to fulfill each position.

Storagely defines a "workstation" as a desk and chair. Workstation items are the property of Storagely until the employee has reached the end of the 12th month of employment. If employment is ended, for any reason, before the end of the 12th month of employment the employee will have the opportunity to purchase the workstation items for a prorated amount or return the items to Storagely. Workstation items chosen to be returned by the employee within the first 12 months of employment, will be done so at the expense of the employee.



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Storagely defines the “necessary technological equipment” as any and all physical equipment provided by Storagely (examples include, but are not limited to... computers, monitors, adapters, cables, mouse, keyboards, surge protectors.) These items are permanent property of Storagely and will be returned to Storagely at the end of employment, at the expense of Storagely.

In any event of employment termination, the employee’s final paycheck will be held until all company property is in possession of the return shipping agency.

HOME INTERNET

Because this is a remote position, we expect our employees to have fast and reliable access to the internet. For that reason, we provide you a monthly stipend of \$40.

CHARITY MATCHING

Storagely will match an employee gift to a charitable non-profit 501(c)(3) up to \$500 annually per employee.