



Kimley»

2024 BENEFITS



TABLE OF CONTENTS

2024 BENEFITS

Introduction	2
2024 Benefits Overview	3

SAVING FOR RETIREMENT

401(k)	4
Profit-Sharing	4
CAPTRUST	4

ADDITIONAL COMPENSATION

Bonuses	4
Kimley-Horn Teamwork Awards	4
Service Awards	4

HEALTH

Medical	5
Telemedicine	5
HSA/HDHP Facts	5
Monthly Premiums	6
HSA Contributions	6
Medical Plan Design	6
Fertility Benefits	7
Prescription	7
Vision	7
Dental	7

PROTECTION

Extended Leave Coverage	8
Short-Term Disability Coverage	8
Short-Term Disability Supplement	8
Long-Term Disability Coverage	8
Basic Life Insurance	8
Voluntary (Supplemental) Life Insurance	8
Supplemental Long-Term Disability	8

FAMILY BENEFITS

Bright Horizons Family Benefits	9
Dependent Care Flexible Spending Account	9
529 College Savings Plan	9

TIME OFF

Paid Holidays	10
Paid Personal Leave	10
New Parent Leave	11
Bereavement Leave	11
Jury Duty Leave	11
Military Leave	11

PROFESSIONAL DEVELOPMENT

Professional Memberships	12
Professional Registration/Certification Fees	12
In-House Training Programs	12
Technical Training Programs	12
Tuition Assistance	12

INTRODUCTION

At Kimley-Horn, it is one of our priorities to offer benefits that reflect our core values. Through our environment of high expectations, we are able to achieve sustained profitability, which allows us to provide sharing and caring through our generous benefits.

We design our benefits plan with these goals in mind:

- Offer top-tier benefits for our staff and families
- Take advantage of tax laws to minimize costs wherever possible
- Help our employees plan for a secure long-term future
- Provide a safety net in the event of a catastrophe

We are proud to offer benefits that we believe are the best in our industry. Kimley-Horn's contribution to our employee benefits program far exceeds the norm. And where employee contributions are required, costs may be paid through pre-tax deductions. In a few cases, optional programs are offered through after-tax payments. When it comes to sharing, Kimley-Horn has an impressive track record. Our insurance and profit-sharing programs date back to the beginning of the firm, and they continue to grow.

In 2023, we:

- Put more than \$215 million into the retirement accounts of our staff, helping them build a secure future
- Paid more than \$60 million in medical expenses and other insurance premiums for more than 5,700 households (including life insurance, short- and long-term disability, and vision)
- Provided more than 1,550,000 hours of paid time off to encourage work-life balance
- Provided hundreds of employees with personal development opportunities that will help them grow in their careers

Ultimately, our benefits program helps us attain our core purpose: "To provide an environment for our people to flourish." It is our intent that, with benefits that meet your needs today and in the future, you can focus on other important things—your family, your friends, your professional growth. We invite you to learn more about our benefits and see how they can work for you.

Core Purpose:

To provide an environment for our people to flourish

Core Values:

Honesty, integrity, and ethics
Exceptional client service
High expectations
Sharing and caring
Sustained profitability



2024 BENEFITS OVERVIEW

<p>Medical Low Option: Cigna</p> <ul style="list-style-type: none"> Deductible: \$1,600 Individual, \$3,200 Family (in-network) Non-embedded deductible—if enrolled in either Employee + Spouse/Domestic Partner, Employee + Child(ren), or Family coverage, the family deductible must be met before plan will begin paying coinsurance In-network covered at 90% after deductible Out-of-network covered at 70% after deductible Preventive care 100% covered in-network, no deductible Access to text-based primary care and video-based behavioral health visits for \$0 per visit Fertility benefits - 3 "Smart Cycles" available through Progyny <p>Max annual out-of-pocket:</p> <ul style="list-style-type: none"> In-network: \$5,000 Individual/\$10,000 Family Out-of-network: \$10,000 Individual/\$20,000 Family 	<p>Medical High Option: Cigna</p> <ul style="list-style-type: none"> Deductible: \$3,200 Individual, and \$6,200 Family (in-network) Embedded deductible—after one member hits the individual deductible, plan will begin paying coinsurance for that member. Once family deductible is met, plan will begin paying coinsurance for all members. In-network covered at 90% after deductible Out-of-network covered at 70% after deductible Preventive care 100% covered in-network, no deductible Access to text-based primary care and video-based behavioral health visits for \$0 per visit Fertility benefits - 3 "Smart Cycles" available through Progyny <p>Max annual out-of-pocket:</p> <ul style="list-style-type: none"> In-network: \$6,000 Individual/\$12,000 Family Out-of-network: \$12,000 Individual/\$24,000 Family 	<p>Delta Dental</p> <ul style="list-style-type: none"> Choice between Basic and Premium plans Deductible: \$50 Individual/\$100 Family—major services only <p>Basic Plan: In-Network Coverage:</p> <ul style="list-style-type: none"> Calendar year maximum: \$1,000 Coinsurance: 100% preventive, 70% basic, 35% major Orthodontia: 50% to a lifetime max of \$1,000—<u>only dependent children up to age 26 eligible for coverage</u> <p>Premium Plan: In-Network Coverage:</p> <ul style="list-style-type: none"> Calendar year maximum: \$1,500 Coinsurance: 100% preventive, 80% basic, 50% major Orthodontia: 50% to a lifetime max of \$2,000—<u>applies to all covered participants eligible for coverage</u> 																																																																												
<p>Vision: EyeMed</p> <ul style="list-style-type: none"> One exam per year at \$10 co-pay Prescription glasses at \$0 co-pay. Single vision, bifocal, trifocal, and standard progressive covered for \$20 copay. Premium lenses range from \$105-\$195 copay. Frames every plan year with a \$200 allowance, 20% discount of overage Contacts every plan year with a \$200 allowance 15% discount of overage Non-prescription sunglasses are 20% off 	<p>Health Savings Account (HSA): HealthEquity</p> <ul style="list-style-type: none"> Company contribution based on medical election IRS Maximum: \$4,150 Individual, \$8,300 Family; \$1,000 catch-up if age 55 or older Funds earn interest Unused funds roll over to subsequent years <p>Dependent Flexible Spending Account (FSA): Clarity</p> <ul style="list-style-type: none"> Dependent care reimbursement Defer between \$300-\$5,000 annually (pre-tax) "Use or Lose" program—unused funds are forfeited 	<p>Basic Life Insurance: Lincoln</p> <ul style="list-style-type: none"> Employer-paid benefit Two times annual salary to a max of \$400,000 \$5,000 Spouse/Domestic partner; \$2,500 child <p>Voluntary Life Insurance: Lincoln</p> <ul style="list-style-type: none"> Paid by employee (after-tax) Employee: \$10,000 increments to a max of \$500,000 Spouse: \$5,000 increments to a max of \$250,000 Child: Flat \$10,000 policy per covered child 																																																																												
<p>Short-Term Disability: Lincoln</p> <ul style="list-style-type: none"> Employer-paid benefit Waiting Period: 7 days for illness; 0 days for injury/accident Pays 70% of weekly base salary; max of \$3,000/week Maximum of 26 weeks <p>Extended and Supplemental Disability Leave</p> <ul style="list-style-type: none"> Employer-paid benefit 3 days of extended leave if out of work for a minimum of 1 week. 2-7 weeks: 30% disability supplement; based on years of service and type of disability 	<p>Long-Term Disability: Lincoln</p> <ul style="list-style-type: none"> Employer-paid benefit Waiting Period: 26 weeks (short-term disability period) Pays 66 2/3% of monthly earnings; max of \$12,000/month <p>Supplemental Income Protection Policy: UNUM</p> <ul style="list-style-type: none"> Paid by employee Works in conjunction with employer-paid benefit to provide additional income protection Convertible to long-term care 	<p>Family Benefits</p> <ul style="list-style-type: none"> Access to preferred enrollments, reimbursement of registration fees, and daycare tuition discounts Access to search for babysitters, nannies, elder care, and pet care Access to tutoring services discounts and test preparation services discounts Free guidance and resources for ongoing elder care needs Adoption and Surrogacy Reimbursements Discounted nanny placement fees and hourly rates 																																																																												
<p>Employee Assistance Program: Lincoln</p> <ul style="list-style-type: none"> Confidential counseling for employees and members of household Up to 5 sessions per presenting issue per year Personal counseling, legal & financial consultations Work/life resources and discounts 	<p>Personal Time Off</p> <ul style="list-style-type: none"> Accrual begins one full pay period after employment Depending on classification and years of service may accrue 120 to 218 hours of paid leave per year Used for vacation, sick leave, or care of ill family member 	<p>Holidays</p> <ul style="list-style-type: none"> 8 company-paid holidays New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day, + Two Floating Holidays 																																																																												
<p>Retirement Savings Plan (401k): T. Rowe Price</p> <ul style="list-style-type: none"> Eligible to make employee contributions after 30 days Automatic enrollment at 4% employee pre-tax deferral Roth option available Match is 200% of personal contributions up to 4% Profit-sharing is based solely on profitability and is determined by the board and not guaranteed Eligibility for match and profit-sharing is one year and 1,000 standard hours 6-year graded vesting schedule for match and profit-sharing 529 Savings Plan available Eligible to apply the required 4% contribution to student loans and still receive the full 401(k) match from Kimley-Horn 	<p>Professional Memberships</p> <ul style="list-style-type: none"> Kimley-Horn will pay annual membership dues plus expenses incurred in attendance of approved meetings for one approved organization in which employee actively participates <p>Professional Certification</p> <ul style="list-style-type: none"> Kimley-Horn will consider providing assistance for preparing for registration or certification exams, via reimbursement for courses and exam fees the first time exam is taken Annual renewal fees for one registration/certification per state 	<p>Tuition Assistance</p> <ul style="list-style-type: none"> Classes directly related to position will be reimbursed up to 75% of costs and associated expenses. Max of \$400/credit hour. Classes indirectly related to position may be reimbursed up to 50% of tuition costs up to \$300/credit. Max of \$1,500 per year undergrad, \$2,500 per year for graduate—same per credit hour max. Books may be reimbursed up to the purchase price All expenses above \$5,250 per year are reimbursed less applicable taxes Tuition reimbursement is subject to regional team approval 																																																																												
<table border="1"> <thead> <tr> <th rowspan="2"></th> <th colspan="2">Medical (pre-tax; semi-monthly)</th> <th colspan="2">Dental (pre-tax; semi-monthly)</th> <th>Vision (pre-tax; semi-monthly)</th> </tr> <tr> <th>Low</th> <th>High</th> <th>Basic</th> <th>Premium</th> <th>Premium</th> </tr> </thead> <tbody> <tr> <td>Employee</td> <td>\$15.75</td> <td>\$0</td> <td>\$15</td> <td>\$29</td> <td>\$3</td> </tr> <tr> <td>Employee + Child(ren)</td> <td>\$52.50</td> <td>\$15.75</td> <td>\$31</td> <td>\$60.50</td> <td>\$5</td> </tr> <tr> <td>Employee + Spouse/DP</td> <td>\$66.50</td> <td>\$22</td> <td>\$29.50</td> <td>\$58</td> <td>\$4.50</td> </tr> <tr> <td>Family</td> <td>\$118</td> <td>\$33.75</td> <td>\$42.50</td> <td>\$82.50</td> <td>\$7.50</td> </tr> </tbody> </table>		Medical (pre-tax; semi-monthly)		Dental (pre-tax; semi-monthly)		Vision (pre-tax; semi-monthly)	Low	High	Basic	Premium	Premium	Employee	\$15.75	\$0	\$15	\$29	\$3	Employee + Child(ren)	\$52.50	\$15.75	\$31	\$60.50	\$5	Employee + Spouse/DP	\$66.50	\$22	\$29.50	\$58	\$4.50	Family	\$118	\$33.75	\$42.50	\$82.50	\$7.50	<table border="1"> <thead> <tr> <th rowspan="2"></th> <th colspan="2">Medical (pre-tax; semi-monthly)</th> <th colspan="2">Dental (pre-tax; semi-monthly)</th> <th>Vision (pre-tax; semi-monthly)</th> </tr> <tr> <th>Low</th> <th>High</th> <th>Basic</th> <th>Premium</th> <th>Premium</th> </tr> </thead> <tbody> <tr> <td>KH HSA Contributions</td> <td>Low</td> <td>High</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Employee</td> <td>\$450</td> <td>\$700</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Employee + Child(ren)</td> <td>\$750</td> <td>\$1,000</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Employee + Spouse/DP</td> <td>\$750</td> <td>\$1,000</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Family</td> <td>\$1,150</td> <td>\$1,400</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>		Medical (pre-tax; semi-monthly)		Dental (pre-tax; semi-monthly)		Vision (pre-tax; semi-monthly)	Low	High	Basic	Premium	Premium	KH HSA Contributions	Low	High				Employee	\$450	\$700				Employee + Child(ren)	\$750	\$1,000				Employee + Spouse/DP	\$750	\$1,000				Family	\$1,150	\$1,400				<p>Medical Opt-Out Credit:</p> <ul style="list-style-type: none"> Kimley-Horn will pay \$62.50 per paycheck in taxable income if medical coverage is declined Monthly amount is prorated for employees working less than 35 hours per week <p>Spousal Surcharge:</p> <ul style="list-style-type: none"> \$50 per paycheck surcharge will be added to premium Applies to employees who choose to have their working spouse or partner on Kimley-Horn medical, even though the spouse or partner has employer-subsidized coverage available through their employer
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SAVING FOR RETIREMENT

One of the areas where Kimley-Horn's benefits really shine is in helping employees prepare for a secure future. Our retirement plan has two components: employee contributions and Kimley-Horn contributions.

EMPLOYEE CONTRIBUTIONS

Kimley-Horn offers access to a 401(k) account managed by T. Rowe Price. After 30 days of employment, employees are eligible to contribute up to 75% of compensation to a 401(k) plan. Employees can choose to fund their 401(k) using pre-tax or post-tax (Roth) contributions.

KIMLEY-HORN CONTRIBUTIONS 401(K) MATCH

Even if you contribute nothing else to your 401(k), the first 4% should be considered essential. That's because after one year of service, the firm matches your investment at a 2-to-1 match up to 4%. That's a tax-free return of 200% on your investment, even before investment earnings are factored in!

PROFIT-SHARING

Determined by the board, profit-sharing is our way of sharing success with those who earn it. For the past nine years, Kimley-Horn paid employees an aggregate match and profit-sharing contributions of 18%* of eligible compensation (salary + bonus).

MATCH AND PROFIT-SHARING ELIGIBILITY

You become eligible for the company match and profit-sharing contribution on the first day of the month following one year of service. To receive the company contributions, you must still be employed on the last working day of the year, work at least 1,000 standard hours in the year, and be in a qualified employment class.

STUDENT LOAN PROVISION

We offer a student loan provision that gives employees with student debt more flexibility in how they allocate their dollars to receive Kimley-Horn's 2-for-1 401(k) match. Eligible employees can now apply the required 4% contribution to student loans and still receive the full 401(k) match from Kimley-Horn. We are excited to offer more flexibility to employees who want to prioritize paying down their student debt.

CAPTRUST FINANCIAL ADVISORS

As part of your retirement package, and at no additional cost to you, you have access to investment advice from CAPTRUST financial advisors. Retirement counselors are available to answer investment-related questions and help you track your savings progress.

**Assumes an employee contributes a minimum of 4%.*

ADDITIONAL COMPENSATION

BONUSES

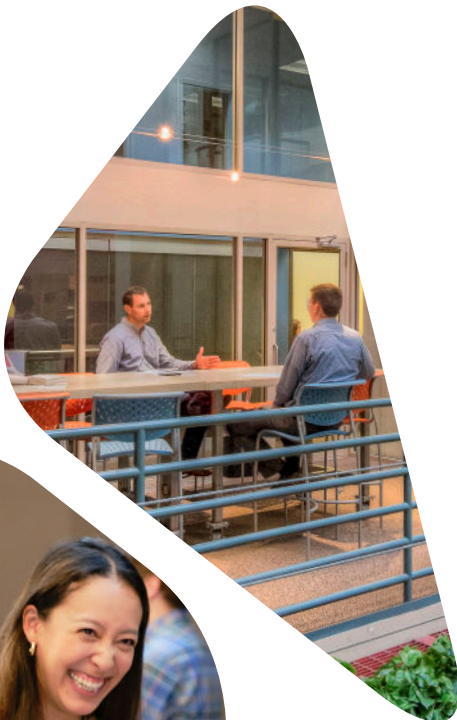
Kimley-Horn provides a range of additional compensation benefits based on the firm's performance against its goals. These give staff a way to enjoy the firm's financial success that they helped create.

KIMLEY-HORN TEAMWORK AWARDS

These awards give staff the chance to pat each other on the back for special efforts, with \$55 awards recognizing teamwork, going above-and-beyond, and Continuous Quality Improvement.

SERVICE AWARDS

In recognition of the benefits Kimley-Horn gains from the expertise and dedication of long-term staff, gift certificates are awarded every five years, starting at the fifth anniversary. The value of the award increases with the number of years served.



HEALTH

We offer medical benefits to our employees and their families at very competitive rates and at much lower costs than the industry standard. All plans pay 100% of preventive care through in-network providers, including but not limited to annual physicals, well-child care, immunizations, cancer screenings, and certain prescribed medications. We also provide options for vision and dental coverage for a reasonable pre-tax premium. Selecting from our available options, you can craft the plan that best fits your needs.

Our medical coverage is provided through a consumer-driven High-Deductible Health Plan (HDHP). Prior to reaching the applicable deductible, employees pay the full negotiated rate for medical expenses and prescriptions. These can be paid using your pre-tax Health Savings Account (HSA), which is partially funded by Kimley-Horn. This plan design (HSA/HDHP) allows more flexibility than traditional programs, including the flexibility to:

- Choose whether your dollars are spent as expenses incur, or are budgeted in advance
- Choose the coverage you need
- Shift bonus dollars, if you so choose, to help reduce your overall benefit cost

MEDICAL COVERAGE

We offer a choice of two deductible levels for our medical benefits administered by Cigna. The plan options allow you to select the deductibles and premiums that work best for you and your family.

Both plans offer comprehensive medical coverage within the provider network. They also provide for care by professionals of your choice outside the network. Services provided by in-network providers tend to have lower out-of-pocket costs due to negotiated Cigna rates.

Employee expenses can be paid with pre-tax dollars by using an HSA. The HSA may be used to pay for medical, dental, and vision costs that are not covered by insurance, including prescriptions and certain over-the-counter medications. Unused funds roll over

to the next year, creating the opportunity for significant savings over your lifetime. Each year, Kimley-Horn will also contribute up to \$1,400 to your account (based on coverage selected). For 2024, the IRS allows an annual total contribution of \$4,150 for employees enrolled in Employee Only coverage and \$8,300 for employees enrolled in Employee + Spouse/Domestic Partner, Employee + Child(ren), or Family coverage. An additional \$1,000 may be contributed by employees age 55 and older. Your personal contribution combined with Kimley-Horn's cannot exceed these totals.

TELEMEDICINE—CIGNA TELEHEALTH

If you enroll in the Kimley-Horn medical plan, you have access to integrated, in-network telemedicine benefits. Telemedicine services allow you to connect with a board-certified doctor via secure video chat or phone, without leaving your home or office, 24/7/365. Cigna provides access to telemedicine services as part of your in-network benefits through MDLIVE. Telemedicine services apply to your in-network deductible.

98POINT6 VIRTUAL CARE

Members enrolled in the medical plan have access to **on-demand primary care** via secure in-app messaging. Text with a board-certified doctor available 24/7 for only \$0 per visit. Either you or the doctor can also request a video or phone consultation. Members enrolled in medical plan (18+ years old) have access to **virtual behavioral health services**. Cost is currently \$0 per visit. Limit of 36 visits per member annually.

Quick Facts About HSA/HDHP (Health Savings Account/High-Deductible Health Plan)

What is an HSA/HDHP?

- An HDHP is a type of health insurance plan that offers lower monthly premiums than more traditional plans like a PPO or HMO in exchange for a higher deductible coupled with an HSA.
- The combination of a tax exempt HSA and a HDHP addresses the rising cost of healthcare by putting more control and responsibility for health spending in the hands of the consumer.

Details For New Hires

- In the year you join the firm, Kimley-Horn's contributions to your HSA will be prorated based on full months in the medical plan.
- Health benefits begin after 30 days of employment. Your HSA becomes active on the first of the month following your health benefits effective date.

You can find detailed information about the plan and how it works on our website. Visit <http://communication.kimley-horn.com/FW/benefits/> to learn more.

Health Savings Accounts

- An HSA is a tax-exempt account established for the purpose of paying qualified medical expenses.
- HSAs have the advantages of Flexible Spending Accounts (FSAs) with many improvements: funds can roll over from year to year, investments earn interest, and there is less red tape involved with accessing your dollars.

High-Deductible Health Plans

- Only consumers with HDHP insurance may contribute to an HSA.
- Minimum deductibles are set by the government. As part of the HDHP, all costs, including prescriptions, must be subject to this deductible. Preventive care is an exception, and will continue to be covered 100% in-network.

HEALTH

MEDICAL SEMI-MONTHLY PREMIUMS

	Low Option	High Option
Employee	\$15.75	\$0
Employee + Child(ren)	\$52.50	\$15.75
Employee + Spouse/DP	\$66.50	\$22
Family	\$118	\$35.75

Note: A premium surcharge of \$50 per paycheck is added if you elect to cover a spouse who has access to employer-subsidized healthcare.

KH ANNUAL HSA CONTRIBUTIONS

	Low Option	High Option
Employee	\$450	\$700
Employee + Child(ren)	\$750	\$1,000
Employee + Spouse/DP	\$750	\$1,000
Family	\$1,150	\$1,400

Note: Base amount in January 2024.

KIMLEY-HORN 2024 MEDICAL PLAN DESIGN

	Low Option		High Option	
	In-Network	Out-of-Network	In-Network	Out-of-Network
DEDUCTIBLES				
Individual	\$1,600	\$3,200	\$3,200	\$6,400
Family ¹	\$3,200	\$6,400	\$6,200	\$12,400
	Non-Embedded Deductible ²		Embedded Deductible ³	
COINSURANCE				
	90%	70%	90%	70%
MAXIMUM OUT-OF-POCKET (INCLUDES DEDUCTIBLE)				
Individual	\$5,000	\$10,000	\$6,000	\$12,000
Family ¹	\$10,000	\$20,000	\$12,000	\$24,000
OFFICE VISITS				
Primary Care	90% after deductible	70% after deductible	90% after deductible	70% after deductible
Specialist	90% after deductible	70% after deductible	90% after deductible	70% after deductible
FERTILITY SERVICES				
3 Progyny "Smart Cycles"	90% after deductible	N/A	90% after deductible	N/A
PREVENTIVE CARE				
	100% no deductible	70% after deductible	100% no deductible	70% after deductible
HOSPITAL				
Inpatient	90% after deductible	70% after deductible	90% after deductible	70% after deductible
Family ¹	90% after deductible	70% after deductible	90% after deductible	70% after deductible
EMERGENCY				
Emergency	90% after deductible	70% after deductible	90% after deductible	70% after deductible
Urgent Care	90% after deductible	70% after deductible	90% after deductible	70% after deductible
RETAIL PRESCRIPTION DRUGS				
Generic	90% after deductible	70% after deductible	90% after deductible	70% after deductible
Preferred Brand	90% after deductible	70% after deductible	90% after deductible	70% after deductible
Non-Preferred Brand	90% after deductible	70% after deductible	90% after deductible	70% after deductible
Specialty	90% after deductible	70% after deductible	90% after deductible	70% after deductible
MAIL ORDER PRESCRIPTION DRUGS				
Generic	90% after deductible	N/A	90% after deductible	
Preferred Brand	90% after deductible		90% after deductible	N/A
Non-Preferred Brand	90% after deductible		90% after deductible	

¹ Family includes both Employee + Child(ren), Employee + Spouse/Domestic Partner, and Family plan options.

² A non-embedded deductible means if you're enrolled in either Employee + Child(ren), Employee + Spouse/Domestic Partner, and Family coverage, the family deductible must be met before plan will begin paying coinsurance.

³ An embedded deductible means if you're enrolled in either Employee + Child(ren), Employee + Spouse/Domestic Partner, and Family coverage, after one member hits the individual deductible, the plan will begin paying coinsurance for that member. Once the family deductible is met, the plan will begin paying coinsurance for all members.

HEALTH

FERTILITY BENEFITS

Members covered on the medical plan have access to 3 Progyny “Smart Cycles”. A “Smart Cycle” includes everything a member needs for a fertility treatment, such as artificial insemination. This includes a consultation with a reproductive endocrinologist, medications, genetic testing, anesthesia, donor tissue, etc. Progyny also provides dedicated Patient Care Advocates to assist Kimley-Horn members on their fertility journey.

PRESCRIPTION COVERAGE

Prescription costs are covered as part of your medical plan and are administered by Cigna. Some preventive care prescriptions are fully covered.* Non-preventive prescriptions count toward your medical deductible and are billed at the negotiated Cigna rate until that deductible is reached. Thereafter, insurance covers 90% of in-network costs until the out-of-pocket maximum is reached. At that point, insurance begins covering 100% of allowable costs for the remainder of the plan year. Prescriptions ordered through Cigna Home Delivery are often less expensive than those ordered through a retail pharmacy. Cost savings also increase when generic drugs are used.

VISION COVERAGE

There is 1 vision plan available through EyeMed. The plan fully covers an eye exam every year for a \$10 copay and lenses (single vision, line bifocal, lined trifocal, and standard progressives) are covered with a \$20 copay. Frames and Contacts allowances are both \$200 and can both be used each plan year.

VISION SEMI-MONTHLY PREMIUMS

	Premium Plan
Employee	\$3
Employee + Child(ren)	\$5
Employee + Spouse/ Domestic Partner	\$4.50
Family	\$7.50

DENTAL COVERAGE

There are two dental options available through Delta Dental: Basic and Premium. Cigna offers a large network of dentists, although you are welcome to use out-of-network professionals.

DENTAL SEMI-MONTHLY PREMIUMS

	Basic Plan	Premium Plan
Employee	\$15	\$29
Employee + Child(ren)	\$31	\$60.50
Employee + Spouse/ Domestic Partner	\$29.50	\$58
Family	\$42.50	\$82.50

On both plans, preventive services are covered at 100% of allowable charges if you use an in-network dentist. If you use an out-of-network dentist, 100% of usual and customary costs are covered as long as your dentist’s fees are no higher than the 90th percentile in your area. If your dentist’s fees are higher than the 90th percentile, you will be responsible for the difference.

Details on how claims are paid for basic services, major services, and orthodontics can be found in the Dental Plan documents.* The Basic Plan pays a lower percentage of covered charges than the Premium Plan. Adult orthodontia is only covered on the Premium Plan. The Basic Plan provides orthodontia benefits only to dependent children up to age 26.

*Find prescription info, vision plan specifics, and dental plan documents on <http://communication.kimley-horn.com/FW/benefits>.



PROTECTION

You work hard, save wisely, and plan carefully for your future. But sometimes the unexpected happens. That's when the value of Kimley-Horn's protection benefits stands out. After 30 days of employment, you are covered for short-term disability, long-term disability, and life insurance of twice your salary—all at no cost to you. After one year, you also qualify for a supplement that covers the difference between short-term disability and your full salary for a period of weeks, depending on length of service—again, at no cost to you. If you choose, you can purchase additional life insurance or a long-term disability supplement through convenient payroll deductions.

We hope that the unexpected doesn't disrupt your life. But if it does, Kimley-Horn is here to help.

EXTENDED LEAVE COVERAGE

If you are off work for five consecutive days because of a non-work-related illness or injury, you may be eligible for extended leave benefits (see chart below).

SHORT-TERM DISABILITY COVERAGE

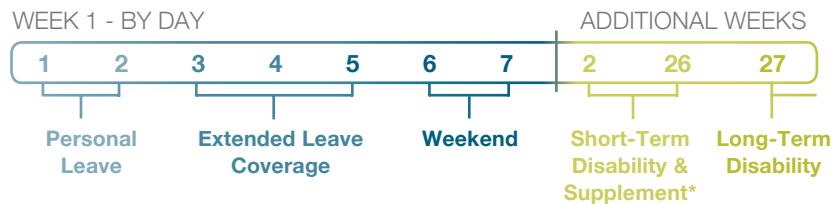
Short-term disability coverage is provided at no cost to you. If you are off work due to a qualified disability, short-term disability pays 70% of your weekly base salary up to \$3,000 per week for up to 26 weeks, after a waiting period of seven days for disability due to sickness. There is no waiting period for disability due to an accident.

SHORT-TERM DISABILITY SUPPLEMENT

After one year of service, our short-term disability supplement covers 30% of your weekly salary for up to seven weeks, depending on length of service and type of disability.

LONG-TERM DISABILITY COVERAGE

Long-term disability insurance is provided at no cost to you. After the 26-week waiting period for a qualified disability, long-term disability pays two-thirds of your monthly base salary up to a maximum benefit of \$12,000 per month. You become eligible after 180 days of continuous disability, whether total or partial.



*Kimley-Horn protection includes personal leave, extended leave, short-term disability, short-term disability supplement, and long-term disability—all paid by the firm. *Disability supplement covers up to seven weeks, based on years of service and type of disability.*

BASIC LIFE INSURANCE

Thirty days after joining Kimley-Horn, you are protected with a basic life insurance policy providing a benefit equal to twice your annual salary (up to \$400,000 of coverage). Employees who carry family medical coverage also receive Spouse/Domestic partner life insurance coverage of \$5,000 and coverage of \$2,500 for each covered child. If the child is less than six months old, the coverage is \$250.

VOLUNTARY (SUPPLEMENTAL) LIFE INSURANCE

You may purchase term life insurance on yourself from \$10,000 to \$500,000, and on your Spouse/Domestic partner from \$5,000 to \$250,000, not to exceed 50% of employee's amount. You may also purchase coverage for your children in the amount of \$10,000 per dependent child.

SUPPLEMENTAL LONG-TERM DISABILITY

Supplemental coverage to our long-term disability program is available at group rates.

FAMILY BENEFITS

Kimley-Horn recognizes the importance of family and as such provides a number of family benefits. Employees have access to resources to help them obtain discounted full-time care, discounted tutoring and test prep, and even that much needed babysitter! Additionally, we are able to offer a dependent care flexible savings account, which can be funded with pre-tax dollars, and a 529 college savings plan, which can be funded with payroll deductions.

BRIGHT HORIZONS FAMILY BENEFITS

There are family benefits available to all Kimley-Horn employees through our Bright Horizons partnership. These benefits include access to special offers for Bright Horizons centers and discounts at their in-network partner centers as well as access to a database to search for babysitters, nannies, housekeepers, tutors, elder care, and pet care providers. Employees also have access to discounted nanny placement services and hourly rates.

DEPENDENT CARE FLEXIBLE SPENDING ACCOUNT

This account allows you to pay for dependent care expenses with pre-tax dollars. You can set aside up to \$5,000 before taxes per year. Careful planning is required because the money, once set aside, can only be used for this purpose and is non-refundable.

FAMILY BUILDING REIMBURSEMENTS

For those growing their families, we know the path to parenthood can vary. In addition to fertility benefits for those on the medical plan, eligible employees also have access to reimbursement for eligible adoption and surrogacy expenses.

529 COLLEGE SAVINGS PLAN

Employees become eligible to participate in Kimley-Horn's tax-deferred/tax-free college savings plan after 30 days of employment. A variety of plans are available through payroll deduction, which allow contributions of as little as \$50 per month, or without payroll deduction for an initial contribution of as little as \$250. The firm's auto-deduction 529 plan charges no sales commission or annual account fee. The plans are funded with after-tax dollars, but the funds grow tax-free until used for qualified educational expenses.



TIME OFF

PAID HOLIDAYS

Kimley-Horn will offer eight paid holidays in 2024. The firm will observe the following holidays:

- New Year’s Day Monday, January 1
- Memorial Day Monday, May 27
- Independence Day Thursday, July 4
- Labor Day Monday, September 2
- Thanksgiving Day Thursday, November, 28
- Christmas Day Wednesday, December 25
- + Two Floating Holidays*

*New hires who start before 7/1/2024 will receive TWO floating holiday. New hires who start on or after 7/1/2024 will receive one floating holiday.

PAID PERSONAL LEAVE

Personal leave includes time off for sickness and vacations. The rate of accrual depends on your classification and years of service. You begin to accrue leave with your first complete semi-monthly timesheet.

	<6 Years of Service	>6 Years of Service	>7 Years of Service	>8 Years of Service	>9 Years of Service	>10 Years of Service
P, B, N3-N6, T3-T4, C03-C06, TS1-TS4	120 hrs/yr	128 hrs/yr	136 hrs/yr	144 hrs/yr	152 hrs/yr	160 hrs/yr
P1-P4, B1-B4, T5-T7, D7-D8, X5-X8	138 hrs/yr	146 hrs/yr	154 hrs/yr	162 hrs/yr	170 hrs/yr	178 hrs/yr
P5-P8, B5-B8	178 hrs/yr	186 hrs/yr	194 hrs/yr	202 hrs/yr	210 hrs/yr	218 hrs/yr



TIME OFF

NEW PARENT LEAVE

Kimley-Horn understands that new families need time to bond. To support that bonding, we provide paid leave to both parents—for adoptions as well as for childbirth. We also reimburse certain adoption and surrogacy expenses up to \$15,950 per child.

For Birth Parents:

Birth parents receive paid leave for up to ten weeks from a combination of extended leave, new parent leave, short-term disability, and short-term disability supplement. The first week of leave is paid with extended leave; short-term disability pays 70% of salary for subsequent weeks. Short-term disability supplement pays the remaining 30% of salary for a period of time after one year of employment. After disability expires, employees receive two additional weeks of new parent leave.

For Other New Parents:

Kimley-Horn provides up to 2 weeks of new parent leave. This leave covers both parents in the case of adoptions where the child is new to both parents, and the non-birth parent in cases of childbirth. The leave can be taken within 90 days after a child's birth, or within 90 days before or after an adoption.

BEREAVEMENT LEAVE

Three to ten days of paid leave are given if a family member dies.

JURY DUTY LEAVE

Kimley-Horn covers your regular base compensation while you are serving jury duty.

MILITARY LEAVE

If you enter the U.S. Armed Forces while working at Kimley-Horn, you will be given an unpaid leave of absence and guaranteed a job on return. Kimley-Horn pays the difference between military pay and your base salary for up to two weeks of reserve duty or similar annual service. Employees called up for active duty will be paid in the same way for up to one month, and insurance for dependents will continue until CHAMPUS becomes effective.



PROFESSIONAL DEVELOPMENT

PROFESSIONAL MEMBERSHIPS

Kimley-Horn pays your annual dues and expenses related to meeting attendance for one approved professional organization in which you actively participate.

PROFESSIONAL REGISTRATION AND CERTIFICATION FEES

Kimley-Horn will consider providing assistance for preparing for registration or certification exams, via reimbursement for courses and exam fees the first time exam is taken. We also pay the annual renewal fees.

IN-HOUSE TRAINING PROGRAMS

Our in-house training programs help our staff maintain professional registrations, stay current in their disciplines, and sharpen their expertise in everything from software tools to leadership skills. Some of the non-technical courses we offer include:

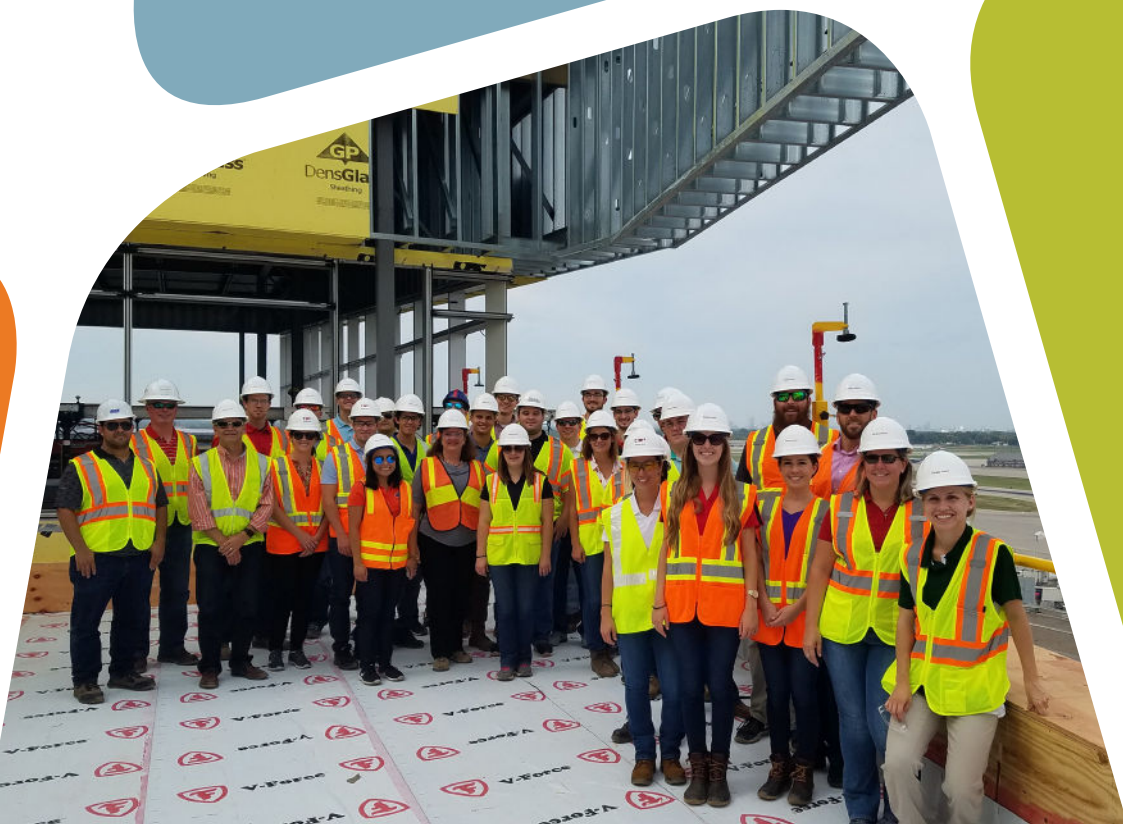
- | | |
|----------------------------|----------------------------------|
| Fundamentals of Consulting | LIFT Career Development Workshop |
| Fundamentals of Practice | People Building |
| Consultant Training | Pricing and Negotiations |
| Culture and Philosophy | Project Manager Experience |
| Professional Liability | |
| Developing Others | |

TECHNICAL TRAINING PROGRAMS

Analysts in our largest disciplines may participate in one of our in-house technical training programs. These series provide core skills and vocabulary to complement daily on-the-job training. Most programs take approximately two years to complete.

TUITION ASSISTANCE

After you've worked a year at Kimley-Horn with 1,000 hours of service, you become eligible for education reimbursement benefits as long as you maintain a regular schedule of at least 50% of a full-time schedule. Reimbursements will be prorated based on the percent of time that you work. Classes directly related to your position will be reimbursed up to 75% of costs and associated expenses (maximum of \$400 per credit hour). Classes indirectly related to your position may be reimbursed up to 50% of tuition costs up to \$300 per credit (maximum of \$1,500 per year undergrad and \$2,500 per year for graduate). All expenses above \$5,250 per year are reimbursed less applicable taxes. Tuition reimbursement is subject to regional team approval.





Kimley»Horn

Expect More. Experience Better.

Effective January 2024