

# Frequently Asked Questions

## about Athens Administrators

At Athens, our motto is “People, Powered” - we couldn't do the work we do without the dedication and skill of each of our employees. Because of this, Athens works hard to provide transparent, helpful, and valuable benefits to our employees. Read on for some frequently asked questions about the recruitment process, benefits, and more!

### WELLNESS & MENTAL HEALTH

- Comprehensive medical, dental, vision, and life insurance benefits
  - 2 medical carriers to choose from, with different tiers depending on your coverage needs
  - HSAs available with *employer contributions!*
- Office equipment is purchased by Athens and shipped to you, including a laptop, dual monitors, and mouse/keyboard/headset for immediate use on your first day
- All new hires are set up with an ergonomic evaluation, and Athens will purchase additional office equipment based on our ergonomist's personalized recommendations for you!
- The Company Wellness Committee leads 2 live, virtual stretch breaks per week
  - Each Friday, employees can take a 25-minute walk on Company Paid Time. Wellness rewards for participation in weekly, monthly, and quarterly challenges.
- Discounted memberships with OnePass, Active & Fit Direct, and more!
- Bereavement leave for immediate family members, extended family, friends, pets, or the loss of pregnancy
- Employee Assistance Program available to all eligible employees
  - Up to 6 free, 24/7, confidential counseling sessions available for employees + eligible family members
  - Convenient resources including referrals to local services such as elder care or child care, home repair, pet sitting, etc.
  - Quarterly company-wide virtual wellness webinars presented by EAP counselors
- Your furry friends are included too! Discounted pet insurance rates available through Nationwide

### WORK / LIFE BALANCE

- 11 Company holidays per year, including Juneteenth and Veterans Day (for our Veterans!)
  - Athens offers select pre-holiday closures preceding a long holiday weekend - this allows employees to start holidays early on company paid time!
- All full-time employees start out accruing 17 days of PTO annually (and it rolls over, up to a maximum)
  - After 4 years of service, PTO accrual increases to 22 days per year
  - After 9 years of service, PTO accrual increases to 27 days per year
  - Employees in good standing can advance up to 1 week of PTO annually!
- Alternative Workweek Schedules are available to select divisions, which allows for every third Monday or Friday off!
- Most positions are eligible for work from home, either full time or on a hybrid basis.
- The Workers' Compensation division participates in a friendly competition that can earn employees additional company paid time off each quarter
- The Property & Casualty division offers employees the opportunity to end the workday 1 hour early each Friday (on company paid time!)
- Service Anniversary recognition - every 5 years, starting at your 5th anniversary
  - Perks include hundreds of gifts to choose from, bonuses, paid time off, and more!
- Employee of the Quarter and Award of Excellence programs - peer nominated programs for employee success and achievement
  - Perks include up to a \$10,000 gross bonus, paid time off, certificates, trophies, and more!

### EVENTS + ACTIVITIES

- Company-wide committees include: Wellness Committee, Community Committee, Activities Committee, Safety Committee, and a Happy Hour Committee
  - Events planned by each committee are both in-person and virtual
- Each office's Event Committee hosts an annual Summer Picnic and Winter Holiday Party
  - Athens also celebrates **PRIDE** each June
- Select offices participate in annual local 5k races to benefit charitable organizations

### FINANCIAL BENEFITS

- A 401(k) plan, including a Roth option, with Company matching
  - Athens contributes \$0.50 for every dollar contributed, up to the first 6%
- Employees may receive a salary adjustment and/or discretionary incentive in March of each year
- All employees receive an annual \$600 work from home stipend, prorated into each paycheck, to help with costs such as internet usage
- Direct deposit to multiple accounts available each paycheck
- Rental car discounts available to all employees through Enterprise of National Car Rental

### CAREER DEVELOPMENT

- Training and professional development are available in most divisions
  - The Workers' Compensation division has a mentor/mentee program available to eligible employees
  - The Property & Casualty division has a Trainee program available for select positions
- The Property & Casualty division has reimbursements available for additional state licenses
- Career Advancement reimbursement programs are available for all divisions
- Athens offers a paid day off to study AND sit for certification and/or licensure exam
- Up to \$1,000 bonus available to employees who pass a certification or licensure exam on the first try
- The in-house Athens Career Development Program offers technical and soft skills curricula tailored to employees interested in moving from:
  - Assistant Claims Examiner / Future Medical Examiner to Claims Examiner
  - Claims Examiner to Senior Claims Examiner
  - Senior Claims Examiner to Claims Supervisor
  - Claims Supervisor to Division Claims Manager
- Company-wide virtual Lunch and Learns for continuing professional development - Microsoft Tips and Tricks, Zoom, and more!
- Various soft skills trainings for all employees - time and conflict management, communication and behavioral style assessments, and more!
- COMING SOON! Workers' Compensation specific Spanish language course for eligible employees

### FOR OUR LEADERS

- Supervisors in the Workers' Compensation division are eligible to participate in our Supervisor Fraction of the Action bonus program that can earn them additional bonus compensation and/or a trip to somewhere fabulous!
  - Supervisors can earn up to an additional \$4,000 in bonuses in the Fraction of the Action Program
- Athens offers a Leadership Development Program to interested and qualified management across all divisions
  - An off-site Leadership Development program is also scheduled every 18 months for further professional development, networking, and training
  - For supervisors and above, Athens provides a complimentary Long Term Care insurance plan



## 2023 BEST PLACES TO WORK

**ATHENS ADMINISTRATORS HAS CONSISTENTLY BEEN NAMED A BEST PLACE TO WORK BY THE SAN FRANCISCO BUSINESS TIMES SINCE 2005 WINNING #1 IN 2023**