

Michael Best is committed to its employees and their communities. The firm's approach to Total Rewards reflects that commitment. The firm is proud to offer a comprehensive and competitive Total Rewards package that provides a variety of resources designed to enhance its employees' overall well-being.

Michael Best received a National Tier 1 ranking from **Best Lawyers®** in: Employment Law – Management, Litigation – Intellectual Property, Litigation – Patent, Patent Law, and Trademark Law.



## Benefits

### HEALTH INSURANCE

Employees are eligible for health insurance on the first day of employment. Coverage is partially paid by the firm, and the balance is paid by the employee. Various plan options, suitable for the employee and the employee's family are available.

### DENTAL INSURANCE

Employees are eligible for dental insurance on the first day of employment. Coverage is partially paid by the firm, and the balance is paid by the employee.

### VISION INSURANCE

Employees are eligible for vision insurance on the first day of employment. Coverage is partially paid by the firm, and the balance is paid by the employee.

### LIFE INSURANCE

Life insurance coverage begins on the first day of employment for eligible employees and is completely paid by the firm. Supplemental coverage is available to an employee and his or her spouse/children and is fully paid by the employee on an after-tax basis.

### ACCIDENT INSURANCE

The accident plan helps offset the unexpected expenses associated with your treatment in the case of an accident. This plan provides cash benefits for accidents, injuries, ambulance services, and accidental death and pays in addition to your primary medical insurance.

### CRITICAL ILLNESS INSURANCE

Critical Illness Insurance provides financial support when you or a family member becomes seriously ill. It works to complement your medical coverage and pays in addition to what your medical plan may or may not cover.

### HOSPITAL INDEMNITY

Hospital Indemnity pays benefits directly if you are hospitalized, supplementing your existing health insurance coverage by helping to pay for hospital stays.

### LONG-TERM DISABILITY

Long-term disability is completely paid by the firm. It is available on date of hire subject to a 180-day waiting period. Supplemental LTD is also available for employees to purchase.

### FLEXIBLE SPENDING ACCOUNTS

Michael Best offers flexible spending accounts through pre-tax payroll deductions (consistent with IRS requirements). These include dependent care reimbursement, medical expense reimbursement, and qualified parking and mass transit reimbursement. Eligibility begins the first day of the month following date of hire.

### RETIREMENT PLAN

Michael Best strives to offer a competitive retirement plan to its employees. The firm also recognizes that no employee can control their financial retirement stability without taking steps to participate in that process individually. The firm's plan design fosters that philosophy. The retirement plan program provides for an annual discretionary firm contribution of up to 7.5% of an eligible employee's compensation, which may include safe harbor, profit-sharing, and non-elective contributions.

### HEALTH ADVOCATE

Health Advocate assists with benefits and coverage questions, finds in-network providers, uses quality and cost comparison tools, answers questions about diagnosis and treatments, connects you with the right specialists, and works on your behalf to resolve complicated medical claims and billing issues. Health Advocate is a resource available to you and your family, including your parent



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## Development and Career Opportunities

### **MENTOR PROGRAM**

The Michael Best Mentor Program focuses on the professional development of the firm's attorneys, engineers, scientists, and agents. The program is designed to provide a foundation for success by pairing new attorneys, engineers, scientists, and agents with more experienced professionals. The objectives of the Mentor Program are to develop capabilities and foster personal and professional growth.

### **MICHAEL BEST ACADEMY**

Michael Best Academy is our centralized learning hub, with hundreds of on-demand and live training opportunities available to employees from day one. Our content includes general programs, software training, leadership development, and specialized programs for each Practice Group and Department. Training opportunities range from monthly patent prosecution lunches for IP practitioners to mock trial practice for litigators. And the seasoned attorneys and staff at Michael Best are always willing to answer questions and provide support and guidance.

### **BAR EXAM/BAR REVIEW COURSE**

The firm provides reimbursement for Bar registration and the Bar review course (Bar/Bri) for employees who accept their offer before taking the Bar exam.

### **ABA, STATE AND LOCAL BAR MEMBERSHIP FEES**

Michael Best encourages employee involvement in the Bar and pays attorney Bar membership fees.

### **PROFESSIONAL ASSOCIATION MEMBERSHIPS**

It is important that employees become involved in professional and industry trade associations. The firm supports its employees' desires to become actively involved in these organizations, as appropriate.

### **WOMEN'S DEVELOPMENT GROUP**

Michael Best is committed to hiring and retaining women attorneys and advancing their careers. As part of the firm's corporate commitment to diversity and its Women's Initiative, Michael Best ensures equality and representation throughout the firm. As a result, each of the firm's offices established a Women's Professional Development Group to create and expand programs and policies within the firm that support women lawyers in their professional development.



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## Work-Life

For many years, Michael Best has taken a leadership role in making the communities it serves better places to live and conduct business. Through volunteer activity and sponsorship, the firm has supported a wide variety of charitable and civic organizations. This steadfast commitment to community development is a part of the firm's culture in all offices.

### **DIVERSITY, EQUITY AND INCLUSION**

Different perspectives, voices, and worldviews are critical to the success of any business, including the practice of law. At Michael Best, creating a more equitable, inclusive, and diverse culture is a primary focus of the firm and the Management Committee. The Diversity, Equity & Inclusion Committee and the Action Subcommittees are comprised of partners, attorneys, and associates whose work is driven by a long-term vision of fostering a diverse, equitable, and inclusive working environment, both internally and externally. To foster community and encourage dialogue around DEI topics, Michael Best's DEI Committee supports a network of Employee Resource Groups (ERGs).

Our ERGs offer a space for underrepresented employees and allies to discuss DEI-related topics and provide opportunities for professional development, mentorship, networking, and community engagement. ERGs also work to advance the firm's DEI goals and promote cultural



awareness and education on inclusive best practices. The current groups offered are: Best Pride, Minority Network, Parents & Caregivers, and the Women’s Initiative. The firm’s commitment to diversity extends beyond its offices, into its respective local communities.

### PRO BONO OPPORTUNITIES

Since 1993, Michael Best has dedicated numerous hours each year to pro bono work. In fact, attorneys perform up to 50 hours of pro bono work annually, which count toward their billable hour requirements.



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## Compensation

The firm takes pride in offering a competitive Total Rewards package, which includes a market-competitive base salary, bonuses awarded at specific levels of employment for exceptional service, health and welfare benefits, professional development opportunities, and other intangible benefits as described in this brochure.

In addition to the firm’s commitment to its communities, the firm is also committed to its employees. The following benefits provide additional support for employees and their families.

### PAID TIME OFF

Michael Best knows that time off is important to the well-being of employees and their families. Paid Time Off (PTO) is provided.

### PARENTAL/FAMILY LEAVE

The firm provides up to 16 weeks of paid parental/family leave. This leave can be taken for the birth or adoption of a child. All attorneys and legal professionals are eligible for this leave on the first day of employment. Additional periods of unpaid leave may be provided on a case-by-case basis.

### PRIVACY ROOMS

A privacy room is provided in each office for nursing mothers, wellness needs, meditation, and religious practices.

### MILK STORK

Milk Stork is a breast milk delivery service for traveling mothers which provides refrigerated, express shipping or easy toting of breast milk home.

### EMPLOYEE AND FAMILY ASSISTANCE PROGRAM (EAP)

Planning for life events, personal problems, or simply managing daily life can affect an employee’s or family member’s work, health, and overall well-being. The Assistance Program is a no-cost benefit available to employees and their dependents to provide confidential support, resources and information to get through life’s challenges.



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## Performance & Recognition

Performance reviews for salary adjustments are conducted each year for employees. Michael Best is committed to providing employees with regular feedback on an informal basis throughout the year.