

## Administrative Staff

We employ over 425 people in non-attorney positions throughout our thirteen office locations. Managers, legal secretaries, accounting clerks, couriers, librarians and information technology professionals are just a few of the jobs that make up a vital part of the Dykema team. Our compensation is competitive and includes bonuses based on contribution and merit.

### Administrative Staff Benefits

Our benefit programs encompass both traditional employer offerings and more contemporary options which focus on wellness, growth and community.

Selectcomp, a full cafeteria plan, provides a variety of benefit choices including BCBS PPO and HMO programs. Our Health and Dependent Care Reimbursement programs offer significant tax saving opportunities. The following benefits are also available:

- Dental, life, short and long-term disability insurance
- Optional personal accident and long-term care coverage
- 401(k)/profit sharing plan
- Performance-based bonus program
- Holiday bonus
- Parking stipend
- Generous paid time off
- Paid bereavement, jury duty, and military service leaves
- Employee Recognition Program
- Employee Referral Program
- Domestic partner coverage (same-sex)

But that's just for starters. We've built in options to help our employees cope with the many demands of today's busy lifestyles, including:

- Business casual dress
- Flexible work arrangements
- Career Development including:
  - Tuition reimbursement
  - Ongoing PC software training
  - Seminars covering eldercare, parenting, financial planning, stress and time management
- Community service programs
- Payroll direct deposit
- Employee Assistance Plan for employees and their family members
- 24-hour, seven-day automated Human Resources Center
- Firm-sponsored social events
- Relationships with banks, retail stores, auto dealers, etc. for discounted products and services

Administrative Staff (Cont.)

- CPR and AED training, with defibrillators available on all floors in each office