

CHANGING THE

LANDSCAPE

FOR OUR EMPLOYEES

The Towne Law Firm, P.C.
2022 Benefits Package



THE TOWNE
LAW FIRM, P.C.
ATTORNEYS AT LAW



Building on the Foundation of
Our Expertise.

Changing and challenging times require a new and novel approach to employee relations.

In 2021, TLF's management retained the services of Dr. Benita Zahn to survey all employees to assess exactly what employees feel would best suit their work-life balance.

Once the results were compiled, it was evident that a new approach to benefits was necessary to provide a rewarding employment experience.

This includes benefits everyone receives, as well as a 'Basket of Benefits' that allows each employee to select the benefit(s) most appealing to their needs and interests.



James T. Towne, Jr., left; Dr. Benita Zahn, right.

Please note: all general benefits are for full-time employees and are subject to change without notice.

Health Care

- ◆ The Firm offers an array of health and dental insurance plans.
- ◆ There are options for Health Saving Accounts (HSA) and Dependent Care Flexible Saving Accounts (DCFSA).
- ◆ The Firm offers a generous insurance stipend for each employee who elects insurance through the Firm. This amount is applied directly against the employee's insurance premium and/or can be put into the employee's HSA. Employees who obtain health insurance elsewhere receive the sum as an addition to their salary.

Financial Benefits

Financial Planning

When you participate in our 401k account, you will have access to financial planning, both online and with a designated representative.

401k + Profit Sharing

The firm contributes 3% of your salary to your retirement for eligible employees with the potential for additional contributions at the end of each year as an added 'thanks!' for the firm's success.

We are here to help our employees reach their full potential to achieve the best future for themselves.

Other Benefits

- ◆ **Cell Phone Stipend**
Permanent employees receive a monthly cell phone stipend to compensate for the use of their cell phone.
- ◆ The Firm will prepare Wills for its employees and their immediate family members free of charge.
- ◆ To give you more personal time, the Firm will reimburse you for the weekly delivery fees associated with getting your groceries or food supplies delivered right to your door!
- ◆ The Firm will represent employees and their immediate family members on traffic ticket matters free of charge.

Mental Health Benefits

Wellness & Mental Health Days | In addition to standard PTO and sick time that eligible employees receive, the Firm provides 'Wellness & Mental Health Days' to allow for a break from their work when needed.

Paid Sabbatical | Paid sabbatical can be taken anywhere between an employee's 60th and 78th month of employment with the Firm. Attorneys are eligible for **3 months** and support staff are eligible for **6 weeks**.

Your mental health comes first. We want our employees to be healthy **and** happy.

Flexibility

◆ Flexibility & Hybrid Work Schedules

You can work from home with permission when needed and as client demands allow. The Firm will make sure you have the equipment that you need and will reimburse you for the cost of basic internet service.

Working Parents

Fully Paid Maternity Leave | The Firm supports its working Mothers. The Firm gives full pay during the 16 weeks of NY State and federal maternity leave (full disability and full PFML) to allow you to bond with your new baby without any salary interruption.

Little Litigators' Lair | The Firm provides a private room inside the office with supplies, cribs, a changing table, a rocking chair, a refrigerator for use by breastfeeding mothers, as well as a couch and a desk for older children to help ease the challenge of finding care for employees' children during the work day. There is child care staff available upon request.

Child Care Assistance | The Firm offers annual reimbursement towards child care cost.

Family is important. In addition to supporting you, we are here to support your family too.



Creating Value with
Creative Solutions.

Wellness

◆ Relaxing Spa Day Drawing

Each month the Firm will draw a winner for a paid spa treatment on the Firm, to be scheduled during work hours, so there is no need to take time off.

◆ Meditation and Wellness Program

Wellness professional, Pierre Zimmerman hosts a wellness program, which consists of eight sessions of approximately one hour each every year.

Wellness

◆ Access to a Therapist

For those who do not have access to a therapist, or it is not covered by your insurance, the Firm has partnered with One Roof in Saratoga. You can call them and tell them you are with the Firm and schedule your appointment. One Roof will bill the Firm directly. This is completely confidential without reference to you or the issues you discussed.

◆ Access to an Alcohol and Substance Abuse Counselor

If you find yourself in trouble due to alcohol and substance abuse, the firm will assist you in locating the appropriate resource to address your issues.

Nutritional Benefits

◆ Fully Stocked Kitchen

The office kitchen is always fully stocked with snacks and food items to keep you going throughout the day. Feel free to help yourself!

◆ Cooking classes will be offered throughout year, suggestions are welcome.



Group lunches are scheduled throughout the year in order to help increase **synergy** across the company!



The Firm offers reimbursement for nutritional counseling.

There is no better **reward for hard work** than nutritional food and collegial company.

Community



Have a non-profit organization or a cause that you would like to support by volunteering? The Firm would love to help support your cause! Feel free to contact management or marketing with any volunteering ideas.

Charitable Contribution | The Firm will donate on your behalf to qualified non-profit organizations.

Non-profits around the world need more volunteers to carry out their missions. We will **help you to help others** in any way we can.

Education

Education Reimbursement | In addition to the Firm paying membership dues and CLEs for all staff and attorneys, the Firm will cover job relevant education classes.

Tuition Support | The Firm offers annual reimbursement to be applied against student loan debt.

INVESTING IN OUR EMPLOYEES TODAY

Helps us give our clients the best results tomorrow.

1

The environment, culture, and wellness benefits we provide for our attorneys and staff is our **#1 priority**.

2

We provide our employees with the resources to help them find the perfect work-life balance.

3

We take care of our **exceptional employees**, so they can take care of our **exceptional clients**.

Meet our Partners



James Towne, Jr., Esq.

Partner



Christine Taylor, Esq.

Partner

Hear from our Employees

Shalini Natesan, Esq.

Senior Associate

Shalini began her career at TLF in 2021, working in the firm's business law group. Shalini is a Senior Associate Attorney at TLF.



I couldn't have made a better decision than joining the team at TLF. The synergy is great and I always feel like I am heard and cared for beyond just a paycheck.



Megan Bassler, Esq.

Associate

Megan started at TLF as a law clerk in 2020 and has been with the firm ever since! She was officially admitted to the New York State Bar in 2022 and her current position is an Associate with the firm.



I love working at TLF. The team approach to everything really makes the difference and the benefits you receive as an employee really enhance my work-life balance.



By joining our team, you are giving yourself the
OPPORTUNITY to **advance your career to the next level.**

With our growing team of attorneys and professional staff, TLF provides a rewarding and challenging work environment with a culture that puts the well-being of its employees first in order to support the growth and success of their career. We offer competitive pay, flexibility, and unique benefits that facilitate the best work-life balance possible for our employees.

CONTACT US TODAY TO DISCUSS
YOUR FUTURE AT TLF.

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THE TOWNE
LAW FIRM, P.C.
ATTORNEYS AT LAW

Albany, NY | Saratoga Springs, NY | Burnt Hills, NY | Valatie, NY | Arlington, MA | Bennington, VT | Sparta, NJ

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