

# You



and **Quarles & Brady** LLP  
(Madison)

Quarles & Brady is proud to have so many dedicated and hard working individuals contributing to our success. In return, we offer a comprehensive compensation and benefits package and great programs that bring balance to busy lives. We care and want our employees to succeed both personally and professionally.

## Compensation

Q&B's pay is competitive in the marketplace and based on education, years of experience, performance and the position's level of responsibility. Associates, paralegals and salaried administrative staff are eligible for bonus programs. All positions are evaluated at least annually.

## Performance and Recognition

Recognition programs vary by position but include anniversary gifts, gift certificates and attendance awards for staff, employee referral awards for associates and staff, and bonus programs for associates and paralegals.

## Work Life

### Workplace Culture

- Respectful and professional environment
- Diverse multi-generational workforce
- Mentally stimulating and exciting work
- Talented employees
- Strong technological capabilities
- Business casual dress
- Comprehensive training and mentoring
- Numerous opportunities to connect with others socially, including employee organized birthday celebrations, summer and winter family gatherings and "Trick or Treat" party for children of employees
- Professionals dedicated to diversity and community outreach

## Benefits

Q&B has designed a comprehensive benefit package to supplement compensation and provide a safety net for employees and their families:

### Group Insurance and Other Benefits

- Comprehensive health, vision and dental insurance
- Life Insurance
- Long Term Disability Insurance
- Retirement Plan and 401(k)
- Employee Assistance Program
- Pre-tax programs for dependent care, medical reimbursement and parking/transit expenses
- Subsidized transit program
- Most coverage, including health insurance, effective first day of work

### Supplemental Insurance

- Supplemental Life Insurance
- Supplemental Income Protection
- Long Term Care Insurance

### Paid Time-Off

- Paid vacation, sick, personal and holiday time
- Non-exempt sick time can be used for sick family members
- Non-exempt time off can be scheduled in quarter-hour increments to give employees the flexibility to meet personal needs
- Family leave for new parents
- Paid time off for funerals and jury duty

## Professional Development

Q&B offers numerous opportunities to enhance skills and competencies including:

### Professional Development

- Quarles & Brady University - professional development programs
- Health & Wellness classes
- Extensive Law Library and Online Resources
- Resource Library
- Seminars
- Department/Practice Group Programs
- Side-by-Side Training
- Mentoring Program
- CLE opportunities

### Technology Training

- Comprehensive new hire training
- Hands-on group programs
- Personal one-on-one training
- IT Help Desk
- Lexis and Westlaw training

### Workplace Flexibility

- Part-time and reduced hour work schedules
- Flexible scheduling
- Attorneys and salaried administrative staff have remote network access
- Evening secretarial and office services staffing

### Health and Well Being

- Employee Assistance Program - confidential support and resources for a wide range of issues including: parenting, adoption, eldercare, stress, depression, financial planning and budgeting, legal issues and mediation
- Educational Programs, Flu Shots, Health Screenings, Smoking Cessation, Weight Management Programs
- Comprehensive Wellness Program thru [www.QBLivingWell.com](http://www.QBLivingWell.com)
- Fitness First rewards by health insurer
- Health Club Reimbursement Program
- Healthy Living Reimbursement Program
- Automatic defibrillators (AED)
- Chair Massages
- A "Quiet Room" for employees who are mildly ill
- Personal interest programs during lunch on various personal care and home topics

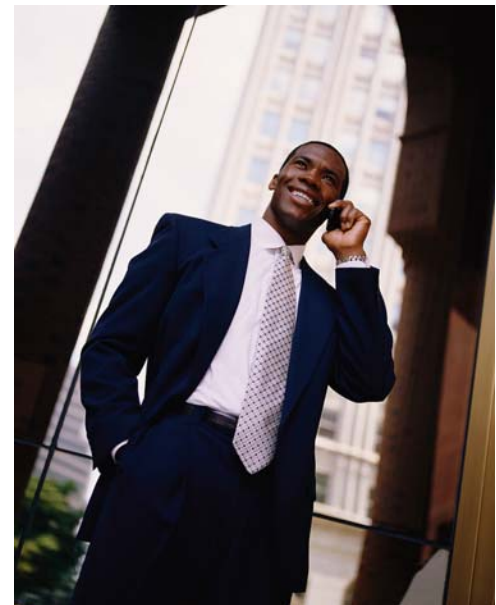


WE CARE & WANT YOU TO SUCCEED



### Financial Support

- Earn discounts on health insurance through Wellness Program
- Comprehensive Retirement and 401(k) plan
- Payroll Direct Deposit
- M&I Bank Promotions
- 529 College Savings Programs
- On-site financial and investing seminars
- Free financial consultation (EAP) and investment advice (Vanguard)
- Discounted tickets/coupons for theater, movies and events such as Summerfest, State Fair, Great America, Bristol Renaissance Faire, and various Wisconsin Dells attractions, including Noah's Ark
- Discounted AAA memberships
- GM vehicle and Dell computer discounts



### Caring for Dependents

- The ability to insure family members at a reasonable cost
- Domestic partner benefits; same sex and opposite sex
- Dependent Care Plan to pay child care or adult care expenses on a pre-tax basis
- Child care and eldercare referrals (EAP)
- Backup Care Program for infants through the elderly
- Adoption Information Service (EAP)
- Long term care insurance
- Time off to care for a seriously ill spouse, child or parent
- New parent packets for expectant parents including a present for the baby and information on leave of absences, childcare, 529 college savings plans, and local resources for working parents
- A "Quiet Room" for breastfeeding mothers
- Annual "Take Your Child to Work Day" sponsor
- Delayed start time on child's first day of school; flexibility to attend school programs and sporting events



### Workplace Conveniences

- Onsite restaurants
- Onsite convenience store with snacks, greeting cards and other sundries
- Onsite bank and financial services company
- Onsite postal and overnight delivery services
- Fitness Club nearby
- Numerous restaurants and shops nearby
- Office is located on several bus routes
- Easy access to numerous downtown events and points of interest such as Concerts on the Square, Farmers Market, Overture Center for the Arts, Monona Terrace Community and Convention Center, State Capitol and University of Wisconsin campus
- EAP Convenience Services provide information and referrals for a variety of personal needs including pet care, health & fitness, cars & transportation, homes and relocations.

### Community Involvement

- Numerous community fund raisers and participation in organizations such as United Way, American Heart Association, Susan G. Komen Race for the Cure and more
- Sponsor community service for Second Harvest Holiday Food Drive, Teen Gift Program, Days of Caring, partnership with local elementary school and more



GROWTH

COLLABORATION

DIVERSITY