

You



and Quarles & Brady ^{LLP} (Phoenix)

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. Attorneys, paralegals and salaried administrative positions are eligible for various bonus programs. All positions are evaluated at least annually.

Benefits

Q&B has designed a comprehensive benefit package to supplement your compensation and provide a safety net for you and your family:

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

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 their personal needs
- Family leave for new parents
- Paid time off for funerals and jury duty

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. Internal newsletter promotes our "Terrific and Tireless" awards. We are listed as one of Arizona's *Best Companies to Work*.

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

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
- Professionals dedicated to diversity and community outreach

Workplace Flexibility

- Part-time and reduced hour work
- Job sharing / 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
- Work Life Balance Seminars
- On-Site Fitness Club
- Educational Programs, Flu Shots, Health Screenings, Smoking Cessation, Weight Management Programs, Wellness Initiatives
- Health Club Reimbursement Program
- Healthy Living Reimbursement Program
- Automatic defibrillators (AED) on every floor and a team of First Responders trained in their use
- Chair Massages
- On-site Yoga Classes
- A "Quiet Room" for employees who are mildly ill
- Employee organized walking clubs
- Personal interest programs during lunch on topics such as personal safety.



WE CARE & WANT YOU TO SUCCEED



Financial Support

- 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)
- Discounted tickets/coupons for movies and events such as State Fair, San Diego Zoo, Disney World and Sea World
- 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 "Mom's 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
- Emergency on-site day care



Community Involvement (Quarles Cares)

- Numerous community fund raisers and participation for organizations such as United Way, Juvenile Diabetes Research Foundation, Toys for Tots, and many more
- Sponsor community service for St. Mary's Food Bank, St. Vincent de Paul and Habitat for Humanity
- Support Capitol Elementary School in Phoenix as homeroom parents and tutors
- Corporate breakfast sponsor for Saint Vincent de Paul, first Tuesday of each month feed homeless at Phoenix Downtown Dining Room

Workplace Conveniences

- Onsite fitness center
- Onsite convenience store with fresh fruit, snacks, cards, gifts, and dry cleaning
- Onsite bank and financial services company
- Onsite postal services and overnight delivery services
- Nearby walk-in health clinic and dentist
- Numerous restaurants and shops nearby
- Convenient access to Maricopa County Freeway System
- Office is located on several regular and rapid bus routes
- Easy access to numerous downtown events such as Chase Field, US Airways Center, Phoenix Symphony, Civic Center, Orpheum, Herberger Theatre, Dodge Theater, various ethnic festivals and more
- EAP Convenience Services provide information and referrals for a variety of personal needs including pet care, health & fitness, cars & transportation, homes and relocations.



GROWTH

COLLABORATION

DIVERSITY