

# You



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

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.

## 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

## 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.

## 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 schedules
- Job sharing / flexible scheduling
- Attorneys and salaried administrative staff have remote network access

### 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)
- Health Club Reimbursement Program
- Healthy Living Reimbursement Program
- Automatic defibrillators (AED) and a team of First Responders trained in their use
- Chair Massages
- A "Quiet Room" for employees who are mildly ill
- Personal interest programs during lunch on topics such as home decorating, landscaping, healthy cooking and skin care



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
- Various bank promotions
- 529 College Savings programs
- On-site financial and investing seminars
- Free financial consultation (EAP) and investment advice (Vanguard)
- GM vehicle and Dell computer discounts
- Discounted tickets/coupons to local attractions, events, stores, restaurants through *WorkPlace Network*



### 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
- Delayed start time on child's first day of school; flexibility to attend school programs and sporting events



### Workplace Conveniences

- On-site monthly bus pass distribution
- Mobile shoe shine service
- Dry cleaning/laundry pick up and delivery
- Mobile chair massage sessions
- Office located on several bus routes
- Bank and financial services company located in building
- Convenient access to Interstate 10 freeway
- Easy access to numerous downtown events such as Tucson Meet Yourself, Farmers Market, International Gem & Mineral Show, and various ethnic festivals

### Community Involvement

- Numerous community fund raisers and participation for organizations such as United Way, Susan G. Koman Breast Cancer Foundation, Food Bank, TMM Children's Village, Volunteer Lawyers Program, Parent Aid, Travelers Aid

Office located within walking distance to:

- Fitness center
- Convenience market
- Numerous restaurants, galleries, theatres, and shops
- Bus Transit center



GROWTH

COLLABORATION

DIVERSITY