



EXHIBIT: COMPENSATION AND BENEFITS SCHEDULE

ELIGIBILITY AND EFFECTIVE DATE

This Compensation and Benefits Schedule (the "Schedule") is an exhibit to the Employment Agreement between Employee and Paraclete Ministry Group (the "Company"). This Schedule is only applicable to employees of the Company who have executed an Employment Agreement.

This Schedule is effective as of the date Employee and the Company enter into an Employment Agreement and shall continue in effect until either (a) Company terminates or amends the Schedule or the Employment Agreement, or (b) Employee separates from employment with the Company or transfers to a position not covered by this Schedule.

Resident Counselor Clinical Level 1 (C1)

DCC	Professional Development	Leadership Responsibilities	Total Hours	Salary w/ 8hrs Peak	Salary No Peak	Additional Sessions
28/1,344	12	n/a	40	\$ 60,000	n/a	\$ 50

- *Peak Sessions begin at or after 5pm Mon-Fri in the counselor's time zone and all-day Saturday and Sunday.*
- *Direct Client Care (DCC) are the number of sessions contracted to be available for seeing clients each week/annually.*
- *Additional Sessions are billable sessions of counseling completed more than the counselors annual contracted DCC.*
- *DCC hours not scheduled with counseling sessions are used for additional professional development.*

Full-Time Benefits

- Medical Insurance Reimbursement (*\$50 per pay cycle*)
- Dental, Vision, Life Insurance (*100% for employee*)
- 401(k) (*50% match up to first 3% of pay*)
- Paid Holidays (*3 – Memorial, Thanksgiving, Christmas*)
- Unpaid Holidays (*8 Federal Holidays*)
- PTO up to 80 hours (*0.04 per hour worked*)
- UTO up to 80 hours (*0.04 per hour worked*)
- Professional Liability Insurance
- Short-Term Disability (*Group plan, employee pays*)
- Unpaid Parental Leave up to 12 weeks

Residency

- 6 AEDP Therapy Sessions Reimbursed
- Monthly Process Therapy Group
- Individual Supervision
- Group Supervision
- Weekly Didactic Training
- *Neuroscience Informed Christian Counseling (NICC)

Certified Counselor Clinical Level 2 (C2)

	DCC	Professional Development	Leadership Responsibilities	Total Hours	Salary w/ 8hrs Peak	Salary No Peak	Additional Sessions
FT-G	24/1,152	8	8	40	\$ 110,000	\$ 100,000	\$ 75
FT	28/1,344	8	N/A	36	\$ 90,000	\$ 80,000	\$ 75
PT-G	16/768	8	8	32	\$ 70,000	\$ 60,000	\$ 75
PT	16/768	8	N/A	24	\$ 50,000	\$ 40,000	\$ 75

- *Peak Sessions begin at or after 5pm Mon-Fri in the counselor's time zone and all-day Saturday and Sunday.*
- *Direct Client Care (DCC) are the number of sessions contracted to be available for seeing clients each week/annually.*
- *Additional Sessions are billable sessions of counseling completed more than the counselors annual contracted DCC.*
- *DCC hours not scheduled with counseling sessions are used for additional professional development.*

Full-Time Benefits

- Medical Insurance Reimbursement (*\$50 per pay cycle*)
- Dental, Vision, Life Insurance (*100% for employee*)
- 401(k) (*50% match up to first 3% of pay*)
- Paid Holidays (*3 – Memorial, Thanksgiving, Christmas*)
- Unpaid Holidays (*8 Federal Holidays*)
- PTO up to 80 hours (*0.04 per hour worked*)
- UTO up to 80 hours (*0.04 per hour worked*)
- \$250 annual Continuing Education reimbursement
- Professional Liability Insurance
- Short-Term Disability (*Group plan, employee pays*)
- Unpaid Parental Leave up to 12 weeks

Part-Time Benefits

- 401(k) (*50% match up to first 3% of pay*)
- Unpaid Holidays (*11 Federal Holidays*)
- PTO up to 80 hours (*0.04 per hour worked*)
- UTO up to 80 hours (*0.04 per hour worked*)
- Unpaid Parental Leave up to 12 weeks
- Professional Liability Insurance

Advanced Practice Counselor Clinical Level 3 (C3)

	DCC	Professional Development	Leadership Responsibilities	Total Hours	Salary w/ 8hrs Peak	Salary No Peak	Additional Sessions
FT-CS	24/1,152	8	8	40	\$ 150,000	\$ 138,000	\$ 100
FT	28/1,344	8	N/A	36	\$ 120,000	\$ 108,000	\$ 100
PT-CS	16/768	8	8	32	\$ 105,000	\$ 93,000	\$ 100
PT	16/768	8	N/A	24	\$ 75,000	\$ 63,000	\$ 100

- *Peak Sessions begin at or after 5pm Mon-Fri in the counselor's time zone and all-day Saturday and Sunday.*
- *Direct Client Care (DCC) are the number of sessions contracted to be available for seeing clients each week/annually.*
- *Additional Sessions are billable sessions of counseling completed more than the counselors annual contracted DCC.*
- *DCC hours not scheduled with counseling sessions are used for additional professional development.*

Full-Time Benefits

- Medical Insurance Reimbursement (*\$50 per pay cycle*)
- Dental, Vision, Life Insurance (*100% for employee*)
- 401(k) (*50% match up to first 3% of pay*)
- Paid Holidays (*3 – Memorial, Thanksgiving, Christmas*)
- Unpaid Holidays (*8 Federal Holidays*)
- PTO up to 120 hours (*0.06 per hour worked*)
- UTO up to 80 hours (*0.04 per hour worked*)
- \$500 annual Continuing Education reimbursement
- Professional Liability Insurance
- Short-Term Disability (*Group plan, employee pays*)
- Unpaid Parental Leave up to 12 weeks

Part-Time Benefits

- 401(k) (*50% match up to first 3% of pay*)
- Unpaid Holidays (*11 Federal Holidays*)
- PTO up to 80 hours (*0.06 per hour worked*)
- UTO up to 80 hours (*0.04 per hour worked*)
- Unpaid Parental Leave up to 12 weeks
- Professional Liability Insurance

Minimum Wage

Under no circumstances will the provisions of this Schedule result in an Employee being paid less than minimum wage for all hours worked in a pay period. If you ever believe that you have not been paid at least minimum wage for all hours worked, please notify your manager or Human Resources.

PTO Policy

The Company's PTO Policy provides all Colorado employees with paid leave in accordance with Colorado's Healthy Families and Workplaces Act (HFWA), including paid sick leave required during a public health emergency.

All PTO hours may be used for any reason enumerated under the HFWA and may be used immediately. For any foreseeable absence employees must make a good faith effort to provide advance notice of the need for leave and make a reasonable effort to schedule the leave in a manner that does not unduly disrupt operations.

Please note, additional leave will not be provided if an employee uses all available PTO for non-HWFA qualifying purposes (unless a Public Health Emergency is declared, in which case Public Health Emergency Leave (PHEL) will be provided, as stated below).

PTO Carryover:

All employees are entitled to carryover a maximum of 48 hours of accrued time from one year to the following calendar year, and then accrue additional time consistent with the rates described above, until the maximum is reached.

Public Health Emergency Leave (PHEL):

In the event of a "public health emergency," Colorado employees will be entitled to the following additional PHEL hours. For purposes of this PTO policy, a "public health emergency" is:

- An act of bioterrorism, a pandemic influenza or an epidemic caused by a novel and highly fatal infectious agent, for which: (1) an emergency is declared by a federal, state, or local public health agency; or (2) a disaster is declared by the governor; or (3) a highly infectious illness or agent with epidemic or pandemic potential for which a disaster emergency is declared by the Governor.

During a public health emergency, upon request to use PTO for the below enumerated PHEL reasons, employees will immediately be able to access a one-time supplement of PHEL in addition to whatever amount of PTO hours the employee has available, to ensure the employee has access to the following minimum amounts of PTO:

- For employees working 40 hours or more per week, at least 80 hours of total paid leave will be accessible

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- For employees working fewer than 40 hour per week, the greater of:
 - the amount of time the employee is scheduled for work or paid leave in the 14-day period after the leave request will be accessible; or,
 - the amount of time the employee actually worked in the 14-day period prior to the declaration of the public health emergency or the leave request will be accessible, whichever is later.

From the declaration of a public health emergency until four weeks after the official termination or suspension of the emergency declaration, PHEL can be used for any of the following reasons:

- To self-isolate and care for, or seek or obtain medical diagnosis, care, or treatment, of oneself or a family member, who is self-isolating because the employee or family member is diagnosed with, or experiencing symptoms of, a communicable illness that is the cause of a of a public health emergency (including preventative care);
- An employee is unable to work because the employee has a health condition that may increase susceptibility to or risk of communicable illness that is the cause of the public health emergency;
- Either the Company or a public health authority with appropriate jurisdiction determines that an employee's presence on the job or in the community would jeopardize the health of others because of the individual's exposure to a communicable illness that is the cause of a public health emergency or because the individual is exhibiting symptoms of such a communicable illness, regardless of whether the individual has been diagnosed with the illness;
- To care for a family member after either the family member's employer or a public health authority with appropriate authority determines that the family member's presence on the job or in the community would jeopardize the health of others because of the family member's exposure to a communicable illness that is the cause of a public health emergency or because the family member is exhibiting symptoms of such a communicable illness, regardless of whether the family member has been diagnosed with the illness;
- To care for a child or other family member when their childcare provider is unavailable due to a public health emergency or their school or place of care has been closed due to a public health emergency (including when the school or place of care is physically closed but providing instruction remotely).

When the need for PHEL is foreseeable and the workplace has not been closed, employees must notify the Company of the need for PHEL as soon as practicable. No supplemental PHEL will be provided if the employee already has 80 or more hours of paid sick leave available to use for a PHEL purpose.