



Connecting, Engaging & Empowering People



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Summary of Benefits

Are you ready to make a difference? Whether you're fresh out of college, or an experienced professional, Coley & Associates (Coley) is the place to cultivate your knowledge, build on your experiences, and use your expertise to make a real difference.

At Coley, “culture” isn’t just a buzzword—it defines our work ethic, strong tradition of respect, integrity, and employee development. Coley is a place where a person’s talents, contributions, and ideas are welcomed and rewarded. We pride ourselves on our culture of open communication - one in which employees know where the organization is headed, how they fit into these plans, and what’s expected of them. Best of all, our culture creates a superior work/life balance where people can plan weekend trips without fear of last minute work requirements.

Coley is dedicated to helping others and we start with our employees. In the current economic reality where many employers are cutting employee benefits, we are proud that we are able to continue to offer a robust benefits program that addresses our employees’ and their families’ needs.

Compensation & Benefits: We offer competitive salaries, annual merit increases and bonuses, generous paid time off, and a full range of benefits including medical, RX, vision, and dental coverage. Other benefits include Flexible Spending Account, 401(k) Retirement Savings Plan, Short & Long Term Disability, and Group Life and AD&D Insurance; plus Optional Life Insurance is available for both the employee & family members. We also provide many other benefits including an Employee Assistance Program, training for technical, professional and personal development, employee performance and idea incentives, discounted merchandise program, and convenient door-front parking at our walk-in office. Overall, Coley is a supportive, interactive, and fun workplace.

About Coley

Coley & Associates, Inc. (Coley), founded in 2001, is growing rapidly and looking for great talent to help us deliver innovative solutions to government and private-sector companies throughout the United States.



LEAVE BENEFITS

Paid Time Off (PTO) – PTO is provided for employees to be away from work due to vacation, illness, or other personal requirements.

Holidays – Regular, full-time employees receive 10 paid holidays each calendar year.

Jury Duty – Regular, full-time employees receive pay for 5 working days of jury service per calendar year.

Bereavement – Regular, full-time employees receive compensation for time absent from scheduled work upon the death of a member in immediate and extended family.

Voting – Voting is everyone's responsibility and Coley helps its employees meet their voting obligation by permitting paid time-off from work to cast their votes.

HEALTH BENEFITS

Regular, full-time employees are eligible to participate in the Medical, Dental, and Vision care plans after just 30 days of employment. Premiums for employee coverage are mostly paid by Coley. Eligible dependents include spouse and dependent children under the age of 19 (or adult children under the age of 26 who are not eligible for other medical care coverage through their employer or the military).

Medical Care – Coley offers several different Preferred Provider Organization (PPO) plans. All plans provide comprehensive medical benefits, including maternity coverage, and participants can select any health care provider.

Dental Care – Coley offers a Preferred Provider Organization (PPO) plan allowing participants to select the dentist of their choice. Routine preventive services are covered with no deductible or co-pay.

Vision Care – The vision care plan covers eye exams for a nominal co-pay, corrective lenses, frames, and contacts up to a maximum dollar amount either annually or every 2 years. Discount on laser eye surgery is available.

Health Care Reimbursement Account – Health Care Reimbursement Accounts allow employees to be reimbursed for health care expenses using pre-tax dollars through salary reduction. Eligible expenses include deductibles, co-payments, and other out-of-pocket medical expenses.

INSURANCE BENEFITS

Group Life Insurance and Personal Accidental Insurance – Regular, full-time employees have a death and personal accident benefit that pays one times base salary up to \$50,000. Premiums are covered in full by Coley.

Voluntary Group Universal Life Insurance and Personal Accidental Insurance – Optional coverage for full-time regular employees and their families is available; premiums are paid by employee.

Voluntary Short-Term and Long-Term Disability Insurance (STD/LTD) – STD/LTD insurance benefits provide income protection and other benefits to regular, full-time employees faced with short-term and long-term disability as a result of sickness or injury. These benefits include up to 60% of base monthly earnings (up to \$10,000 per month).

RETIREMENT SAVINGS PROGRAMS

401(k) Retirement Savings Plan – Regular, full-time employees are eligible for this pre-tax benefit. It is never too early and it is never too late to take charge of your retirement and start saving.

529 College Savings Plan Information – Information on several state-sponsored college savings plans available to any U.S. resident.

OTHER BENEFITS

Employee Assistance Program – Free work-life services, confidential counseling and support program for employees and their families administered by OptumHealthSM Care24®.

Training and Development – Thousands of free instructor-led and online competency and skill training courses are available, monthly catered Lunch & Learn training on various topics, and access to a free 24x7 online bookstore.

Social Events – Monthly birthday and anniversary celebrations, annual holiday dinner party with games and prizes, annual company picnic, fun contests throughout the year, and much more.

Community Events – Local events that benefit Disabled Veterans and the San Antonio community such as Wounded Warrior programs, Fisher House, Habitat for Humanity, Susan G. Komen Race for the Cure, Toys for Tots, clothing drives and more.

Employee Discounts and Services – Online resource center offering discounts on a variety of products and services, such as men's and women's apparel, automotive, computer & electronics, entertainment, dining, sports & fitness, travel, and much more.

Credit Union – Offers up to 5 FREE ATM withdrawals per month (including fees from other ATMs), FREE online banking via Home-Branch, FREE online Bill Pay, a FREE Visa® debit card, and your first 50 checks FREE (requires direct deposit and e-Statements).