



STREAMLINE

New Hire Orientation

Agenda

- I-9 Verification
- Get to Know
- Kevin's Role
- Mission + Values Overview
- Benefits Overview
- Q&A
- Time with Tom - Equipment Setup

Let's get to know each other

1. Why did you choose Streamline?
2. Recent Achievement You're Proud of
3. Fun Fact

Kevin's Role as People Operations

1. Recruiting
2. Payroll
3. Benefits Administration
4. Culture
5. Employee Engagement
6. Policies
7. HR Compliance
8. Employee Issues

People Operations is here to support you during your time at Streamline as well as keeping Streamline compliant and safe.

Our mission

Communities, better served.

Streamline Values

humble.

We're learn-it-alls, not know-it-alls. We operate with a beginner's mindset, set ego aside, ask and listen to tough questions, and prioritize *what* is right over *who* is right.

passionate.

We bleed Streamline red. We're proud of our wins and the quality of our work, yet we're just as proud of our impact on local communities.

getting shit done.

We have an owner's mentality. We take responsibility for our successes and learn from our setbacks. Regardless of constraints, we find a way to deliver in service of our mission.

Streamline History

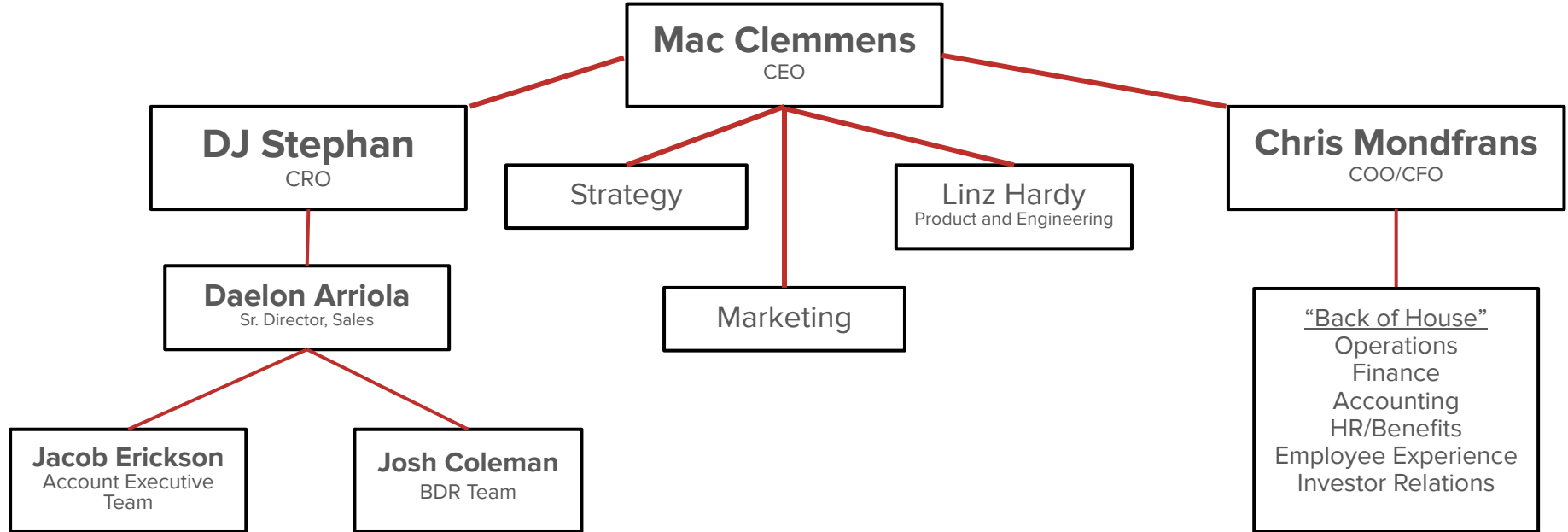
2004: Started by Mac as Digital Deployment

May 2022: Digital Deployment sold off, but Mac kept Special District customer base and created Streamline!

2024: 100%+ ARR growth from \$3m to \$6m!

2025: On the road to \$10M ARR—and you're a key part of the journey!

Organization Chart



Benefits!

Medical, Dental, and Vision Benefits

- Ease is the benefits portal
- You have until the end of the month to elect your benefits
- Benefits coverage starts the 1st of next month
- Streamline Contributes:
 - Medical (Kaiser, Sutter, Anthem Blue Cross, Western Advantage Health, Health Net):
 - 100% of the employee cost and 70% of the dependent cost for the base plan.
 - Base Plan: Kaiser Gold HMO B
 - Dental & Vision (Beam):
 - 100% of the employee cost and 70% of the dependent cost.
 - Basic Life, Disability & EAP:
 - 100% of the employee only cost.

Employee Assistance Program

Magellan Health EAP

- Emotional Wellbeing
 - Up to 8 counseling sessions per year
- Daily Life Assistance
 - Personalized guidance for: childcare/parenting/adoption, caregiver support, pet care, special needs, home repair/improvement, kids summer programs, household services, and more
- Additional Support
 - Legal Consultation, Financial Counseling, Identity Theft Services, Childcare Assistance
- Call 1-800-424-4039 or go to Member.MagellanHealthcare.com

Retirement Plan

401k through Vanguard

- <https://my.vanguardplan.com/>
- You're Eligible NOW! (once you feed over to Vanguard)
- Traditional (pre-tax) and Roth (post-tax) are both available
- 2025 Limit: \$23,500 (including any contributions from prior jobs this year)
- Up to 4% company match if you contribute 5%
 - First 3% is matched at 100%
 - Second 2% is matched at 50%
- Immediate vesting for employer match
- Your future self will thank you for saving for retirement!
- You'll get an email directly from Vanguard 3-5 days *after* the next payday

Ownership in Streamline

Employee Stock Option Program (ESOP)

- Your offer letter included a number of shares for your new hire grant
- All grants are reviewed and approved at the next board meeting
- Expect an email in 1-3 months from Carta to accept your grant
- 4 year vesting, 1 year cliff (25% will vest on your 1 year anniversary, then 1/48 of the grant amount each month after)
- You have the *option* to purchase at a set “exercise” price
- Learn more here: <https://carta.com/learn/collections/employee-equity/>

Cool Additional Benefits

- \$100/month cell phone/home office reimbursement
- Dependant Care Flexible Spending Account (DCFSA)
 - Contribute up to \$5,000/yr (or \$2,500 for self only) pre-tax for:
 - Before and after school programs, Daycare, Preschool, Adult Day Care
- Flexible Spending Account (FSA) - \$ for \$ Match
 - 2025 Max: \$3,300 pre-tax
 - Can roll over \$660 into 2026
 - Any amount over \$660 in your account after Dec 31, 2025 is forfeited
 - Date of billing/purchase, not date you received the bill or paid
 - If you leave (or get fired), you have 90 days to submit any receipts for purchases made before or on that date. Everything else is forfeited
- Lifestyle Spending Account (LSA) - \$2,000/yr
 - Provides reimbursement for costs associated with physical fitness, emotional health, professional development, financial services, and more.
 - Examples: Personal Trainer, Gym Membership, Entry Fees (5k, kickball), Snowboard Passes, Annual Park Passes, Golf, Swim Class, Hunting and Fishing Licenses

TAG Login Information (Spending Account Reimbursement)

DCFSA, FSA and LSA are through TAG.

To create your account:

- <https://www.enrollwithtag.com/>
- Employer ID: TAGSTREAMLIN (no E)
- Member ID: SSN (no dashes)

Payroll Schedule

- Streamline pays semi-monthly (aka twice per month)
- Default is 86.67 hours per check (2080 hours/yr divided by 24 pay periods)
- Pay Periods
 - 1st - 15th
 - 16th - Last Day of the Month
- Pay Day
 - 5th of the month
 - 20th of the month
 - *(Or on the business day before if pay day falls on a federal holiday or weekend)*
- Commission Check (if applicable)
 - By the 20th of the month following the month commission is earned

Flexible Time Off

- Time off for Sick or Vacation is not accrued or banked
- “Unlimited” flexible time off
- We trust you to make the right decisions
- If you're sick, let your manager know as soon as you can (email, text, call, slack)
- For Vacations or other days off, please give your manager and team as much notice as possible, ideally 2+ weeks in advance
 - Email your manager
 - Add to your calendar
 - Put together a coverage plan for things happening while you're out
- **Bereavement** - up to 5 days for the death of a family member

Q&A