

## Q&A

**Q. Does Keating Muething & Klekamp provide training for its employees?**

A. Yes, we have an extensive training schedule that includes computer-based training along with job specific training. Ongoing training classes are also offered on a variety of topics.

**Q. What type of benefits does KMK offer?**

A. We offer an extensive benefit package including, health, dental, and vision benefit packages, 401(k), life insurance, long and short term disability, a flexible benefits plan, paid time off, and a wellness program. For additional information regarding benefits, please contact: Lori S. Moser, Director of Human Resources, [Imoser@kmklaw.com](mailto:Imoser@kmklaw.com) or (513) 579-6556 or [click here](#) for details regarding benefits.

**Q. What is the dress code policy at Keating Muething & Klekamp?**

A: We have maintained a "traditional" professional dress code effective Monday through Thursday. All personnel are expected to dress in a business-like manner consistent with the professional atmosphere of the firm, keeping in mind the impression made on clients, visitors, and other employees. The firm has adopted a "business casual" dress code for Fridays.

**Q. Where do we park? Do you reimburse for parking?**

A. Parking is available in a number of lots throughout downtown Cincinnati. As a result of tax legislation passed in 1997, KMK has established a parking program that allows employees who pay for their own parking or bus pass to pay on a "pre-tax" basis. In other words, instead of paying for your parking/bus pass out of your net pay (gross salary less payroll taxes and other withholdings), you may make an election to reduce your gross salary for the cost of your parking/bus pass, thereby avoiding payroll taxes on the amount of your salary reduction election (the cost of your parking/bus pass). Depending upon your personal tax bracket, this may provide a tax savings of 15% to 45% of your annual parking/bus pass cost.

**Q. Does Keating Muething & Klekamp host employee events?**

A. Yes, we feel one of the fundamental strengths of our firm lies with the employees we hire; therefore we work hard to maintain a family environment throughout the firm. Some of the events we host include:

*Annual Firm Picnic*

Each year we host an annual picnic for everyone at the firm including spouses and children, at Coney Island. Employees enjoy complimentary access to the pool and rides.

*Staff Appreciation Day*

Keating Muething & Klekamp values its employees and understands the importance of working together as a team to provide quality legal services to our clients. Each year we reserve a special day to say thanks to our employees for their hard work, loyalty, and dedication.

*Festival of Lights*

Keating Muething & Klekamp appreciates the opportunity to celebrate the holidays with its extended Firm family. Each year employees and their families are invited to gather at the "Holiday Lodge" at the Cincinnati Zoo. Drinks and hors

## Q&A (Continued)

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d'oeuvres are served in the lodge and complimentary admission and train tickets are available for those who wish to enjoy the Festival of Lights at the Cincinnati Zoo.

**Q. Does KMK provide any additional support to working parents?**

A: Yes. From the very beginning, when the firm was started in the mid-1950s, the founders embraced the ideals of being supportive of family commitments. For those staff members who work on Saturdays in the office, the firm provides inhouse babysitting service and provides lunch to attorneys, staff, and the children who are in the office on Saturdays.

In addition, KMK provides a "mother's room" within our offices, equipped with a refrigerator, sink, lounge chair, and electric pump for nursing mothers.