

APPENDIX A

BENEFITS AT A GLANCE										
BENEFIT	WHO IS ELIGIBLE	SUMMARY								
Overtime	Hourly employees <u>working</u> over 40 hours per week. Hours paid but not worked, such as holidays, do not result in overtime.	Overtime hours times 1.5 hourly rate. Must be authorized and approved in advance. Compensatory time off in lieu of overtime when possible so hours <u>worked</u> do not exceed 40 hours.								
Vacation	Regular full time employees	Upon completion of 1 years' service -- 10 days Upon completion of 5 years' service -- 15 days Vacation is earned at employee's anniversary date. No carryover from one calendar year to the next.								
Personal Time Off	Hourly employees	1 day accrued for each 6 month period (1/1 to 6/30 and 7/1 to 12/31) of perfect attendance. Unused PTO is not paid at termination.								
	Salaried employees	5 days off per year for sick or personal time off. Unused PTO is not carried over and not paid at termination.								
Jury Duty	Regular full time employees	Employees receive regular pay up to a maximum of 3 days for jury duty during regularly scheduled days.								
Holidays	Regular full time employees	8 days <table border="0" style="display: inline-table; vertical-align: top;"> <tr> <td>New Years Day</td> <td>Labor Day</td> </tr> <tr> <td>Memorial Day</td> <td>Thanksgiving</td> </tr> <tr> <td>Independence Day</td> <td>Christmas Day</td> </tr> <tr> <td>Employee's Birthday</td> <td>Floating Holiday</td> </tr> </table>	New Years Day	Labor Day	Memorial Day	Thanksgiving	Independence Day	Christmas Day	Employee's Birthday	Floating Holiday
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Leaves of Absence	All employees	Unpaid leaves not to exceed 30 days. Requires approval. See policy for leaves subject to FMLA & non-FMLA leaves.								
Health Insurance	Full time employees on 1 st of month following 60 days employment	Company pays premium for 80% of employee's coverage. Employee pays premium for dependent coverage. Tax exempt under Section 125 Plan.								
Dental Insurance	Full time employees on 1 st of month following 60 days employment	Employee pays for coverage. Tax exempt under Section 125 Plan.								
Vision Insurance	Full time employees on 1 st of month following 60 days employment	Employee pays for coverage. Tax exempt under Section 125 Plan.								
Life/AD&D Insurance	Full time employees on 1 st of month following 60 days employment	Company pays insurance premium on \$10,000 policy. Additional life insurance available.								
Aflac Non-Core Insurance	All employees working 19 or more hours per week.	Employee pays for coverage. Specified policies may be tax exempt under Section 125 Plan.								
Simple IRA	Full time employees following one year employment prior to enrollment date earning over \$5,000 in current year.	Enrollment dated January 1 and July 1. 15% of annual income with a maximum of \$12,500 annually (employees over age of 50 is \$15,500); maximum contribution limit may change year to year. Employer matching contribution up to 3% of compensation.								
Payroll Direct Deposit	All employees	Company provides payroll to be direct deposited to checking or savings account at no cost.								