

## ***PRIDE ENTERPRISES EMPLOYEE BENEFITS SUMMARY SHEET***

The Company offers full-time regular employees the following benefits.

1. **Medical Plan under Blue Cross/Blue Shield Blue Options.** Both the company and the employee share the cost for this benefit. Eligibility starts the first day of the third month of employment with the month of hire not included. For example, if you are hired in January, January is not counted; therefore, the first day of the third month after hire month is 1 April (February – 1<sup>st</sup> month, March – 2<sup>nd</sup> month, and April – 3<sup>rd</sup> month).

<b>COVERAGE</b>	<b>BI-WEEKLY COST</b>
Employee Only	\$27.69
Employee + Spouse	\$74.77
Employee + Child(ren)	\$74.77
Employee + Family	\$83.08

2. **Prescription Pharmacy Plan under Blue Cross/Blue Shield.** Employees are eligible if employee elects health coverage. Payment plans for prescription supply covers 30 to 90 day period.
  - Mail in prescriptions benefits employees as the employee will receive a three-month supply of medication at the two-month cost price.
3. **Dental Plan under Guardian Life.** Both the company and the employee share the cost for this benefit. Eligibility starts the first day of the third month of employment with the month of hire not included.

<b>COVERAGE</b>	<b>BI-WEEKLY COST</b>
Employee Only	\$6.46
Employee + 1 Dependent	\$12.46
Employee + 2 Dependent	\$18.92
Employee + 3 or more	\$25.38

4. **Vision Care under CompBenefits.** This is an employee elective benefit, which is paid by the employee through payroll deduction. Eligibility starts the first day of the third month of employment with the month of hire not included.

<b>COVERAGE</b>	<b>BI-WEEKLY COST</b>
Employee Only	\$3.00
Employee + 1 or more Dependents	\$8.58

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5. **Flexible Spending Accounts under Paychex.** The company offers employees the option of participating in a Health Care Flexible Spending Account Program and/or a Dependent Care Flexible Spending Account Program. Contributions are made through payroll deductions.
6. **Group Life Insurance.** The company pays 100 percent of the cost for an amount equal to one (1) times an employee's annual base salary, up to \$50,000. Eligibility starts the first day of the third month of employment with the month of hire not included.
7. **Optional Life Insurance.** The company offers a supplemental life insurance plan, which is available in \$10,000 increments up to five times salary with the maximum of \$500,000. This is an employee elective benefit, which is paid by the employee through payroll deduction. Eligibility starts the first day of the third month of employment with the month of hire not included.
8. **Special Travel Accident Insurance.** All employees are covered under this policy. The company pays 100% of the cost for this plan. Coverage begins the first day of employment. This policy covers employees while they travel on company business only.
9. **Holidays.** Eligibility for full-time regular employees only. Employees receive **nine** paid holidays per year beginning the first day of employment.
  - **NEW YEAR'S DAY**
  - **LABOR DAY**
  - **MARTIN LUTHER KING, JR. DAY**
  - **MEMORIAL DAY**
  - **INDEPENDENCE DAY (FOURTH OF JULY)**
  - **VETERANS DAY**
  - **THANKSGIVING DAY**
  - **FRIDAY AFTER THANKSGIVING**
  - **CHRISTMAS**

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### **10. Paid Time Off (PTO) Program.**

Eligibility starts the first day of the third month of employment with the month of hire not included. (Full-time regular employees only.)

a. New employees, after completing the eligibility period, will receive 8.0 hours of PTO for each month remaining in that calendar year PLUS 8 additional hours. Employees may carry over a maximum of 40 PTO hours.

b. Normal Yearly Schedule of PTO Benefits - Allocated January 1st:

1 TO 4 YEARS SERVICE	128 HOURS (16 DAYS)
5 TO 9 YEARS SERVICE	160 HOURS (20 DAYS)
10 TO 14 YEARS SERVICE	200 HOURS (25 DAYS)
OVER 15 YEARS SERVICE	240 HOURS (30 DAYS)

### **11. Short Term Disability (STD) Program.** The company pays 100% of the cost for this program. Eligibility starts the first day of the third month of employment with the month of hire not included. Compensation is paid at 60% of gross weekly wages taxable income. Maximum benefit period is 90 days.

- a. For an accident/hospitalization STD starts the day of the accident or hospitalization.
- b. For an illness STD starts the 8<sup>th</sup> day.

### **12. Long Term Disability Program.** The company pays 100% of the cost for this program. Eligibility is the first day of the month following three months of consecutive employment. Compensation is paid at 60 percent of gross monthly wages – taxable income. Maximum benefit period is 60 months.

### **13. Worker's Compensation.** All employees are covered under worker's compensation insurance while employed by the company. WC payments start after the first workweek, leaving employees without any income for that initial week. However, the company pays for the first five workdays that the employee is unable to work.

### **14. Direct Deposit of Payroll Earnings.** Employee may elect to have their pay sent directly to their bank or credit union. The process for enrollment takes approximately two pay periods. Employees may elect this option at the time of their hire or anytime thereafter.

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15. **Tuition Reimbursement Program.** Eligible employees will receive reimbursement for approval formal education programs, up to 100 percent of the cost of a course using state university/college tuition rate reimbursement (depending on grade) for a maximum of \$5000 per school year. Eligibility is the first day of the third month excluding the month of hire. Books and fees are not covered expenses. Employees will receive 100% for an “A”, 90% for a “B”, 80% for a “C”, and nothing for any grade lower.
16. **Retirement Programs under Fidelity Investments.** The company offers employees a 401(k) Safe Harbor Employee Deferral and Matching program with 100% match of the first 4% of contribution and immediate vesting. Eligibility starts the first day of the fifth month after your four month anniversary date. For example, if you are hired January 5, your four month anniversary will be April 5. On May 1 you are eligible to contribute. (January – 1<sup>st</sup> month, February – 2<sup>nd</sup> month, March – 3<sup>rd</sup> month, April – 4<sup>th</sup> month, and May – 5<sup>th</sup> month).
17. **Jury Duty.** Employees receive administrative leave with pay not to exceed the total number of hours in a normal workweek.
18. **Elections.** Employees may either receive one hour of leave with pay or two hours with pay (depending on the distance to poll sites).
19. **Employee Assistance Program (EAP).** Employees can receive assistance through our payroll/HR plan by calling a 1-800 number or going online. This assistance can range from counseling to arranging travel.
20. **Bereavement Leave.** Employees may receive up to two days of administration leave with pay for a death in the immediate family.
21. **Team-Based Incentive.** Employees are eligible for a team-based incentive as a result of accomplishment of goals.