

## SUMMARY OF COMPANY BENEFITS FOR FULL-TIME EMPLOYEES



### Retirement Plan: 401K Safe Harbor/Profit Sharing Plan

*Over the past 5-years, the company contribution has averaged 6%.*

- Managed by John Hancock Retirement Plan Services
- Pre-tax payroll deferment up to \$16,500 per year (CY 2009)
- Employer safe harbor contribution of 3% (based on employee annual compensation and regardless of employee participation)
- Additional profit sharing contribution to plan determined annually
- Available 1<sup>st</sup> of the quarter after probationary period of service



### Insurance Plan: Health Insurance

*Company pays 100% of employee costs and 50% of Employee/Spouse or Employee/Family costs.*

- Choice of 3 Health Care Plans:
    - BluePreferred PPO High Deductible Health Plan
    - BlueChoice Open Access (In Network) High Deductible Health Plan
    - BlueChoice HMO (zero deductible)
  - Plans available for single, married and family coverage
  - Vision and Dental benefits optional with the High Deductible plans
  - Premium Only Plan (POP) for pre-tax contributions
  - Flexible Spending Account available
  - Health Savings Account
  - Available 1<sup>st</sup> of the month after start of employment
- Core Insurances (Life Insurance, Disability, etc)
- Core benefits include
    - Life insurance
    - Short-term and Long-term disability
    - Accidental Death and Dismemberment
  - Core insurance benefits provided at no cost to the employee
  - Available 1<sup>st</sup> of the month after start of employment

### Long-Term Care



### Paid Leave: Paid Time Off (PTO):

- 15 days per year leave
- Starts accruing on first day of service
- Earned PTO available after 90 days of service
- Accrual to 2.5 times yearly max
- Increases to 20 days after 5 years of service

### Company Paid Holidays

- 10 Paid Company Holidays per Year
- Follows Federal Government Holiday Schedule
  - New Years Day (January)
  - Martin Luther King's Birthday (January)
  - Presidents Day (February)
  - Memorial Day (May)
  - Independence Day (July)

- Labor Day (September)
- Columbus Day (October)
- Veterans Day (November)
- Thanksgiving Day (November)
- Christmas Day (December)
- Available at start of employment

#### Bereavement Leave

- 3 Paid Days Bereavement
- Available after 30 days of service



#### Annual Performance Bonus:

##### Annual Performance Bonuses *(separate from retirement plan)*

- Individual Bonus amount based on employee revenues and performance
- Coincides with employee's annual performance review



#### Other Bonus Programs:

*Certification bonuses range from \$1,000 -to- \$3,000.*

##### Industry Certification Bonuses

- Bonuses paid to individuals who obtain industry related certifications
- Includes PMI certifications, approved Microsoft® certification
- Others based on management approval

*Employee Referral bonus is \$5,000.*

##### New Employee Referral Bonus

- Refer new employees and receive bonus



#### Other Benefits: Direct Deposit Payroll

##### Cellular Telephone Cost Reimbursement

- Up to \$40 per month for use in the conduct of company business
- Available first day of service

##### Commuting Cost Reimbursements

- Public transportation to/from customer job sites
- Customer job site parking when applicable
- Portion of commuting and parking costs provided tax-free to employee

##### Salary Differentials for Extensive Travel

- Based on travel outside local area of more than 10 business days per month
- Available first day of service

##### Trade Organizations Memberships and Certifications

- Paid memberships to trade associations and organizations appropriate to the industry supported by the company
- Trade certifications encouraged and sponsored by the company
- Management approval required
- Available after 120 days of service

##### Professional Training and Development

- 24-hours per calendar year to attend training classes.