



BENEFIT SUMMARY

Our new corporate benefit program now integrates our human resources department with ADP TotalSource allowing all TriStar employees to enjoy the benefits of a Fortune 250 company.

1. COMPENSATION

Employees have the option of getting paid on a monthly or bi-weekly basis regardless of whether your position is exempt or non-exempt. Once you choose, you may not switch back and forth.

Employees paid monthly; payday is the last business day of the month which covers the 1st of the month to the 30th or 31st of the month.

Employees paid bi-weekly; payroll covers a two week period from Saturday to Friday. Payday is the following Wednesday.

TriStar uses ADP TotalSource to process payroll and provides direct deposit for your convenience.

2. HEALTH INSURANCE

If you elect to enroll in our health insurance programs you will be eligible on the first day of the month following your hire date. The next date available to obtain insurance is our Open Enrollment Period which is June 1st of each year.

TriStar pays a fixed % of the health insurance premium and the employee pays the remaining %.

TriStar offers individual, family and domestic partner coverage.

Two weeks after enrollment you will receive your insurance cards in the mail.

Eligibility: Dependents of part time employees, temporary employees and students in a co-op program are not eligible for participation in the group medical or dental insurance program.



3. DENTAL INSURANCE

If you elect to enroll in our dental program you will be eligible on the first day of the month following your hire date. The next date available to obtain insurance is our Open Enrollment Period which is June 1st of each year.

TriStar pays a fixed % of the dental insurance premium and the employee pays the remaining %.

TriStar offers individual, family and domestic partner coverage. Two weeks after enrollment you will receive your insurance cards in the mail.

Eligibility: Dependents of part time employees, temporary employees and students in a co-op program are not eligible for participation in the group medical or dental insurance program.

4. VISION INSURANCE

If you elect to enroll in our vision program you will be eligible on the first day of the month following your hire date. The next date available to obtain insurance is our Open Enrollment Period which is June 1st of each year.

TriStar pays a fixed % of the vision insurance premium and the employee pays the remaining %.

5. SECTION 125 FLEXIBLE SPENDING and HSA ACCOUNT PLANS

TriStar offers an optional S125 Cafeteria Compensation and HSA Plans which allows employees to use tax exempt dollars for payment of expenses in the following 3 areas;

- ◆ Employee contribution to their TriStar medical and dental insurance (Automatic)
- ◆ Un reimbursed Medical expenses
- ◆ Dependent Day Care expenses

An employee may join this program each year. Once an employee is in the program, they are committed to the program and all of its rules through the plan year even if they leave the company before year end.



6. 401(k) PLAN

TriStar’s 401(k) Plan is serviced by ING thru ADP TotalSource.

Eligibility: You will be eligible to begin participation on the first day of the month following your hire date.

Employer Match: TriStar matches employee’s 401(k) contributions \$0.50 on the dollar up to 4% of income. You must make employee deferral contributions to be eligible to receive matching contributions.

Vesting of Employer Contributions: Your interest in TriStar's contributions to your account will become 100% vested when you attain the plan's normal retirement age of 65 or the 6th anniversary of your participation in the plan, if that is later than age 65, or in the event of your death or disability.

7. TIME OFF | PTO

Holidays: TriStar provides nine paid company holidays each year.

PTO Days: PTO accrual begins with the first day of hire. Monthly accrual rates are determined by the employee's anniversary date. A new employee accrues the entire 10 hours of PTO time for the first month of service regardless of the day of the month the employee is hired. An employee must be in active pay status on the last working day of the month to earn vacation for that month. PTO time accrues at a rate of 10 hours each month of full-time service up through the first five years of continuous employment.

Accrual rates thereafter are as follows:

Years Completed	Hours Accrued Per Month	Yearly Total
0-5	10.00	15 Days
6 –10	13.34	20 Days
Over 10	16.66	25 Days

PTO is not earned while an employee is on a leave of absence. Part-time and Temporary employees are not eligible for PTO hours.



8. EMPLOYEE ASSISTANCE PLAN (EAP)

TriStar offers an Employee Assistance Plan to all employees and their families. This program is confidentially administered through ADP TotalSource.

9. SHORT TERM DISABILITY (STD)

TriStar offers self-funded Short Term Disability to all its full time regular employees. This benefit commences on the 8th calendar day of an accident or illness and has maximum benefit duration of 13 weeks. Your accumulated vacation and personal time will first be utilized then 60% of weekly earnings are payable upon the employee's regular pay schedule.

10. LONG TERM DISABILITY (LTD)

TriStar offers Long Term Disability through ADP TotalSource to all its full time regular employees.

11. LIFE INSURANCE

TriStar offer a \$25,000 life insurance policy through ADP TotalSource to all its full time regular employees.

12. EMPLOYEE PORTAL

TriStar offers an employee portal called My TotalSource which allows individual control of items such as:

- View your current paycheck on line on payday
- View your paycheck history
- View your historical W2's
- Adjust your withholdings
- Change your address
- View your total compensation statement
- View and change your current benefits and coverage levels
- Access a comprehensive Frequently asked question section
- View the deals on ADP TotalSource exclusive perks program

In addition to the employee portal you will have toll free access to a dedicated Employee Service Center to assist you with everything from benefit claims, status change to your 401(k).