

Summary of Benefits

Holidays, Vacation Time and Sick Leave

- Ten (10) paid holidays per year that coincides with the Federal holiday schedule.
- Three (3) weeks of leave (vacation time) per year that is not accrued; more leave may be taken with supervisor, president or HR approval.
- Sick leave taken on an as-needed basis (with only guidelines in place).
- Paid maternity and paternity leave.

Insurance Benefits

- Medical insurance provided through UnitedHealthcare; eligible within the 30 day - enrollment period following your start date. Each employee will make a contribution to the premium based on the type of coverage selected.
- PPO Dental Plan provided through UnitedHealthcare (UHC); eligible within the 30 day - enrollment period following your start date.
- Company-paid vision insurance through Vision Service Plan (VSP); eligible within the 30 - day enrollment period following your start date.
- Employee Assistance Program available to all employees with no hourly minimum.
- Company-paid life insurance coverage of maximum \$50,000.
- Optional additional life insurance.
- Company-paid Short-Term Disability Plan.
- Company-paid Long-Term Disability Plan.

401(k) Plan

- 401(k) plan, eligible on the first of the month following your start date with an automatic enrollment.
- The company will contribute a percentage of your contribution on an annual basis.

More Benefits

- Continuation education tuition assistance.
- Commuter benefits to any full-time or part-time employee.
- Professional memberships and professional certifications paid by the company.
- Volunteer encouragement program.