



Full Time Employees are eligible for medical, dental, vision, flex spending and supplemental insurance the 1st of the month following 60 days of employment.

Medical Insurance - Blue Cross Blue Shield \$1000 Deductible (Based on 26 pay periods per year)	
Employee Only	\$20.00/pay period
Employee + Spouse	\$80.00/pay period
Employee + Children	\$75.00/pay period
Employee + Family	\$115.00/pay period

Dental Insurance - UNUM Dental (Based on 26 pay periods per year)	
Employee Only	\$5.00/pay period
Employee + Spouse	\$10.00/pay period
Employee + Children	\$15.00/pay period
Employee + Family	\$20.00/pay period

Vision Insurance - VSP (Based on 26 pay periods per year)	
Employee Only	\$4.49/pay period
Employee + Spouse	\$7.18/pay period
Employee + Children	\$7.33/pay period
Employee + Family	\$11.81/pay period

Full Time Employees are eligible for life insurance the 1st of the month following 60 days of employment. Full Time Employees are eligible for short term and long term disability the 1st of the month following 180 days of employment. **Life Insurance, Short and Long Term Disability are provided at no cost to the employee.**

Life Insurance, Short and Long Term Disability - UNUM	
Life Insurance	\$50,000.00
Short Term Disability	60% of salary/week
Long Term Disability	60% of salary/week

*Benefits continued on next page

Full and Part Time Employees 21 years of age and older are eligible for the 401(k) plan the 1st of the month following 180 days of employment. **We will match up to a 5% contribution (per pay period), plus discretionary profit sharing at year end.**

401(k) Vesting Schedule	
2 years	20% Vested
3 years	40% Vested
4 years	100% Vested

Full Time Employees will accrue leave at the following rate:

Leave Accrual (Full Time Employees Only)	
90 days – 2 years	6 hours/pay period
2 years – 5 years	7 hours/pay period
5 years – 10 years	8 hours/pay period
10 years +	10 hours/pay period
Birthday	8 hours of leave

Part Time Employees will accrue leave at the following rate:

Leave Accrual (Part Time Employees Only)	
5 years – 10 years	2 hours/pay period
10 years +	2.5 hours/pay period

After 2 years of **full time** employment, you will be eligible for tuition reimbursement as long as your degree is business related.

Tuition Reimbursement (Full Time Employees Only)	
"A" & "B" Grades	100% reimbursement
"C" Grades	75% reimbursement
"D" Grades and below	0% reimbursement
Books are not reimbursed	