



Benefits Package Summary

(Medical, Vision and Dental coverage begins on start day)

Medical Insurance: Choice of three plans managed by UnitedHealthcare: PPO, POS, or HMO

Vision Care: Optional benefit provided by Spectera
Benefits available for routine eye exams, glasses and contacts lenses

Dental Insurance: Choice of two plans managed by UnitedHealthcare: In-Network Only or Traditional

Flexible Spending Accounts: Available for medical and dependent care expenses

Short and Long Term Disability: Employer provided – free to employee

Basic Life Insurance: 2 x annual salary (up to a maximum of \$100,000) – employer provided - free to employee

Employee Assistance Program: Employer provided - free to employee and family

Pension Benefit: Employer annually contributes 3% of salary into a 403(b) Defined Contribution retirement plan. A separate Defined Benefit retirement plan is also provided. (Employee is vested immediately.) Voluntary employee contributions are also available.

Work Hours: 7.25 hours/day; 36.25 hours/week

Sick Days: 12 sick days (3 may be used as personal days)

Holidays: 11 holidays annually

Vacation:

Exempt workers: 22 days accrued annually

Non-exempt workers (see chart below):

Years of Service	Accrual
Under 1 year	Up to 10 days
Completed 1 year	11 days
Completed 2 years	12 days
Completed 3 years	13 days
Completed 4 years	14 days
Completed 5 years	15 days
Completed 6 years	16 days
Completed 7 years	17 days
Completed 8 years	18 days
Completed 9 years	19 days
Completed 10+ years	20 days