

7. Benefits

7.1. Benefits Summary

This WD Associates Benefits Summary is intended as a general guide for regular, fully benefited employees.

VACATION

Each fully benefited employee begins to accrue vacation time with the beginning of the first full (80 hour) pay period. Employees with 5 years or less of service earn 2 weeks vacation per year, 5 to 12 years of service earn 3 weeks vacation per year, and more than 12 years of service earn 4 weeks vacation per year. Vacation time is accrued at 3.08 hours per pay period for employees with less than 5 years of service. Accrued vacation may be taken after 6 months of service. An individual employee may carry over three weeks vacation (120 hours) into the next calendar year.

PERSONAL/SICK LEAVE

Each fully benefited employee begins to accrue personal/sick time with the beginning of the first full (80 hour) pay period. Each regular, fully benefited employee earns 1-week (40 hours) personal/sick leave per year. Personal/Sick leave is accrued at 1.54 hours per pay period. At the beginning of each calendar year, personal/sick leave is zeroed out. As an additional benefit, WD pays the employee for the personal/sick leave balance accrued as of December 31. Payment of accrued personal/sick leave will be mailed out as a separate check with the second payroll run in February of the following year.

ADDITIONAL GUIDELINES FOR VACATION AND SICK LEAVE

1. Whenever an employee will go “in the hole” on vacation or sick leave, the employee must complete the attached “Authorization to Deduct Money From My Final Paycheck” form.
2. A site lead may approve up to eight hours of negative vacation or sick leave.
3. A Regional Officer/Director may approve up to twenty hours of negative vacation or sick leave.
4. Any hours above twenty must be approved by the President.
5. No employee will ever exceed forty hours of combined negative vacation and sick leave.

HOLIDAYS

The company observes eight paid holidays each year. They are - New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the day after Thanksgiving Day, Christmas Day, and a floating holiday. The floating holiday is not available until after 6 month's of service and must be taken as a single day. The floating holiday cannot be carried over to the next calendar year. An employee must physically work (as a WD employee) on the next

scheduled work day after the holiday in order to be paid for that holiday. Vacation or personal/sick day does not meet the definition of 'physical work'.

COMPREHENSIVE MEDICAL BENEFITS

WD Associates offers medical and vision coverage to all fully benefited employees and their eligible dependents through United Health Care. The coverage becomes effective the first day of the month following your first 30 days of employment. The company pays 75% of the employee's premium and 50% of the dependents' premium. WD offers two medical insurance plans to choose from. Option 1: Choice Plus Balanced 1000 or Option 2: Choice Plus HSA 1300.

Pre-existing conditions diagnosed 90 days prior to coverage are not covered until 12 months from effective coverage date. However, you or your dependents 12-month pre-existing condition limitation periods may be reduced by the amount of creditable coverage you or the dependents have prior to enrolling under this plan. You and your dependants have the right to demonstrate previous medical coverage by providing us with a Certificate of Creditable Coverage. A Certificate of Creditable Coverage may be obtained from your previous medical coverage insurer(s) and/or employer(s). An employee's coverage will terminate at the end of the month for which termination occurred or the date such covered employee ceases to be in an employee class eligible for coverage under the plan. The final medical deduction will be prorated.

In order to process the paperwork correctly and efficiently within the 31 day time period, we must receive the paperwork no later than two weeks after your start date.

DENTAL BENEFITS

The dental plan covers diagnostic, preventive services, basic restorative services, oral surgery, endontic, and periodontics. The company pays 75% of the cost of this premium for you and your dependents. Coverage is effective 31 days after your first day.

In order to process the paperwork correctly and efficiently within the 31 day time period, we must receive the paperwork no later than two weeks after your start date.

PRESCRIPTION PROGRAM

The program covers prescription medication for both the employee and dependants. Depending on the medical insurance option selected will determine the cost of prescriptions and if a deductible will apply.

SHORT-TERM DISABILITY

Short-term disability pays 60% of an employee's weekly salary up to a maximum of \$500.00 per week. The coverage starts on the first day of an accident and the eighth day of an illness. The coverage lasts up to 13 weeks. The company pays 75% of the cost of this coverage.

LONG-TERM DISABILITY

Long term disability pays 60% of an employee's monthly salary up to a maximum of \$4,000.00 per month. The coverage starts after 90 days. The company pays 75% of the cost of this coverage.

401(k)

Eligible employees may authorize a deduction of 1 to 100 percent of their gross regular pay contributed into a 401(k) account on a before tax basis. The federal government each year caps total employee contributions. Employees are eligible to join the 401(k) program in their thirteenth month of consecutive employment with the company. Employees must also work at least one thousand hours in each calendar year. The company will match \$.50 on the dollar of the employee's contribution up to a maximum of 2% of the employee's pay. Vesting is 20% per year. If you were terminated from the company and met the above requirements prior to termination you may re-join the 401(k) program upon rehire.

BASIC LIFE INSURANCE

This coverage will provide \$50,000 basic life insurance, double indemnity in case of accidental death. The company pays 75% of the premium. Coverage is effective the same date as the comprehensive medical coverage.

ADDITIONAL LIFE INSURANCE

Additional voluntary term life insurance coverage is available in multiples of \$10,000 for employees and their spouses. It is also available for dependent children. The employee pays the full premium through payroll deductions which is based on age. The employee is eligible for up to 7 times his/her salary and is guaranteed \$50,000 of coverage. A spouse is eligible for up to 50% of the employees' eligible amount with \$10,000 guaranteed coverage. Children age 6 months to 19 years of age are eligible for \$10,000.

The information provided herein is provided as a general guide only. Details and binding statements of coverage are provided in the Medical, Dental, and 401(k) Plan Booklets.