



## Employee Benefit Summary – January 2010

This is a brief summary of benefits that you may be eligible for as an employee of JH Kelly. Please refer to the company handbook and/or other benefit materials that are provided by the company after job offer for more detailed information. **Note: Eligibility varies with these different programs! This summary applies to non-bargaining unit employees – employees covered by a labor agreement should refer to that document.**

### Health and Welfare Plans

Employees must work a minimum of 138 hours per month to be eligible for the Health Plan, STD, LTD and life insurance programs.

#### Health Plan

We offer a medical, dental and vision plan to full and part-time employees who meet the eligibility requirements. The plans provide family coverage for legal dependents. Employees contribute towards the plan's premium through payroll deduction – the Company pays the rest. This coverage begins the first of the month following a 30 days waiting period.

#### Employee Assistance Program

There are times in any one's life when seeking outside counseling or help is required. To help with this, we provide confidential counseling and problem solving services through outside parties to employees in their time of need. These trained professionals can help employees deal with issues such as family/relationship concerns, personal or career problems, legal or financial questions, drug or alcohol problems or other life crises.

#### Short Term Disability Insurance (STD)

To bridge the gap between Sick Pay and Long Term Disability, we provide a wage replacement program that provides employees with 60% of regular wages up to cap of \$1000 per week when they become medically disabled and unable to return to work. Employees must complete a minimum six month waiting period after date of hire to be eligible for STD.

#### Long Term Disability Insurance (LTD)

For employees who become totally disabled after 90 consecutive days of not working, we provide a long-term disability program. This plan provides a monthly benefit equal to 60% of covered monthly earnings. Employees must have been completed a minimum six month waiting period from the date of employment to be eligible for this benefit.

#### Life and Accidental Death and Dismemberment (AD&D) Insurance

We provide life and AD&D policies with coverage equal to two (2) times the employee's current annual base salary rounded to the next highest thousand (maximum of \$375,000). This policy also pays partial amounts for dismemberment (loss of limbs, extremities)

#### Voluntary Life Insurance

In addition, employees may purchase life insurance for themselves, their spouses and/or their children. This policy has a guaranteed issuance of \$50,000 with a \$500,000 cap.

#### The Flexible Spending Account

We provide a flexible spending account that allows you to use pre-tax dollars through payroll deduction to help pay for dependent care expenses, medical and dental services, and employee insurance premiums you would normally have to buy with after-tax dollars.

### Retirement, Profit Sharing, Bonuses and Such

#### 401(k) Plan – Tax Deferred Savings

We make available a payroll savings plan to those employees wishing to save for their retirement on a tax-deferred basis. The company matches a portion of the employee's contribution when the employee is actively participating in this program. The match is subject to a vesting schedule. Employees determine in which funds their contributions are invested. Employees can participate in this plan after 3 months of employment.

#### Profit Sharing

We offer qualified employees a profit sharing plan – which is discretionary and based on corporate profits. Payouts are not guaranteed and are subject to a vesting schedule. Employees become eligible to participate in the plan after 12 months of service, however he/she must be employed on December 31 of the year in which the twelve months ends to be eligible for any funding. See plan document for further information – this program is subject to change.

#### Annual Bonus

The Company reserves the right to award annual bonuses to employees based on corporate profits and individual employee performance! However, annual bonuses are not guaranteed and are at the sole discretion of the Company.

*It is our general philosophy to recognize and reward individuals and teams based on outstanding performance, so we avoid making any bonus, profit sharing or other reward programs an obligation or entitlement. Those who truly work to make the Company successful share in the success.*

### Time Away From Work Programs

#### Vacation

Our Company believes that time away from work is beneficial to an employee's mental and physical well being. Therefore, we provide a vacation plan in which employees accrue vacation based on company length of service. Employees begin accruing vacation hours at the time of hire.

Employees may use vacation hours after they have reached their 3-month anniversary. Vacation is earned on each anniversary date as follows:

- 1<sup>st</sup> to 4<sup>th</sup> Year = 10 days/80 hours earned
- 5<sup>th</sup> year to 9<sup>th</sup> Year = 15 days/120 hours per year
- After 10 years = 20 days/160 hours per year

Employees may "bank" up to 320 hours of vacation, thereafter will no longer earn vacation until the balance of vacation is reduced below 320 hours again.

#### Employee Honor Account

We provide a pay continuation program in which eligible employees accrue .96 hour per week until they have accumulated a maximum of 10 days (80 hours) of paid leave. The employee honor account is available for coverage of any emergency, unplanned or unforeseen event – including bereavement. It is not paid-out at termination, but may be paid out at retirement.

#### Paid Holidays

Our company currently pays employees straight-time hours for the following holidays: New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, the Day After Thanksgiving and Christmas.

#### Family Medical Leave

We comply with federal and state laws when reviewing request for time off for certain personal or family medical situations – please see the employee handbook for more details. To be eligible to request FMLA, an employee must be employed at least one year.

#### Military Leave

We follow state and federal laws regarding time off for and reinstatement after active and reserve military duties.

#### Jury Duty

Employees receive up to 40 hours of straight time pay when they are summoned to and perform jury service.

### Other Programs

#### Educational Assistance

With supervisory approval, our employees are eligible for tuition reimbursement, cost of books, fees, etc. when they enroll in courses that will increase knowledge and workplace competency; however when approved – employees are expected to do well – we expect a "B" or better to pay-off!