

# Full Time Employees' B E N E F I T S



Benefit	Who Pays	What You Receive	When You are Eligible
Insurance	NEC & Employee for Employee (Family members eligible for shared charge)	Medical; Dental; Prescriptions; Mental Health; Group Life; STD; AD&D; Voluntary Life; Voluntary LTD	1st of month, three months after hire
401 (K) Retirement Plan	Employee with NEC matching up to 4%	Retirement benefits through a variety of investment opportunities	1st of month, three months after hire
Section 125	Employee	Participation in Pre-Taxed Insurance Premiums	1st of month, three months after hire
Flex System	Employee	Participation in Pre-taxed Un-reimbursed Medical, Dependent Day Care and Non Sponsored ER Premiums	1st of month, three months after hire
Paid Vacations	NEC	One week	After 90 days
		Two weeks	After 1 year
		Three weeks	After 5 years
		Four weeks	After 10 years
		Directors/4 weeks	Upon promotion
		Five weeks	After 15 years
Paid Time Off (PTO)	NEC	6 weeks	After 20 years
		New hires; 4 days after three months from date of hire. On employee anniversary, receive 6 PTO days per year	
Shift Premiums	NEC	\$.50 premium for 2nd sft.	Upon hire
		\$.75 premium for 3rd sft.	Upon hire

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Product Discounts	Employee	Discounts on Branded Products	Upon hire
Breaks	NEC	Paid Breaks as determined by employee's supervisor	Upon hire
Family Medical Leave Act	----	FMLA leave as determined by Federal law	1 Year and 1250 hours
Personal / Medical Leave	----	As deemed necessary with management approval	Upon hire
Funeral Pay	NEC	Paid time off for specific family members	Upon hire
Marriage Leave	NEC	Three days off with pay upon marriage	Upon hire
Jury Duty Leave	NEC	Upon hire NEC	Upon hire
Military Leave		Upon appointment with USA Armed Forces	Upon hire
Uniforms (Prod.)	NEC	Uniforms (Prod.) \$90 per year	After three months
Uniforms (Maint & Materials)	NEC	Ordered by Company (then \$150.00 per year)	After three months
Safety Glasses	NEC	\$95.00 per 2 year / Glasses	After three months
Steel Toe Shoes	NEC	\$120.00 per year / Shoes(Manufacturing employees)	After three months
Tools	NEC	\$25.00 per year	Year after hire
Equipment	NEC	Personal Protective Equipment	Upon hire
Internal Job Postings	NEC	Opportunity to apply for positions within the company	Upon hire
Tuition & Books Payment	NEC	Reimbursement for college tuition & books for courses relating to position held in company	After six months
Seminars/ Training	NEC	Job related seminar expenses paid with proper approval	Upon hire
Computer Training	NEC	In-house computer training	Upon hire
Company Paid Travel	NEC	Current IRS rate per mile reimbursed / Reimbursed at cost	Upon hire

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Work Smart Program	NEC	Cash Award, Work Smart certificate, Subway gift card, an opportunity to play "Deal or No Deal" for additional cash/prizes, opportunity to win Work Smart of the Year for \$500	Acceptance of Work Smart idea
Mo. Safety Contest	NEC	Awards (changes periodically)	Upon hire
Company wide Safety Awards	NEC	Awards for no recordable accidents 6 month and annual	
Business Casual Dress	-----	Monday through Thurs.	Upon hire
Casual Day	-----	Friday - Casual Dress Day	Upon hire
Extra Casual Days	Employee	Two Casual Dress Days per month through the Gift of Hope program	Upon hire
Company Activities	NEC	Activities as announced	Upon hire
Company Library	NEC	Library books / videos available for check out	Upon hire
Mail / UPS	Employee	Mailing services available	Upon hire
Dry Cleaning	Employee	Bi-weekly pick-up service	Upon hire