



EMPLOYEE BENEFITS & CULTURAL OVERVIEW

Effective 9/1/2018-8/31/2019

Benefits Eligibility: All new full-time (working 30-40 hours per week) ECI employees are eligible after they complete 30 days of service to enroll in medical, dental, vision, life insurance & accidental death & dismemberment, voluntary life insurance, voluntary short-term and voluntary long-term disability). Coverage becomes effective on the first day of the month following 30 days of service. Employees can also join during annual open enrollment or if there is a Life Event change.

Medical Insurance (Independence Blue Cross): Employees can choose a PPO/HSA compatible medical plan or a Traditional PPO Plan.

Health Savings Account (Health Equity): Employees who chose the HSA compatible medical plan may open a health savings account through Health Equity and conveniently contribute to it via pre-tax payroll deductions.

Dental Insurance (Aetna): This is a PPO dental insurance benefit plan.

Vision Plan (VSP): The vision benefit plan includes an allowance for glasses or contact lenses.

Section 125: Employees have the option to pay their medical, vision and dental insurance premium contribution with pre-tax dollars through a Section 125 Plan. This equates a savings of approximately 25-28%.

Health Advocate: This advocacy and assistance company helps employees navigate the healthcare system for you and your immediate relatives. Services include making appointments, resolving claims and billing assistance.

Employee Assistance Program: This program provides professional, confidential consultation 24 hours a day for employees and their eligible dependents. Services include consultation on personal and job-related concerns.

Life Insurance and AD&D (Mutual of Omaha): Employees are provided a life insurance and accidental death and dismemberment benefit. The policy is effective the first of the month following 30 days' employment and is 100% company funded.

Voluntary Life Insurance (Mutual of Omaha): Employees may purchase additional life insurance for themselves, spouse and children at an additional cost.

Short Term Disability (Mutual of Omaha): This is a voluntary group plan. After 14 days of being disabled, whether for sickness or injury, the short-term disability policy will pay 60% of your before-tax weekly earnings up to a maximum weekly benefit of \$750.

Long Term Disability (Mutual of Omaha): This is a voluntary group plan. Once an employee is out for over 90 days from a non-work-related illness or injury he/she may be eligible to receive up to 60% of salary up to \$5,000 per month.



Workers Compensation: Employees are insured for injuries occurring during the performance of assigned duties.

401k Plan: Employees can participate in the 401(k) program after 90th day of employment, first day of the quarter. Once employees are eligible, 3% of the employee's compensation is automatically withheld from their pay each payroll period. Employees can elect not to participate in the automatic enrollment or elect a different contribution percentage.

Tuition Reimbursement: Full-time employees with at least one year of service are eligible to apply for the tuition reimbursement program for undergraduate degrees, graduate degrees, college-coursework or certain certifications. Complete policy available upon request.

Work Attire: Work attire is business casual or work uniform. Employees are advised of their hours and work attire during the interview/on-boarding process.

Service Technicians: Boot reimbursement, uniforms (nominal bi-weekly charge for cleaning), and prescription safety glasses reimbursement; upon request.

It's Not ALL Work: All work and no play makes for a boring workplace! Our employees enjoy spontaneous early-outs during the holidays, casual Friday dress policy, holiday parties, costume and other contests, annual miniature golf tournament, sports-team jersey days, lunch-and-learns, travel to Principal locations for training, sports-team tickets, etc.

Employee of the Year/Employee of the Quarter: Each quarter an employee is elected and gets a special gift as well as a designated parking spot for three months. The Employee of the Year is announced each December and receives a designated parking spot for an entire year.

Holidays

Full time employees enjoy up to seven holidays per year and sometimes an extra day off is announced. Holiday schedule distributed annually.

Sick Days

Full time employees receive six days (prorated for first year) per year.

Paid Time Off

Years of Service	PTO Allotment
1 to Five years	15 days (prorated for first year)
Over five years up to 15 years	16 - 20 days depending on years of service
16+ years	25 days

**This summary is intended to be an overview of the company's benefits. It is not intended to be an employment contract, job offer, or a promise of any kind. Benefits and policies can be changed with or without notice by management for any reason at any time. Complete policy and summary plan descriptions are available upon request.