



Technology for Better Buildings



## SUMMARY OF BENEFITS

- Two weeks paid **VACATION** after one year of continued employment
  - Three weeks paid Vacation after five years of continued employment
  - Four weeks paid Vacation following fifteen years of continued employment
  - Time in Vacation bank rolls over each year until maximum vacation hours are met
    - Maximum is one week over annual accrual
- Eight paid **HOLIDAYS**
- **MEDICAL, DENTAL, & VISION** insurance (if scheduled to work 30 or more hours per week)
  - Low monthly premium for employee only coverage
  - Employees may obtain dependent and spouse coverage at employee's expense.
  - All premiums are pretax deductions.
- **PAID LIFE INSURANCE** for employees (if scheduled to work 30 or more hours per week)
  - First \$20,000 of Basic Life/AD&D Insurance coverage paid for by LONG
    - AD&D = Accidental Death and/or Dismemberment
  - Opportunity to purchase additional Life Insurance on employee, spouse, & dependents
- **LONG TERM DISABILITY INSURANCE** (if scheduled to work 30 or more hours per week)
  - **PAID by LONG**
- **Short Term Disability Program** after two full years of continued employment, provided by LONG
- Four hours **PAID SICK LEAVE** accrued per month
  - Eligible after six months of employment
  - Maximum of 160 hours in bank
  - Sick time in bank rolls over every year until employee reaches the maximum
- **TUITION REIMBURSEMENT** for job-related courses or programs after one year of employment
- **401(k) Plan** following 6 months of employment
  - **LONG matches 50% of the first 5% - FREE MONEY**
  - Employer match begins after 1 year of employment
  - NO vesting schedule
  - Available to non-union employees who work 30 or more hours per week
- **Company Savings Plan** paying interest at 1.5% below prime
- **PROFIT SHARING PLAN**
- **Flexible Spending Account** (if scheduled to work 30 or more hours per week)
  - Both Medical and Dependent Care accounts available