

## Employee Benefits Overview

### **Health Care/Prescription**

Seneca offers health insurance through UMR – United Healthcare Options PPO. All regular full-time employees (including introductory) are eligible for group hospitalization and major medical insurance on the first of the month following thirty (30) days of continuous employment. The Company shares in the cost of such insurance commencing on the eligibility date.

### **Dental**

Seneca provides – and shares in the cost to eligible employees – a group insurance plan. Regular, full time employees are eligible to become insured as group members on the first of the month following thirty (30) days of continuous employment.

### **Vision**

Seneca Offers Vision insurance through Avesis. All regular full-time employees are eligible to participate in this program. Eligibility will begin the first of the month following thirty (30) days of continuous employment.

### **Flexible Spending Account**

Sometimes referred to as a cafeteria plan a Flexible Spending Account (FSA) lets employees set aside a certain amount each paycheck into an account — before paying income taxes. During the year, participants have access to this account for reimbursement of certain expenses — not covered by insurance.

### **401K Retirement Match**

Employees are eligible to start contributing to 401K the first of the month following thirty (30) days of continuous employment. The amount of election will be taken out of their paycheck pre tax every pay period. Over the years, Seneca Companies have shared their profits with their employees; however, this “contribution” is discretionary, both as to payment and amount. It is not guaranteed. This amount, if paid, is according to the profits made and other priorities or needs. Vesting is on a graduated scale.

### **Paid Vacation**

Full-time employees (working 30+ hours per week) will be eligible to take vacation based on the following schedule:

- After 60 days of employment, 24 hours (3 days) will be put into an employee’s vacation account.
- From an employee’s hire date through the first five years of employment, the employee will accrue vacation at a rate of 6.67 hours per month.
- The month following an employee’s fifth anniversary, vacation will accrue at a rate of 10.00 hours per month.
- The month following an employee’s fifteenth anniversary, vacation will accrue at a rate of 13.33 hours per month.
- Vacation is earned and credited to an employee for according to years of service at the following rates:

<b><u>Years of service</u></b>	<b><u>Annual vacation</u></b>	<b><u>Accrual rate</u></b>
Start date to five years	80 hours/two weeks	6.67 hours/month
After five years	120 hours/three weeks	10.00 hours/month
After fifteen years	160 hours/four weeks	13.33 hours/month

### **Paid Sick Days**

Sick leave for regular full time employees is earned at the rate of one half day per month, or six days per year. Each year thereafter sick leave continues to accrue at six days per year. Sick leave will accrue from the date of employment but cannot be taken until after 60 days of employment.

### **Personal Days**

On January 1 of each year you will receive two days in your personal days bank.

- If you were hired between 1/1 to 6/30, you will receive two personal days.
- If you were hired between 7/1 to 10/1, you will receive one personal day.
- If you were hired after 10/1, no personal days will be given until 1/1 of the following year.
- Personal days can be used after sixty (60) days of continuous employment.

### **Paid Holidays**

Seneca observes the following holidays:

New Year's Day	Labor Day	Christmas Day
Memorial Day	Thanksgiving Day	
Independence Day	Day After Thanksgiving	

- When one of the above holidays falls on Saturday, the preceding Friday shall be observed as a holiday.
- When one of the above holidays falls on Sunday, the following Monday shall be observed as a holiday.

### **Life Insurance**

Life insurance is paid at one time the employee's annual salary up to \$50,000. This benefit is paid for by the Company.

### **Short Term Disability**

Company paid short-term disability is available to regular full-time employees (working a minimum of 32 hours during a person's regular work week) who have completed 90 days of continuous employment with Seneca are covered under this plan. Benefits for one period of disability will be paid up to a maximum of 13 weeks. The weekly income benefit for each insured is 60 percent of their weekly earnings.

### **Long Term Disability**

Company paid long-term disability is available to regular full-time, non-union employees (working at least 30 hours during a person's regular work week) who have completed a minimum of 30 days of continuous service with Seneca. Your monthly benefit payable under this policy shall be 60 percent of your salary up to scheduled amount minus any deductions required. No benefits are paid during the first 90 days of disability.

### **Tuition Reimbursement**

Seneca will reimburse the employee for tuition and books for one three-hour course (or equivalent per semester). The course must be taken at an accredited college or technical school and a grade of a C or better must be obtained.

### **Direct Deposit**

Direct Deposit is available to all Seneca employees who wish to have their payroll automatically directed to their financial institution. This service can be started at any time.

### **Uniforms & Clothing Allowance**

Regular, full time designated employees that are required to wear Company uniform shirts, pants and jackets will be provided to them. Seneca will pay \$85.00 towards the cost of items not provided such as boots.

### **Safety Glass Purchase Program**

Seneca will pay up to \$100.00 towards the purchase of prescription safety glasses.

### **Employee Assistance Program**

The Employee Assistance Program is available to all Seneca employees at no cost. This program is confidential and will provide you the opportunity to speak with a professionally trained counselor who will help guide you toward a better understanding of your problem and approaches to a solution.

### **Professional Organization Dues**

Seneca encourages its employees to join professional organizations which will maintain an employee's professional license, business training or improve images of the Companies in the community. The dues for such organizations will be paid for by the Company with prior approval.

### **Leaves of absence**

Regular, full time employees are generally eligible to take leaves of absence with assurance of reinstatement and with no loss in continuous employment. An employee's earned vacation and sick leave benefits will continue to accrue during a leave of absence. For more information regarding medical leave, FMLA, military leave, jury duty and funeral leave, please refer to Seneca's Employee Manual.