

CAPH/SNI EMPLOYEE BENEFITS SUMMARY

CAPH/SNI offers a very generous and competitive benefits package. With the benefits offered, employees have the flexibility to select benefits based on personal preference, family situation and financial objectives. Regular full-time employees scheduled to work 30 or more hours a week are eligible for all benefits. Benefits are effective on the first day of the month, following the employee's date of hire.

Health & Welfare Benefits

Company Cost Share: The Company pays for **100%** of the cost of medical, vision and dental insurance coverage for **employees and dependents**.

Medical: Medical plan carriers can change, but currently they include Aetna HMO, Aetna POS and Kaiser HMO plans.

Dental: We offer a Guardian Premier PPO Plan. Group dental insurance is included with all employee medical plan enrollments.

Vision: We offer an optional Vision Service Plan (VSP) nationwide. The vision plan covers an exam and lenses and an allowance towards frames every 12 months.

Group Term Life: CAPH/SNI sponsors an Aetna insurance policy valued at \$25,000 for all employees.

Group Short-Term and Long-Term Disability Insurance: Aetna policies that may replace up to 60% of salary with tax-free benefits for qualifying short-term and long-term disabilities.

Retirement Plans

401(k) Plan: CAPH/SNI contributes to this plan based on a match of 100% of the first 3% of salary deferral plus 50% of the next 2% of salary deferral. You will be immediately 100% vested in the employer contribution upon plan participation. Also, your vested percentage in your qualified matching contributions, if any, is always 100%.

Profit Sharing Plan: CAPH/SNI may make Profit Sharing contributions at its discretion, which will be allocated among all eligible employees, whether or not they make contributions. The current employer contribution is 8% of compensation. Employer contributions benefit those employees that have completed 1 year of service and are employed on the last day of the plan year.

Time off

Vacation Time: Vacation Time is calculated on regular hours worked each pay period for full-time employees according to the following schedule:

<u>Months of Employment</u>	<u>Hours Accrued</u>	<u>Max Hours</u>
0 to 23	120 (3 weeks)	180
24 to 47	160 (4 weeks)	240
48 to 107	176 (4 weeks and 2 days)	264
108 to 120	200 (5 weeks)	300

Sick Time: We offer paid sick leave when your own illness, including emotional/mental wellness prevents you from reporting to work. Full and part-time employees are eligible, and the time is calculated based on regular hours worked and accrued at 3.34 hours each pay period (80 accrued hours per year)

CAPH/SNI Holidays:

Martin Luther King, Jr. Day, President's Day, Memorial Day, Juneteenth, Observance of Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas, New Year's Day, 1 Floating Holiday

Sabbatical: Employees are eligible for a one-month paid sabbatical after 8 years of employment and are eligible for a one-month sabbatical thereafter every 5 years.

Optional Plans Available at Employee Expense

Flexible Spending Account (FSA) Plan: Healthcare and dependent daycare FSA's are designed to put money right back in your pocket. Limits: \$200 - \$3,050 for Health Care FSA and \$200 - \$5,000 for the Dependent Care FSA.

Pre-Tax Commuter Benefits: An optional program from Optum that can save you up to 40% on vanpools, public transit, and parking costs.

Other Services

Employee Assistance Program (EAP): As an employee, you and your family members are eligible for the Employee Assistance Program (EAP) immediately upon your date of hire. This benefit is a confidential service designed to help you and your family with a variety of personal challenges, such as stress, alcohol or drug abuse, marriage or family problems, anxiety or depression. There is no charge to you for this benefit.