

2018 Benefits Overview

For full-time Admin employees

Tree Top's compensation system is designed to pay wages and salaries that are competitive with those offered by other employers within the industry and our community. In addition, Tree Top offers comprehensive benefit plans designed to provide you and your family with solid protection and income security.

Health Benefits

Medical Plan

Medical coverage is administered by HealthComp.

- Eligibility for employee and eligible dependents begins on first day of employment.
- Three medical plans are available:
 - Core Plan
 - Annual deductible - \$600 Individual / \$1,800 Family
 - Office Visit Copays - \$30
 - In network - 80% paid after deductible
 - Out of network – 50% paid after deductible
 - Value Plan
 - Annual deductible - \$1,250 Individual / \$3,750 Family
 - Office Visit Copays - \$45
 - In network – 70% paid after deductible
 - Out of network – 50% paid after deductible
 - HDHP
 - Annual deductible - \$3,000 Individual / \$6,000 Family
 - Office Visit – deductible + 20%
 - In network – 80% paid after deductible
 - Out of network – 50% paid after deductible
- Medical plans are subject to a tobacco user surcharge.

Dental Plan

Dental coverage is administered by HealthComp.

- Eligibility for employee and eligible dependents begins on first day of employment.
- Coverage
 - Annual deductible - \$25 Individual / \$75 Family
 - Calendar year maximum - \$2,500/person
 - Preventive services covered 100%
 - Basic services covered 80%
 - Major services covered 50-80%
 - Orthodontic services covered 50%
 - Orthodontia lifetime benefit - \$1,500/person

Vision Plan

Vision coverage is administered by VSP.

- Eligibility for employee and eligible dependents begins on first day of employment.
- Coverage:
 - In network
 - Annual eye exam covered in full
 - Lenses covered in full
 - \$150 allowance for frames or toward contacts
 - Out of network reimbursements
 - Eye exam - \$64

VSP Plan

- Lenses - \$45-125
- Frames - \$47
- Contacts - \$105

Optional Insurance Coverage

Employees may voluntarily purchase additional insurance coverage including; Accident, Critical Illness and Whole Life Insurance. These insurance options are available during Open Enrollment.

LIFeroots Wellness Program

Tree Top's wellness program, LIFeroots, has been designed to support and encourage optimum health and wellbeing. We all know that the everyday choices we make can help us live healthier and happier lives – both at work and at home. Prior to annual open enrollment each year, Tree Top will announce the “engagement” requirements for employees to receive rewards and discounted health insurance rates.

Work-Life Balance

Through Tree Top's employee assistance program (EAP), employees and their family members have unlimited access to consultants by telephone 24 hours a day, resources and tools online, and up to three face-to-face visits with counselors for help with a short term problem.

Income Protection Programs

Life and AD&D Insurance

Tree Top provides two times your annual salary in life insurance and accidental death and dismemberment (AD&D) coverage for employees, and \$2,000 for each eligible dependent. Employees have the option to purchase additional coverage at low group rates during Open Enrollment.

Disability Coverage

- **Short Term Disability Coverage:** Tree Top provides short term disability income for illnesses or injuries up to 13 weeks at 75% or your weekly earnings. Coverage begins on the first day of hospitalization or the eighth day of illness.
- **Long Term Disability Coverage:** Tree Top provides coverage for temporary or total permanent disability, beginning at day 91 and continuing for the entire term of the disability or until age 65, at 66.67% of your monthly salary. Disability, under the terms of the policy, means you are unable to perform the duties of your current position, rather than a disability to perform any job.

Health Care Flexible Spending Account (FSA)

This Flexible Spending Account allows employees to set funds aside on a pre-tax basis to pay for eligible health care expenses.

- Employees may set aside up to \$2,650 per year



Dependent Care Flexible Spending Account (FSA)

This Flexible Spending Account allows employees to set funds aside on a pre-tax basis to pay for eligible dependent care expenses.

- Employees may set aside up to \$5,000 per year

Retirement Plans

Defined Contribution Plan – 401(k)

Employees are eligible to begin contributing the first of the month following 90 days of employment.

- Up to 90% of annual salary may be deferred, up to the annual limit established by the IRS.
- Tree Top matches 100% of the employee's contribution, up to the first 4.5% of employee's eligible compensation. This company contribution is a discretionary based on company performance.

Retirement Contribution to 401(k)

Tree Top will contribute 5% of the employee's eligible compensation. Eligibility beginning after one year of employment and three years of vesting. The Retirement Contribution is a discretionary contribution based on company performance.

Roth IRA

Employees may contribute an individual retirement account which allows for setting aside after-tax income up to a specified amount each year. Both earnings on the account and withdrawals after age 59½ are tax-free.

Leave Programs

Paid Time Off (PTO)

Employees accrue paid time off (PTO) beginning on their first day of employment. PTO may be used as it is accrued for vacation, illness, or personal time off. Accrual schedule is based on years of employment:

- Years 0-4, accrual rate is 3 weeks per year.
- Years 5-9, accrual rate is 4 weeks per year.
- Years 10-19, accrual rate is 5 weeks per year.
- Years 20 and beyond, accrual rate is 6 weeks per year.

Holidays

Employees enjoy 10 paid holidays per year:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving
- Day after Thanksgiving
- Christmas

This summary outlines the principal features of the Tree Top benefit plans. In the event there is any variation between information in this summary and the written provisions of the plan documents, the plan documents will prevail. **Tree Top reserves the right to amend or terminate any and all of the plans.**

- Day before or after Christmas (determined by company)

*Tree Top offices are only closed on the holiday. Eight hours of PTO will be added to employees' PTO balances for the float days, with the option to use them on the day after the holiday.

Leaves of Absence

The following categories of leaves of absence are available, subject to specific company, state, and federal conditions:

- Employee or Family Medical Leave (FMLA, WFL, OFLA, CFRA)
- Employee or Family Military Leave
- Workers' Compensation Leave
- Pregnancy Leave
- Domestic Violence Leave
- Personal Leave
- Educational Leave
- Organ & Bone Marrow Donation Leave (California)
- Alcohol & Drug Rehabilitation Leave (California)
- Crime Victim Leave (California)
- School Activities Leave (California)

Education & Development

Training & Development

Employees have opportunities to enrich their careers and enhance performance by participating in company-paid training and development programs, offered by both the company and by vendors, on-site and at remote locations.

Educational Assistance Program

Tree Top provides an educational assistance program to help defray some employee educational expenses for employees enrolled in qualified and approved college or technical school programs of study.

- Eligible after one year of continuous employment.
- Reimbursement for tuition and fees is based on grades earned.
- Up to \$3,000 per academic year for undergraduate study.
- Up to \$5,000 per academic year for graduate study.

Other Benefits

Microsoft Learning

Employees have access to online Microsoft Learning classes at no cost. The catalog includes courses for Microsoft Office suite of products, Exchange Server, Dynamics, Visio, and others.

Microsoft Home Use Program (HUP)

Employees may purchase Microsoft Office Professional Plus 2016 or Office Home and Business 2016 for just \$9.95.

Verizon Wireless Discount

Employees receive a 17% discount on eligible plans and features and a 25% discount on accessories from Verizon Wireless.

