

# 2019 Benefits Overview

for Hourly 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. 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.

## Health Benefits

### Medical Plan

Medical coverage is administered by HealthComp.

- Eligibility for employee and eligible dependents begins on first of the month following 60 calendar days 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

### Dental Plan

Dental coverage is administered by HealthComp.

- Eligibility for employee and eligible dependents begins on first of the month following 60 calendar days 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 of the month following 60 calendar days 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
    - 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. Annually, each location will hold an onsite Biometrics screening. All employees are encouraged to take advantage of this screening as it is one of the requirements to becoming "engaged". The second requirement of engagement is completion of an annual wellness exam. Employees who are "engaged" have access to reduced insurance rates and are able to earn money on a wellness card.

### 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. English- 1.800.854.1446; Spanish- 1.877.858.2147

## Income Protection Programs

### Life and AD&D Insurance

Employees are eligible for this coverage on the first day of employment. 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

Employees are eligible for this coverage on the first day of employment.

- **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 \$2,600 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 Plans

**401(k)** - Employees are eligible to begin contributing after completing 1,000 hours of service.

- Up to 90% of annual salary may be deferred, up to the annual limit established by the IRS.
- Tree Top will contribute \$0.18 per hour worked, for all hours accumulated after employee's first 1,000 hours, for all employees.
- Tree Top will contribute an additional \$0.70 per hour worked, for all hours accumulated after employees first 1,000 hours, for employees hired on or after 5/1/2008.
- Tree Top will match 60% of the employee's contribution, up to a maximum company contribution of 4% of employee's annual salary.

**Roth IRA**- Employees may contribute to 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) Benefits

Employees credited PTO benefits upon completion of their trial/probationary period (first 90 days). The amount of PTO benefits an eligible employee earns depends upon their length of continuous employment with Tree Top as well as the number of compensated hours in the employee's anniversary year of employment as follows:

Years of Service Completed/Length of Continuous Employment	Amount of PTO Benefits Earned Per Compensated Hour during the Anniversary Year	Maximum PTO Balance (Cap)
Up to the end of the first year of full service	0.048/hour (max 72 hours per year)*	72 Hours
Begin 2 <sup>nd</sup> yr through end of 8 <sup>th</sup> yr	0.075/hour (max 112 hours per year)*	158.66 Hours
Begin 9 <sup>th</sup> yr through end of 16 yr	0.101/hour (max 152 hours per year)*	222 Hours
Begin 17 <sup>th</sup> yr through end of 25 <sup>th</sup> yr	0.128/hour (max 192 hours per year)*	285.33 Hours
Begin 26 <sup>th</sup> yr through end of employment	0.155/hour (max 232 hours per year)*	348.66 Hours

Note: \*CA does not have a max cap

### Holidays

Employees enjoy 8 paid holidays per year:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving
- Day after Thanksgiving
- Christmas
- Day before or after Christmas (determined by company)

### Leaves of Absence

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

- Jury or Witness Duty
- 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 participate 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.
- Eligible for reimbursement of the Microsoft Home Use Program while participating in the Educational Assistance Program.

## Other Benefits

### Microsoft Learning

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

### Verizon Wireless Discount

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

