



## DECK Four Innovation, Inc. 2023 Fringe Benefits Highlights

**Personal Leave - (PTO)** - The personal time off program combines hours normally allocated to employee vacation and sick leave plans and consolidates them into a Personal Time Off (PTO) 'bank'. Eligible employees accrue personal time in hours every pay period allowing them to plan for days off in accordance with the following schedule:

<u>Years of Service</u>	<u>Hours per Year</u>
Less than 5	136 (17 days)
5 but less than 10	176 (22 days)
10 but less than 15	184 (23 days)
15 and over	200 (25 days)

The maximum carryover of personal leave per calendar year is 200 hours. Employees are accountable to manage their PTO. Employees must notify and coordinate with their immediate supervisor when using PTO. Realizing there may be circumstances where the employee has insufficient leave in their 'bank', there may be accommodation for employees to go up to negative 40 hours personal leave within a calendar year with approval from technical manager and DECK4 management.

**Holidays** – Time off with pay is provided for the observance of the following 11 holidays: New Year's Day, Martin Luther King Jr. Day, President's Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, Christmas Day

**Banked Holidays** – In the event there is work to be performed, employees may be paid for the holiday or bank the holiday for future use. Requests must be made in advance and be approved by the employee's immediate supervisor. Banked holidays must be used in the year acquired. Banked holidays not taken by the end of the calendar year will not be paid and will be zeroed the beginning of the next calendar year.

**Compensatory Time (COMP)** - Eligible exempt employees are allowed, with immediate supervisor approval, to acquire compensatory time not to exceed a total of 60 hours in a fiscal year. Employees must notify and coordinate with their immediate supervisor when using comp time. Comp time must be used by the end of the fiscal year. Comp time not taken will not be paid and will be zeroed the beginning of the next fiscal year.

**Overtime** – Upon approval, overtime is necessary from time to time. The standard work week is 40 hours. Employees are paid a premium for overtime hours. Exempt personnel are paid on a straight time basis. Non-exempt personnel are paid at 1 ½ times their hourly rate.

**Flex Time** – Flex time is allowed with supervisor approval and when it does not adversely affect any project or work schedule. The use of flex time is not a right. Exempt employees may flex time over two timecards within a pay period.

**Shift Differential** – Employees who work a majority of hours on an off shift will be paid a shift differential. The majority of hours means number of whole hours greater than one half – i.e. 5 hours of a scheduled 8 hour shift. When these conditions are met, shift differential will be paid for the entire shift. The differential does not apply to the computation of overtime pay.  
Shift hours: Second Shift 3pm – midnight, Third Shift 11pm – 8am.  
Shift differential: Second Shift \$2/hour, Third Shift \$3/hour.



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**Pay Periods** - Employees are paid on a bi-weekly basis. All employees are paid by direct deposit every other Friday. Payday constitutes payment for time worked during the previous bi-week period.

**401K** - Full Time Employees are immediately eligible to join the Company's 401K plan. An employee who elects to contribute to the plan can authorize payroll deductions of 1% to as much as 50% (subject to tax law limitations) of Basic Compensation on a pre-tax basis, after tax or combination of both. The company matches employee contributions at 100% of the first 4% contributed. Members are immediately vested at 100%.

**Medical Benefits** include Health, Dental and Vision, which the company shares in the premium costs. High deductible HSA and low deductible plans are offered. Optional employee paid voluntary benefits such as FSA plans and Supplemental Insurances offerings are included.

**Short-term, Long-Term Disability and 50K Life Insurance** premiums are totally paid by the company for all full-time employees.

**Educational Reimbursement** – Following a year of service with DECK4, the company allows up to \$6000 per calendar year towards an approved course of study. The approval must be obtained prior to the beginning of the term. The reimbursement will be available for course required books or software and class costs. Receipts with justification must be presented prior to reimbursement. The student must earn a B or above in courses taken for a master's or bachelor's program or a 'Pass' in thesis or dissertation courses to receive 100% reimbursement. The company will reimburse 70% for a C grade in a bachelor's program.

### **Employee Recognition-**

**Individual and team awards** are available where exemplary performance is recognized.

**On-the Spot awards** are available to all employees providing immediate recognition of outstanding examples of excellence and commitment to the program.

**Periodic company moral gatherings** where we recognize consistently high performance, excellent customer service, leadership, and commitment of our employees.