



## Summary of Employee Benefits

**Observed Holidays** – The company recognizes the following paid holidays if they fall within your normal work schedule. Paid after 90 day Probationary Period:

- New Year’s Day
- Memorial Day
- Fourth of July
- Labor Day
- Thanksgiving Day
- Christmas Day

**Paid Time Off (PTO)** – Available to use after 90 day Probationary Period:

- PTO is accrued on all hours worked, including approved OT Hours
- PTO will begin accruing at date of hire, but is not available for use until the successful completion of the initial evaluation period (typically 90 days)
- With prior approval, 1 day of PTO (8 hours for office staff & 10 hours for shop staff) can be paid out each quarter

*PTO is pro-rated for 50 weeks* Years Worked	Accrual Rate per Hour	Maximum Balance for Accrued PTO Hours
1st Year	.0200	40 Hours
2nd through 4th Years	.0400	80 Hours
5th through 9th Years	.0600	120 Hours
10th + Years	.0800	160 Hours

**Weekly Pay Schedule** – Employees are paid each week

- All payroll is one pay period behind

**Incentive Program** – Full Time employees are eligible to participate in the Performance Bonus Program

**Gym Membership Reimbursement & Discount** – Employees are eligible to receive \$20 reimbursement towards gym membership at the Detroit Lakes Community & Cultural Center.

**Medical Benefits** – Available the first month following 60 days of employment:

- HealthPartners Health Insurance – Employer will pay 50% of employee premium
- Health Savings Account/ \$7 per week employer match
- Long Term Disability (LTD) – 100% paid by Employer
- Term Life Insurance - \$25K-Employee, \$10K-Spouse, \$2,500-Child – 100% paid by Employer
- Dental Insurance
- Life Insurance, Short Term Disability Insurance, and Accident Insurance

**401(k) Plan** – Full-time employees having worked 250 hours within 3 consecutive months from the initial employment date are eligible (entry dates: 1/1, 4/1, 7/1, 10/1)

- Matching contributions are 50% of the employee’s first 6% deferral

**Employee Assistance Plan (EAP)** – provides assistance for employee and members of their household through The Village Business Institute

**Other Benefits** – Available after 90 days of employment:

- Employee Tool Account
- Steel Toe Boot Reimbursement and Prescription Safety Glass Reimbursement : up to \$100 – 100% reimbursement; \$100 to \$200 - \$100 reimbursement; over \$200 – 50% of the total cost reimbursement. Available every 12 months for each category.
- Uniform Rental through AmeriPride Services

**Sign On Bonus**

- \$250 paid after 6 months of employment
- \$500 paid after 12 months of employment

**Shift Premium**

- \$1.00 per hour paid for less than 2 years of service
- \$1.50 per hour paid for 2 or more years of service
- \$2.00 per hour paid for 5 or more years of service

**Referral Program** – If a current employee refers another person and they are hired:

- \$500 is paid to the employee if the new hire is employed for 6 months
- Additional \$500 is paid to the employee if the new hire is employed for 12 months