



## 2016 Employee Benefit Summary

**HEALTH INSURANCE:** Health insurance is offered through DakotaCare to all full time employees the first of the month following 60 days of employment. Coverage options include single, employee/spouse, employee/child(ren), or family. The plan requires physician referral for any out-of-network care with options of a \$1,000 or \$3,000 individual deductible. Employee premiums are deducted from every pay check (26 per year) and are taken on a pre-tax basis.

**DENTAL INSURANCE:** Dental insurance is offered through Companion Dental to all full time employees the first of the month following 60 days of employment. Coverage options include single, employee/spouse, employee/child(ren), or family. Employee premiums are deducted from every pay check on a pre-tax basis.

**VISION INSURANCE:** Vision insurance is offered through Ameritas to all full time employees the first of the month following 60 days of employment. A spouse and dependents may be added at an additional premium rate.

**LIFE INSURANCE:** Term life insurance and AD&D insurance is employer provided at \$25,000 and is administered through Assurant Life to all full time employees the first of the month after 60 days of employment.

**RETIREMENT PLAN:** A simple IRA is offered to all eligible employees through Edward Jones Investments, the first of January following 90 days of employment, to all employees earning over \$5000 a year. For the current year, the Simple IRA retirement plan includes a 3% employer match on qualified earnings. Simple IRA contributions are deducted from every pay check and are tax deferred.

**VACATION:** All Full Time employees are eligible for vacation after one year of employment. Vacation time must be used during the anniversary year in which it is received or will be forfeited.

1<sup>st</sup> year: After one completed year of employment: 40 hours of vacation is granted

After 2<sup>nd</sup>, 3<sup>rd</sup>, & 4<sup>th</sup> years of employment: 80 hours of vacation is granted

After 5<sup>th</sup> year and subsequent years of employment: 120 hours of vacation is granted

**HOLIDAYS:** Paid holidays are provided to all full time employees following 90 days of employment. These holidays include: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Eve Day, and Christmas Day. Eligible employees will receive 8 hours of pay for each holiday.

**SICK/PERSONAL DAYS:** Three 8-hour days (24 hours) of personal/sick time are provided each year on the employee's anniversary date for full time employees who have been employed at Sterling Technology for at least 90 days. Sick/Personal days not used during the anniversary year in which they are received will be forfeited.

**BEREAVEMENT LEAVE:** After 90 days of employment, all employees are eligible for bereavement leave for close relatives. Depending on the relationship of the deceased, one, two or three days off with pay will be granted to the employee.

**UNIFORMS/SHOE ALLOWANCE:** Sterling Technology will provide a work shoe reimbursement as well as uniforms that are required to be worn while at work.

**LEAVE OF ABSENCE:** Full time employees may request a Leave of Absence after one year of employment. Examples of LOAs that the company recognizes include Personal leaves, Military leaves, and Disability leaves.

**PERFORMANCE REVIEWS:** Performance reviews are conducted on an annual basis with all employees.

**AFLAC:** Available to all full time employees after 60 days of employment at reduced group rates. Premiums are paid in full by employee through payroll deduction. Offerings include Disability, Hospitalization, Cancer, Critical Illness, Accident, and Life. If interested in this coverages, please contact Jade Withers at 605-884-9063.

*For additional information on any of the benefits listed, please see the Human Resources Manager or refer to your employee handbook.*