

## Benefits Explanation – Bay Auto Parts Inc.

11/25/08

- ◆ Paid holidays for full time employees: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanks giving, Christmas Day. When one of these days falls on a weekend, we will generally be closed on either the Monday or Friday. Sometimes employees are allowed to work on the day off for volunteer shifts. In these cases, they will earn pay for working and receive holiday pay. Employees are never required to work these day, it is strictly voluntary when there is work to do.
- ◆ Vacation and sick days are interchangeable and are known as Personal Time Off days or P.T.O. days. Only full time employees are paid for PTO days.
  - Full time employees receive one PTO every 4 months for a total of 3 per year.
  - Full time employees receive paid vacation as follows
    - 0 to 1 year = 3 PTO
    - 1 to 2 years = 8 PTO
    - 3 to 4 years = 10 PTO
    - 5 to 9 years = 12 PTO
    - 10-19 years = 15 PTO
- ◆ Pay periods are two weeks long. Pay day is every other Friday.
- ◆ There is a company 401(k) retirement plan that employees may participate in. The company makes contributions most years.
- ◆ Health insurance is a high deductible policy. Insurance does not cover dental or eye exams. However, there is a Health Savings Account plan (H.S.A.) that employees may participate in. Contributions to this plan avoid federal income tax, federal, social security tax, and federal Medicare tax. These contributions may be used to pay for your medical expenses.
- ◆ AFLAC is available. Employees may purchase ALFAC supplemental insurance policies at their option.
- ◆ Warehouse, shop and yard personnel are required to wear safety foot wear (steel toe). After an employee has been here 90 days, the company will reimburse 50% of the cost of safety shoes or boots. This reimbursement is available once every 12 months.
- ◆ Employees receive generous discounts on auto parts.
- ◆ Employees are C.O.D. unless they sign a form giving authorization for the company to deduct charges to their account from their paychecks automatically.

Applicants, keep this page for your reference