

SYN-TECH SYSTEMS, INC.

Synthesizing Technology for Defense and Industry

BENEFIT PACKAGE INFORMATION

<u>VACATION</u>	EXEMPT EMPLOYEES (Salaried)	VACATION EARNED
	1-5 years of service	2 weeks' vacation
	After 5 years of service	3 weeks' vacation

NON-EXEMPT EMPLOYEES (Hourly)	VACATION EARNED
1-year of service	1 week vacation
After 1 year of service	2 weeks' vacation
After 5 years of service	3 weeks' vacation

ALL EMPLOYEES	VACATION EARNED
10-14 years of service	3½ weeks (140 hours)
15 years of service	4 weeks (160 hours)

EMERGENCY LEAVE Ten (10) days per year based on actual accrual

TEN HOLIDAYS

New Year's Day	Veteran's Day
Memorial Day	Thanksgiving (2 days)
Independence Day	Christmas (2 days)
Labor Day	*Floating Day

*(You may use @ the discretion of your supervisor after 6 months of service.)

GROUP HEALTH INSURANCE Covered under **Capital Health Plan (CHP) & Blue Cross/Blue Shield (BCBS)** health plans. You may choose from either plan. Syn-Tech pays 100% of employee coverage.

DENTAL INSURANCE Covered under **Principal Life Insurance Company**
Syn-Tech pays 100% for employee coverage

LIFE INSURANCE Covered under **Principal Life Insurance Company**
Two times annual salary, rounded up to the next thousand

DEPENDENT COVERAGE Dependent coverage for health, dental, and life insurance is provided, but is paid for by the employee through payroll deduction.

SHORT-TERM DISABILITY

Covered by **Principal Life Insurance Company** (60% of basic earnings to a maximum weekly benefit of \$750 for a period of up to 24 weeks.) Syn-Tech pays 100% of employee coverage.

LONG-TERM DISABILITY

Covered by **Principal Life Insurance Company** (60% of basic earnings to a maximum monthly benefit of \$6,000.) Syn-Tech pays 100% of employee coverage.

PRE-TAX PLAN

AFLAC is the Company who handles our Flexible Spending Account (FSA). FSA provides pre-tax premium for dependent coverage; also, provides child-care and medical out-of-pocket co-pays to be tax-free. You may participate in this plan after 6 months of service.

PENSION PLAN

Minnesota Life is the provider of our **401-K Pension Plan**. An employee becomes eligible to participate upon reaching the age of 21 and after completion of twelve months service.

Syn-Tech pays 4% of your annual wages to the pension plan and will pay an additional 2% if you contribute up to 2%. Therefore, by contributing only 2% of your annual salary, you may actually get a total of 8% paid to the pension plan. Syn-Tech will contribute no more than 6% annually; employee contribution is governed by IRS regulations. (Contributions are tax deferred.)

**UNEMPLOYMENT
COMPENSATION**

Syn-Tech pays 100%.

**WORKERS'
COMPENSATION**

Syn-Tech pays 100%.

EDUCATION ASSISTANCE

Syn-Tech will pay tuition for one job related course per semester. The details are in the Company's Procedures.

**PROFESSIONAL
ORGANIZATION DUES**

Details are in Company Procedures.

There is a 6-month training period for all employees. During this period your job performance and ability to adapt to this position will be monitored.

This above information is not all-inclusive; you will find more detailed information in the Employee Handbook or Company Procedures.