

Employee Benefits Summary



INSURANCE & OTHER BENEFITS

Dental Insurance: Eligible employees may enroll in a dental insurance plan. Individual and family coverage is available. A portion of the premium is paid by Human Technologies.

Disability Insurance (Short Term): Employees receive statutory temporary protection for a non-work related injury or illness.

Disability (Supplemental): Eligible employees may enroll and purchase a disability plan for themselves in addition to the plan that Human Technologies pays.

Employee Assistance Program (EAP): All employees and covered family members can get counseling and other services available through the Center for Family Life and Recovery at no charge to the employee.

Flexible Spending Account (FSA): Eligible employees may participate in a flexible spending account.

Health Insurance: Eligible employees may enroll in a health insurance plan. Individual, family and plus one coverage is available. A portion of the premium is paid by Human Technologies.

Health Reimbursement Account (HRA): For employees who enroll in a high deductible health insurance plan Human Technologies will contribute into an HRA.

Life Insurance (Group): Eligible employees receive group life insurance at a rate of 1 ½ times their salary. 100% paid by Human Technologies.

Life Insurance (Supplemental): Eligible employees may enroll and purchase a life insurance plan for themselves and family members.

Paid Family Leave (PFL): Provides compensation, benefits, and job-protected leave for eligible employees in NY.

Retirement Plan: Employees may participate in a retirement program within the first quarter of employment. Employees 20 years of age or older who work at least 1000 hours in their first year of employment and have completed one year of service are eligible for the corporation's retirement plan. Human Technologies will contribute up to 4% of an individual's annual salary. Employees working on a Service Contract have a plan that is structured different and will be discussed upon hire.

Section 125 Plan: Flexible Benefits Plan: Employee premiums associated with Group Health Insurance and/or Dental Care Insurance and 401k contributions are deducted from wages before taxes are computed on earnings.

Specified Disease Benefit Plan: Eligible employees may enroll and purchase a specified disease plan for themselves.

Unemployment Compensation (excluding VA and DE): Employees may be eligible to receive a portion of their income if the employee becomes unemployed. Benefit eligibility is determined by the Department of Labor.

Vision Insurance: Eligible employees may enroll and purchase a vision insurance plan. Individual and family coverage is available.

Workers' Compensation: Employees that incur a work related injured or illness may have a portion of their income protected by the corporation's Worker Compensation Insurance and medical bills covered.

LEAVES OF ABSENCE

Bereavement Leave: Employees are granted up to 3 paid days off.

Family and Medical Leave Act (FMLA): Eligible employees may be granted up to 12 weeks of unpaid family leave during a 12 month period. Additionally, eligible employees may be granted up to 26 weeks of unpaid leave for specified reasons related to certain military deployments.

Jury Duty: Employees are granted up to 10 days off annually with pay to serve as a juror.

Military Leave: Eligible employees are granted leaves of absence in accordance with federal and state law and may be eligible for paid leave.

Volunteer First Responders Leave (NY Only): Employees who are volunteer emergency responders may be eligible for a leave of absence during a federal or NY State declared emergency in compliance with NYS Labor Law.

HOLIDAYS AND PAID TIME OFF (PTO)

Holidays—11 paid holidays

PTO*—FT Employees receive paid time off on an accrual based on tenure:

<u>Employment:</u>	<u>PTO</u>
Date of hire – 12 months (0 – 1 year)	11 days
13-36 months (1 -3 years)	14 days
37-72 months (3 – 6 years)	19 days
73-179 months (6 – 15 years)	24 days
180 & more (15+ years)	30 days

*Refer to the *Employee Handbook* for accrual chart for part time and government service contract direct labor employees.

Leadership Team: PTO – 20 day accrual upon hire
Long Term Disability 100% paid.

Contact Human Resources for specific information on these benefits.