

BENEFITS-AT-A-GLANCE

HEALTH INSURANCE PLAN

Full Time Employees are eligible to enroll in the Health Insurance Program on the first day following the completion of 60 days of continuous employment. If an employee wishes to enroll in the program, Housewright will pay the premium of the company-designated one-person plan for that employee. Employees who choose a plan with a monthly premium exceeding the **cost of the designated one-person plan** will be responsible for paying the additional cost through automatic payroll deduction.

Two person and family plans are available to employees. The employee is responsible for paying the difference in the cost of the premium, which is handled through a payroll deduction.

This insurance is offered as a benefit and is not an entitlement program. Therefore, Housewright will not provide monetary compensation to any employee who:

1. Chooses a plan with a premium that costs **less than the designated one-person plan**.
2. Declines the offered health insurance.

The health insurance marketplace adjusts its products, providers and rates annually. Housewright reviews its contribution policy accordingly.

If an employee leaves the Company, insurance coverage will continue until the last day of the month that the employment ended.

HEALTH REIMBURSEMENT ARRANGEMENT (HRA)

Housewright contributes the first \$1,000 towards the chosen plan's Health Reimbursement Arrangements (HRA).

ACCIDENT/SHORT & LONG TERM DISABILITY BENEFITS

NFP INSURANCE

The following benefits will be offered to all Full Time (FTE) employees. 100% of the premiums are paid by Housewright Construction, Inc policies to become effective November 1, 2020.

Accident	Short Term Disability	Long-Term Disability
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SIMPLE IRA

ELIGIBILITY

Employees who have earned at least \$5,000 in the current year and are expected to earn at least \$5,000 in the following year are eligible to contribute to the SIMPLE IRA plan. Enrollment in the plan is offered on a semi-annual basis after the employee has met the rules of eligibility.

EMPLOYER CONTRIBUTIONS

Housewright will make a non-elective contribution of 2% of each employee's gross salary to the SIMPLE plan administered by Stifel, Nicolaus & Company, Inc. Simple IRA account fees will be deducted on a quarterly basis directly from each employee's account. The annual amount deducted will be 1.4% of each employee's investment portfolio balance. Further details on this plan are available upon request from Stifel, Nicolaus & Company, Inc.

EMPLOYEE PURCHASING/DISCOUNTS

Housewright employees are eligible to use Housewright charge accounts and obtain Housewright discounts based on the following:

- All charges will be deducted from the next scheduled pay check following receipt of the vendor receipt and/or invoice, unless pre-approved arrangements have been made to split charges between a pre-arranged number of pay checks.
 - If an employee has a balance due to Housewright that exceeds \$500 for such personal purchases, that employee will not be allowed to purchase additional items until the balance is paid in full.
- Prior approval by the owner is required for any purchase exceeding \$250.
- Vendor receipts must have the employee name on the receipt and must be signed by the employee.
 - Any receipts returned to the office or billed by the vendor that do not have a job name/reference or number will be deducted from the paycheck of the employee that signed for the item, on the assumption that items purchased are personal.
- If an employee leaves the company either voluntarily or involuntarily and is still carrying a balance for any purchases, the employee agrees that the balance must be paid in full within 72 hours of termination and that the payment terms no longer apply.
- If an employee is laid off and is still carrying a balance for any purchases, payments must continue to be made in full according to the established payment plan, unless it would cause excessive hardship. In that case, the employee must make alternate payment arrangements with the Business Administrator.

Your signature accepting this blueprint authorizes the Company to withhold the maximum amount allowed by law from any amounts owed for these purchases, unless other arrangements have been made with the Business Administrator.

EMPLOYEE USE OF COMPANY TOOLS

The Housewright Construction, Inc. tools are available during non-working off hours for all employees under the following conditions.

1. A Tool Request form must be completed and submitted to the owner or shop manager for approval.
2. Each tool must be cleaned after use, checked for performance and returned to their designated area.
3. Each tool removed from Housewright Construction, Inc. premises must be logged on the Tool Sign Out Sheet with signature, date of removal, and date of return.

Abuse of these privileges may result in the restriction and/or deletion of this benefit.

EARNED TIME OFF

ELIGIBILITY

Full time and part time employees working more than 30 hours a week are eligible to the following ETO schedule. Employees working less than 30 hours a week will not receive ETO on a prorated basis. ETO will begin to accrue as of the employee's date of hire and is based on the fiscal year. Employees are eligible to request ETO following one (1) year of employment.

In an effort to accommodate the desires of our employees who would like to take time off early in the year, employees will be permitted to "borrow" up to 5 days against the ETO time they expect to accrue based on their anniversary date. You should understand, however that if your employment with the Company ends for any reason prior to the time that you have accumulated the number of ETO dates taken, you will be responsible for reimbursing the Company for the amount of used, but unaccrued ETO time. Your signature accepting this Blueprint authorizes the Company to withhold the maximum amount allowed by law from any amounts owed to reimburse for borrowed time taken, but not earned.

After a break in service of 90 days, the accrual of service years will start again.

RATE OF PAY

ETO pay is computed at the employee's base rate. The combination of hours worked and ETO cannot exceed the number of working hours in a payroll period. ETO is based on time worked.

ETO ACCRUAL

ETO is on an accrual basis. For more information, please speak with your human resource manager. The schedule below reflects additional ETO time after the employee's anniversary occurs. Employees may request time in advance of their actual qualifying anniversary upon approval from the human resource manager or owner.

SCHEDULE

CONTINUOUS SERVICE	MAXIMUM ELIGIBLE EARNED TIME	WEEKLY ACCRUAL (52 PAY PERIODS)
1 year	5 days equivalent to 40 hours	.77 hours per week
2 - 4 years	10 days equivalent to 80 hours	1.54 hours per week
5 - 7 years	15 days equivalent to 120 hours	2.31 hours per week
8 or more years	20 days equivalent to 160 hours per year	3.08 hours

SCHEDULING ETO

Every effort is made to accommodate your request for time off. However, there may be instances where it may not be possible due to workload and scheduling considerations. ETO time of 1 week or longer should be scheduled a minimum of 30 days in advance. ETO may be taken in half (1/2) hour increments. All requests of must be submitted to your project manager, human resource manager or owner.

CARRY OVER/PAYOUT

All accrued time remaining in an individual's bank will be paid out annually on or before June 30. No accrued time will be carried over from one year to the next.

VERMONT'S PAID SICK LEAVE – The Company's ETO policy already includes and provides eligible employees with the Paid Sick Leave required by the new Vermont law. It is the employee's responsibility to monitor, use and retain sufficient ETO to use as paid sick leave when and if necessary during the course of the year. Examples of reasons an employee may use his/her ETO for Vermont's paid sick leave purposes include: (1) his/her own illness or injury, (2) to obtain professional diagnostic, preventive, routine, or therapeutic health care, (3) to care for a sick or injured parent, grandparent, spouse, child, brother, sister, parent-in-law, grandchild, or foster child, including helping that individual obtain diagnostic, preventive, routine, or therapeutic health treatment, or accompanying your parent, grandparent, spouse or parent-in-law to an appointment related to his/her long-term care, (4) to arrange for social or legal services or obtaining medical care or counseling for your own or your parent, grandparent, spouse, child, brother, sister, parent-in-law, grandchild, or foster child, who is a victim of domestic violence, sexual assault, or stalking or who is relocating as the result of domestic violence, sexual assault, or stalking.

Please remember the ETO given by the Company to eligible employees includes your Paid Sick Leave for the year. The Company does not ask why you are using ETO, this is your choice, so be sure to monitor and retain some ETO to have available for reasons under Vermont's Paid Leave law. Any questions regarding the terms of this section or Vermont's paid sick leave entitlements should be directed to the owner.

PAID HOLIDAYS

The Company has six (6) paid holidays each year and compensates full time and part time employees after six (6) months of continuous employment. Holidays must fall on a regularly scheduled workday and are paid at your regular rate of pay.

New Year's Day

Memorial Day

July 4th

Labor Day

Thanksgiving Day

Christmas Day

PROCEDURES

- 1) Holidays are based on the federally recognized schedule .
- 2) Eligibility for Holiday Pay:
 - a) Employees must work their scheduled shift the day before and the day after the holiday. Employees who are on scheduled ETO, jury duty or bereavement leave on these days will also be paid for the holiday.
 - b) Holiday pay for absence due to documented illness or other situations beyond the control of the employee or emergency situations will be at the discretion of senior management.