

BENEFITS OVERVIEW – FULL-TIME EMPLOYEES

Comprehensive Paid Time Off (PTO)

You can receive up to 4 weeks of PTO in your first year!

Paid Holidays (PTO-H)

Immediately eligible!

New Year's Day	Memorial Day	Independence Day
Labor Day	Thanksgiving Day	Christmas Day

PTO-Accrued (PTO-A)

Begins to accrue with your first hour of work and available for use after 80 hours of employment. PTO accrues at 1 hour for every 30 hours worked with a yearly carryover of up to 480 hours (60 days).

PTO-Front Loaded (PTO-FL)

On the 1st of the month following 60 days of full-time employment, you receive 40 hours of PTO loaded into your PTO-FL balance.
On your 1st Anniversary (start of your 2nd year) – 40 more hours
3rd & 4th year – 80 hours 5th through 19th year – 120 hours
20 years and more – 160 hours

Volunteerism Leave (PTO-V)

On the 1st of the month following 60 days of full-time employment you are granted 8 hours of paid time off to complete charitable activities during the year. You receive 8 hours each year of full-time employment to use when volunteering, giving blood, helping elderly neighbors, etc.

Insurance Benefits

Eligible on the 1st day of the month following 60 days of full-time employment.

- **Health (BCBSND)** We offer a traditional format plan with reasonable deductibles and out-of-pocket maximums for employees and their families. Cost share of the premium applies.
- **Voluntary Dental**
- **Voluntary Vision**
- **Flexible Benefits Plan (FSA)** We offer both a tax-free medical plan and dependent care plan.
- **Life Insurance/AD&D** Steneron Lumber pays for a \$10,000 policy for all full-time employees.
- **Aflac:** We offer Accident, Short Term Disability, Hospital, Critical Care, Cancer, and Voluntary Life plans. You can also transfer existing Aflac policies here so they can be deducted from your payroll automatically.

401K (Pre-tax Contributions or Roth) Eligible after one year of employment with quarterly entry dates. Steneron Lumber pays a yearly Discretionary Company Match up to 50% of the 1st 4% of your wages.

Sales Margin Bonuses Discretionary Monthly Bonus (25% to 37-1/2% of weekly pay) if monthly goals are met.

Other Company Benefits

- **Employee Discounts:** Up to 25% employee discount on Steneron Lumber merchandise for employee use.
- **Employee Footwear Allowance:** Company will pay for one-half of a single footwear purchase up to \$100 each year for footwear appropriate to employee's job duties.
- **Employee Clothing:** Company will pay ½ of cost for "Steneron wear".
- **Employee Training/Education:** Employees who take part in training may be compensated for time, and if necessary, be reimbursed for out-of-pocket expenses.

This is a brief outline of our benefits. Please consult the Steneron Lumber Employee Handbook for more info & eligibility requirements.