

INNOVATIVE CAPITAL MANAGEMENT

BENEFIT SUMMARY

An employee must be full time in order to be eligible for benefits. Full time is considered to be 32 hours regularly scheduled each week. Insurance, PTO and 401(k) benefits are effective on the first of the month after 60 days of employment.

We offer **Medical, Dental, Vision – 50% paid by employer, Life, 401(k)** and optional benefits with Allstate.

Medical Benefits are through Blue Cross and have several options to choose from.

Dental Benefits are provided by Delta Dental.

Vision Benefits are provided by Standard.

Life Insurance Benefits are through American United Life Insurance Company - (Company paid options)

Mass Mutual Life insurance

The company provides Base Employee Life/ AD&D insurance in the following amounts:

Base Benefit	\$25,000
Accidental Death Benefit	\$25,000
Seat Belt Benefit	\$25,000

Employees have the option to purchase additional life insurance.

Optional Benefits with Allstate include:

- Personal Critical Illness Plan
- Personal Cancer Plan
- Personal Accident Plan
- Flexible Spending Account

401(k) Plan is through Security Benefits. The company will match up to 50% of the employee's contribution up to 3% for a maximum company match of 1.5%. Employees are 100% vested in the employee contribution immediately upon enrollment. Participants are vested in the Company contribution at 20% per year based on their hire date until they become fully vested.

Time off:

Holidays: New Year’s Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day.

Paid Time Off (PTO): All full-time employees begin building hours toward Paid Time Off with their first day of employment. PRN/Pay Per Visit employees are not eligible for the Paid Time Off program.

Eligible employees are allowed to schedule and take Paid Time Off after they have completed sixty days of continuous, active employment as an eligible employee. After this initial sixty-day period, Paid Time Off is earned each pay period and is available for use. Employees with less than sixty days of eligible service may use any accrued Paid Time Off for specified, legal holidays. However, a negative balance of leave time will not be allowed. The recognized holidays are New Year’s Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day.

Eligible employees earn Paid Time Off based on their actual hours paid up to 2080 hours per year at the following rates:

Years of Service	Accrual per pay period
1-5	7.38 hours per 80 hour pay period or 0.92 days per pay period or 24 days (maximum annual accrual)
5-10	8.92 hours per 80 hour pay period or 1.1 days per pay period or 29 days (maximum annual accrual)
10+	10.46 hours per 80 hour pay period or 1.3 days per pay period or 34 days (maximum annual accrual)