



SUMMARY OF BENEFITS

To qualify for Holland Engineering's Benefits Plan, you must be considered a full-time employee working a minimum of 32 hours per week. The benefits include:

HOLIDAYS:

Full time employees (and part time employees working at least 1,000 hours per year) are eligible for holiday pay. Holiday hours will be counted as hours worked for overtime computation purposes. The following 8 paid holidays will be observed each year:

New Year's Day	Thanksgiving Day
Independence Day	Friday after Thanksgiving Day
Memorial Day	Christmas Day
Labor Day	Floating Holiday

PAID TIME OFF {PTO}:

The purpose of Paid Time Off {PTO} is to provide employees with flexible paid time off from work that can be used for such needs as vacation, personal or family illness, doctor appointments, volunteerism, and other activities of the employee's choice. PTO is accrued upon full time hire or transfer into a benefits-eligible position.

Each full-time employee will accrue PTO bi-weekly, in hourly increments based on their length of service. Employees may use time from their PTO bank in hourly increments {minimum 1 hour of PTO time must be taken, up to, a maximum of 8 hours per day}.

Length of Service	Pay Period Accrual	Yearly Accrual
0 – 3 years	3.077 hours	10 days (80 hours)
3 years and 1 month – 5 years	4.616 hours	15 days (120 hours)
5 years and 1 month – 7 years	5.539 hours	18 days (144 hours)
7 years and 1 month or more	6.154 hours	20 days (160 hours)

Accrual shown above is a per pay period, based accrual (which means for each paycheck earned by a full-time employee, the PTO is earned). Employees will be allowed to "borrow" up to 40 hours of time from their PTO bank if their balance is not high enough to accommodate a vacation or time off request. If time is borrowed, there will be a negative balance in the PTO bank until the employee has earned back the borrowed time.

Employees may carry over, up to, 40 hours of accrued PTO into a new calendar year. If at the end of the calendar year the employee's PTO balance is in excess of 40 hours, cash out will be required for the hours in excess of 40. If employee is eligible for cash out, payment is added to the employee's last paycheck of the calendar year.

PTO will be tracked by ADP (current payroll provider). PTO bank/balance can be viewed on the ADP Workforce Now website, which is also where paystubs are retrieved.



MEDICAL INSURANCE:

All full-time employees qualifying for insurance benefits must satisfy a thirty-day waiting period. The employee will be enrolled in the plan on the next day following the thirty days. Part-time employees are not eligible for Holland Engineering, Inc.'s medical insurance plan. Temporary employees, who become permanent, full-time employees, will have a thirty-day waiting period, which will begin on their full-time hire date.

Employees who have a permanent residence in Michigan can join the following medical plan. Plan information is labeled as “in area employee” on benefit materials:

Medical Plan With Priority Health (80% EPO w/ H.S.A):

High Deductible Health Plan (HDHP) in conjunction with a Health Savings Account (H.S.A) that has a single deductible of \$1,500 and a couple/family deductible of \$3,000. Once this plan deductible is met, the coverage is 80% with prescription co-pays. This plan utilizes Priority Health’s Network of Doctors and gives employees the option to put additional pre-tax money into their H.S.A through payroll deduction. The money put into their H.S.A will help fund their calendar year deductible.

Employee Costs:

- Single - \$28.10 per paycheck (bi-weekly for 24 pays per year)
- Couple/Dual - \$56.46 per paycheck (also 24 pays per year)
- Family - \$76.75 per paycheck (also 24 pays per year)
- Tobacco/Nicotine surcharge will apply if employee and/or spouse use tobacco or nicotine products. Cost is an additional \$23.73 per person, per paycheck, which is added to the costs listed above.
- Spousal Access Provision – if your spouse is employed full-time; his/her employer provides a medical insurance option; and the choice is made to add him/her onto our medical plan, a spousal access surcharge of \$38.00 per paycheck will be added to the costs shown above.

Health Savings Account:

Holland Engineering, Inc. assists in the set-up of a checking account for each employee through Lake Michigan Credit Union or Health Equity.

- Holland Engineering makes an annual decision to put money into the employee’s H.S.A. For 2020, \$500 will be given for single H.S.A’s and \$1,000 given to family H.S.A’s (family is two or more under our plan).
- Account contributions are tax deductible
- Earnings on H.S.A’s are tax-deferred
- If money is used for qualified medical expenses, H.S.A assets are never taxed
- All contributions to an H.S.A that were not used during the calendar year will simply stay in the account and roll over to the next year
- All money deposited into the H.S.A is employee owned
- Each account owner is given a debit card and a checkbook to use for the payment of qualified medical expenses
- Credit Union membership fee paid for by Holland Engineering

- Employees complete the necessary membership paperwork to establish this account for LMCU or would indicate they want the Health Equity option in the benefit enrollment process

Employees who have a permanent residence outside the state of Michigan can join the following medical plan. Plan information is labeled as “out of area employee” on benefit materials:

Medical Plan With Priority Health (80% PPO w/ H.S.A):

High Deductible Health Plan (HDHP) in conjunction with a Health Savings Account (H.S.A) that has a single deductible of \$1,500 and a couple/family deductible of \$3,000. Once this plan deductible is met, the coverage is 80% with prescription co-pays. This plan utilizes Priority Health’s Network of Doctors and gives employees the option to put additional pre-tax money into their H.S.A through payroll deduction. The money put into their H.S.A will help fund their calendar year deductible.

This plan also offers an out-of network benefit with a higher individual and family deductible, should care be needed outside of Priority Health’s network. Priority Health’s network is strongest in the state of Michigan. However, they purchased rights to a “national network” called Cigna. This national network will allow “in-network” benefits to those seeking medical care outside of Priority’s Michigan based network of doctors. Visit www.cigna.com for more details should you or your family need medical care outside the state of Michigan.

Employee Costs:

- Single - \$28.10 per paycheck (bi-weekly for 24 pays per year)
- Couple/Dual - \$56.46 per paycheck (also 24 pays per year)
- Family - \$76.75 per paycheck (also 24 pays per year)
- Tobacco/Nicotine surcharge will apply if employee and/or spouse use tobacco or nicotine products. Cost is an additional \$23.73 per person, per paycheck, which is added to the costs listed above.
- Spousal Access Provision – if your spouse is employed full-time; his/her employer provides a medical insurance option to them; and the choice is made to add him/her onto our medical plan, a spousal access surcharge of \$38.00 per paycheck will be added to the costs shown above.

Health Savings Account:

For employees living outside the state of Michigan, it is recommended that your H.S.A account be set up with United Bank or Health Equity.

- Holland Engineering makes an annual decision to put money into the employee’s H.S.A. For 2020, \$500 will be given for single H.S.A’s and \$1,000 given to family H.S.A’s (family is two or more under our plan).
- Account contributions are tax deductible
- Earnings on H.S.A’s are tax-deferred
- If money is used for qualified medical expenses, H.S.A assets are never taxed
- All contributions to an H.S.A that were not used during the calendar year will simply stay in the account and roll over to the next year
- All money deposited into the H.S.A is employee owned

- Each account owner is given a debit card and a checkbook to use for the payment of qualified medical expenses
- Employees sign up for this account on United Bank's website (this is an electronic enrollment – so no forms!). If interested in the Health Equity option, employees would indicate that during the benefit enrollment process.

LIFE INSURANCE:

A FREE \$15,000 life insurance policy is given to each benefits eligible employee. Options to purchase additional life insurance for you and your dependents is available through a voluntary life insurance program. See Human Resource Manager for details & pricing.

DENTAL INSURANCE:

Coverage with Delta Dental. Plan provides an individual, calendar year benefit of \$1,200 and includes the following:

- Diagnostic & Preventative procedures covered at 100%, no deductible
- Basic procedures, subject to a \$25 individual deductible, then covered at 80%
- Major procedures, subject to a \$25 individual deductible, then covered at 50%
- Orthodontia procedures available for children under 19 with a lifetime maximum of \$1,000

Employee Costs for Dental Plan:

- \$5.53 per paycheck for a single individual;
- \$7.07 per paycheck for an employee plus spouse;
- \$9.01 per paycheck for an employee plus one child;
- \$14.03 per paycheck for a family
- Dental coverage will become effective on the first day following the thirty-day waiting period.

FLEXIBLE BENEFIT PLAN (F.S.A.):

After thirty days of full-time employment, plan allows employees to set aside pre-taxed dollars into an account to pay for qualified medical expenses that insurance would not cover. Those who participate in the H.S.A will be subject to a "limited use" F.S.A; which means the money can only be used for dental & vision expenses (not medical if you participate in the H.S.A). This benefit also has a pre-tax Dependent Care Flexible Spending Account, should you need that for daycare related expenses.

VOLUNTARY VISION COVERAGE:

Vision insurance is available to all employees who qualify for benefits on a voluntary basis. It is your choice to participate and our provider is VSP (Vision Service Plus). VSP is one of the largest vision providers and the plan is priced as follows: Single is \$3.81 per paycheck; Employee +1 is \$6.42 per paycheck; Employee + 2 is \$6.55 per paycheck; and Family is \$10.56 per paycheck.

WORKERS COMPENSATION:

Effective after the employee's first full day of employment, this insurance covers an employee who has a qualifying work-related accident while on the job.



SHORT TERM DISABILITY:

After sixty days of full-time employment, insurance covers an employee who has/develops a qualifying injury or disability and is no longer able to work due to that injury or disability. This benefit will cover the disabled employee, starting on day 8 for a maximum of 13 weeks. Employee may be eligible for 60% of their earnings {maximum weekly benefit of \$1,500}.

LONG TERM DISABILITY:

After sixty days of full-time employment, insurance covers an employee who has/develops a qualifying injury or disability and is no longer able to work due to that injury or disability. This benefit will cover the disabled employee, starting on the 91st day. Employee may be eligible for 60% of their pre-disability earnings {not to exceed a monthly amount of \$15,000}.

RETIREMENT PLAN:

Employees are eligible to participate in our 401K Program through Fidelity Investments once they have been employed for 3 months. Entry into the plan will occur on the first payroll period following the 3-month waiting period. This plan is set to automatically enroll a participant once they become eligible unless they specifically opt-out of this benefit (the automatic deferral will be set at 6%).

This program offers a variety of investment opportunities through either a traditional 401k or Roth 401k; in addition to providing all eligible employees a non-elective Safe Harbor Contribution of 3% of the employees compensation for the plan year (or from the time they are eligible, through the remainder of that plan year).

EMPLOYEE DEVELOPMENT:

50% education reimbursement towards qualifying college courses or accredited college program pertaining to the employee's position, with supervisor's approval. Reimbursement is given in two installments and employee must remain actively employed for one year after the first installment to receive full reimbursement.

Holland Engineering will also cover annual dues, state licensing fees, (i.e. surveying, engineering), etc., when associated with one's position. Please talk with your Human Resource Manager for more details on Employee Development reimbursements.

WELLNESS PROGRAM:

Allows employees to take advantage of discounts at local health facilities, while offering financial reimbursement and incentive for those who participate. HEI will reimburse a one-time fee of, up to, \$100 for an employee to join a gym or work out facility. In addition, we will reimburse \$3 per visit each month you work out at a gym/facility. The employee must have a paid monthly membership at this location to receive reimbursement, and be able to provide documentation showing they visited the facility/gym. Check with your local gym or facility to see if they have a corporate membership program that you can take advantage of. It typically includes discounted rates for you!

INCENTIVE PROGRAM:

Program that promotes employees to enjoy their job a bit more, while showing that our Company truly appreciates what they do. This program includes company outings, parties, picnics, contests for prizes, an internal employee newsletter to report the latest and greatest happenings within the firm, and more!



ENROLL IN YOUR BENEFITS: One step at a time

Starting in 2020, Holland Engineering employees will make their benefit selections using our new benefits website – Navigator!

Step 1: Log In

Go to www.employeenavigator.com and click Login

First time users: Click on your Registration Link in the email sent to you by your administrator **or** click 'Register as a new user'. Create an account by selecting your own username and password.

Company Identifier: Holland-Eng

Please be aware that when first registering you will be required to provide your first name; last name; Company Identifier; PIN (last 4 of SSN); and date of birth.

Returning users: Log in with the username and password you selected. Click 'Reset' if you have forgotten your password.

Step 2: Welcome!

After you login click Let's Begin to complete your required tasks.

Step 3: Onboarding (For first time users, if applicable)

Complete any assigned onboarding tasks before enrolling in your benefits. Once you've completed your tasks click Start Enrollment to begin your enrollments.

TIP: if you hit "dismiss, complete later" you'll be taken to your Home Page. You'll still be able to start enrollments again by clicking "Start Enrollments"

Step 4: Start Enrollments

After clicking Start Enrollment, you'll need to complete some personal & dependent information before moving to your benefit elections.

TIP: have dependent details handy. To enroll a dependent in coverage you will need their date of birth and Social Security number.

The full list of steps to complete the process will be provided closer to the employee's eligibility date.