

## OTHER BENEFITS – OFFICE/SHOP EMPLOYEES

**PAID TIME OFF** – Regular full-time employees will accrue and be credited with PTO pursuant to the following schedule:

Years of Service	PTO Accrued
Upon Hire	8 Hours
Completion of 3 Mo Of Employment	24 Hours
Completion of 6 Mo Of Employment	24 Hours
Completion of 1 Yr Of Employment	88 Hours
Completion of 2,3,&4 Yrs of Employment	128 Hours
Completion of 5,6,7,8&9 Yrs of Employment	144 Hours
Completion of 10+ Yrs of Employment	168 Hours

**PAID HOLIDAYS** - Full time office/shop employees are eligible for holiday pay at the commencement of their employment. The following holidays will be observed annually:

- New Years Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

**FUNERAL LEAVE**

- Up to three days of paid funeral leave for the death of an immediate family member.
- One day of paid funeral leave for the death of a relative outside of the immediate family.

**EDUCATIONAL ASSISTANCE/SCHOLARSHIPS**

- Full or partial reimbursement for courses the Company determines are directly related to the employee’s present job or that will enhance the employee’s potential for advancement to a position within the Company and to which the individual has a reasonable expectation of advancing.
- Scholarships available to dependents as defined in the scholarship details.

**REFERRAL FEE**

- Monetary referral fee paid to any active employee for referring a new office/shop or Company driver employee.

**WELLNESS PROGRAM**

- Onsite Fitness Room at Lincoln, NE and Wilmer, TX locations.

**CAFETERIA**

- Onsite Cafeteria at Lincoln, NE location.

**ABILITY ASSIST (EAP)**

- Emotional, Financial, Marital/Family and Legal Counseling
- Substance Abuse Information
- Child/Elder Care Information and Resources
- Work-life Consultation

**TRAVEL ASSISTANCE**

- Pre-Trip Information
- Emergency Medical Assistance
- Emergency Personal Services

**PAYPERIODS**

- Biweekly
- All insurance premiums are deducted biweekly on a pretax basis.