ASPEN
CONSTRUCTION CO.

SBA CERTIFIED HUBZONE CONTRACTOR
VA CLASS A HEAVY HIGHWAY CONTRACTOR

HOURLY FULL-TIME EMPLOYEE BENEFITS PACKAGE

BASIC BENEFITS: Available upon immediate employment or as soon as administratively possible:

- ✓ Seven Paid Holidays / Observed Holidays:
  - New Year's Day
  - Memorial Day
  - Independence Day (July 4th)
  - Labor Day
  - Thanksgiving Day
  - Christmas Eve
  - Christmas Day
- ✓ Health Insurance:
  - Aspen Construction will pay 50% of the employee's health insurance premium towards the basic company plan (available on the first of the month following a 60-day waiting period).
- ✓ 401(k) Retirement Plan
  - Aspen Construction will match 50% of employee deferrals up to 6% of compensation (available on the first of the month following a 60-day waiting period).
- ✓ Aflac Voluntary Benefits
  - Aspen Construction offers the following employee paid voluntary benefits if you choose: Short Term Disability, Critical Illness, Accident Advantage, Life and Dental plans (available on the first of the month following a 60-day waiting period).
- ✓ Health Savings Account (HSA)
  - Aspen Construction offers a health savings account that allows you to set money aside out of your paycheck, before taxes are taken out, to help you pay for your healthcare expenses not covered by your health insurance plan or use it as a retirement savings tool (available on the first of the month following a 60-day waiting period).

PAID TIME OFF:

Available on the first of the month following a 60-day waiting period
- ✓ PTO: 56 hours per year

Available on January 1st, **following** 1 year of employment
- ✓ PTO: 80 hours per year total

Available on January 1st, **following** 5 years of employment
- ✓ PTO: 120 hours per year total

email: **info@aspen-construction.com** • *website:* **aspen-construction.com**

Office: 218-675-5808 Fax: 218-675-5809

3798 State Hwy 371, Box 6, Hackensack, MN 56452 • 8930 Columbia Dr, Williamsburg, VA 23185

ADDITIONAL INFORMATION:

- All Paid Holidays and PTO days are based on an 8-hour work day.
  - *For example: 'If July 4th falls on a Friday and Paul has already accumulated 40 hours from working Monday through Thursday the same week; Paul will receive 48 hours this week'.*

- All Paid Holidays and PTO days are based on their regular hourly rate.

- Paid Holidays only pertain to those falling on days during the week, Monday-Friday.

- Compensation for Paid Holidays will only be given if the employee is present and works the days prior to and/or after particular holiday; unless previously agreed upon.
  - *For example: 'If July 4th falls on a Wednesday, in order for Paul to receive compensation for the 'Paid Holiday', Paul will need to have worked Tuesday and Thursday; unless previously agreed upon with Paul's supervisor. If Paul did not show up on Thursday for work, Paul will not receive Wednesday's Paid Holiday.'*

- PTO Benefits are not available to be used on no call, no show circumstances.
  - *For example: 'If Paul did not show up to work on Monday, Tuesday, etc.; Paul's previously available PTO may not be used'.*

- Aspen Construction will shut down each year from December 24th-January 1st, at a minimum. PTO can be used during this time if available. If the employee no longer has PTO available, no compensation will be given other than the applicable Paid Holidays.
  - *For example: 'If Paul has used up all PTO previously in the year, Paul will only receive compensation for the applicable 'Paid Holidays' during this time (Christmas Day and New Years Day). If Paul has 60 PTO hours left, Paul will be compensated for a full week during this time (40 hours).'*

- Employees are encouraged to use the full amount of their PTO each year. Unused PTO will be carried over from year to year however, employees may not carryover more than 56 hours. Any unused PTO in excess of 56 hours will not carryover and will be forfeited. Carried over PTO does not count towards the annual frontloaded amount of PTO given to employees.
  - *For example: 'If Paul has completed three years with Aspen and does not use any of his PTO hours, he will then carryover 56 hours, the remaining unused 24 hours will be forfeited. Because Paul carried over 56 hours and receives 80 hours on January 1st, he will have 136 hours of PTO in his bank to use for that new year.'*

- The use of PTO is subject to supervisor's approval.

- Benefits package is subject to change without notice.

Employee Signature: _____ Date: _____

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