



## Office Employee Handbook

# Section 4 Benefits

### Employment Category

Each new employee is hired under a personnel category that will determine his or her eligibility for employment benefits. The following defines each category:

- **Full-Time Employee** – One who is hired directly by Tempco to work on a regular basis with a work schedule averaging 40 or more hours per week. Full-time employees meeting appropriate length of service requirements are eligible to participate in all Company benefits programs.
- **Part-Time Employee** – One who is hired directly by Tempco to work on a regular basis with a pre-determined work schedule of less than 40 hours per week. Part-time employees are not eligible for Company benefits unless otherwise permitted by a plan document or required by law.
- **Temporary Employee** – One who is hired directly by Tempco for special projects of limited duration or short-term periods such as summer employment. Temporary employees are not eligible for Company benefits unless otherwise permitted by a plan document or required by law.

Temporary changes in the number of hours do not affect your status, and the above definitions are not to be construed as a guarantee of work hours or ongoing employment.

### Company Benefits

As a full-time employee, you will be eligible for a broad range of benefits. Tempco provides to its employees and their qualified dependents an excellent employee benefit program. We strive to select a benefit program that meets or exceeds the community and industry standards. Questions concerning benefits should be directed to the Human Resources Department.

## Benefits

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### Group Insurance

Full-time employees are provided a comprehensive and competitive package of employee benefits designed to make your job more rewarding and to provide added protection for you and your family. Other employees, like part-time employees, may be eligible for coverage under Tempco's group health plan if such employees are regularly scheduled to work a minimum of 30 hours per week and who are on Tempco's direct-hire payroll.

- **Health Insurance** — provides protection to defray the cost of covered hospital charges, doctor bills, and medical expenses. Insurance protection for you and your eligible dependents is available at a moderate cost. Such coverage begins on the 91st day of employment.
- **Vision** – provides plan benefits to defray the cost of covered vision care, including eye exams and prescription eyeglasses.
- **Life Insurance** — provides life insurance protection including provision for accidental death and dismemberment.
- **Short-Term Disability Insurance (STD)** — provides income maintenance protection during short-term periods of disability due to job-unrelated accident or illness. Benefits continue for up to 26 weeks.
- **Dental Insurance** — provides a dental insurance plan to defray the cost of covered dental care. Insurance protection for you and your eligible dependents is available at a moderate cost.

All group insurance benefits are provided according to the related plan's terms, conditions, and limitations which may change at any time with or without notice.

### Wellness Benefits

Tempco offers a wellness benefit for employees and their covered spouses who are enrolled in the Company's group health plan. The program is currently administered by CHC Wellbeing. The goal of the program is to help employees achieve healthy goals and make smart health-conscious lifestyle choices. Those participating in the program will take a simple biometric screening that screens for common health risks and employees will also take an online health and lifestyle survey that assesses the effects of lifestyle choices.

If you achieve certain health goals or make measured improvements upon those goals from your prior-year screening you will be eligible to earn points. If you do not earn enough points or do not participate in the wellness benefit program, then your cost of your share of health care premiums under Tempco's group health plan will be more than for those who earn enough program points and participate in the program.

If you are unable to achieve the standards for the reward under the program due to a medical condition, you may then request a Reasonable Alternative Standard (or waiver of an otherwise applicable standard) through your CHC Wellbeing portal to obtain the program reward.

Employees are encouraged to refer to their specific plan documents for more information about this wellness benefit.

## Group Health Plan Privacy Rules

The Health Insurance Portability and Accountability Act (“HIPAA”) governs the manner in which a health plan such as the Tempco Group Health Plan can use and disclose your personal health information. The rule is designed to protect you from the misuse of your personal health information.

The important thing you need to know is that Tempco, as the Plan Sponsor, does not create, receive or maintain your personal health information. The insurance company that pays benefits under the Tempco Group Health Plan maintains your personal health information and does not share such information with Tempco, other than to communicate enrollment information and certain summary health information (information that summarizes the claims history, expenses, or types of claims experienced by plan participants, but which does not identify individuals). Under this arrangement, Tempco does not have access to your health information, and therefore cannot misuse it. As a result, Tempco is subject to limited requirements under the rule.

Tempco will not take adverse action against any individual for exercising their rights, including filing a complaint under the HIPAA Privacy Rule. In addition, Tempco will not require individuals to waive their rights under the HIPAA Privacy Rule as a condition of treatment, payment, enrollment, or eligibility for benefits under the Tempco Group Health Plan.

If you are an employee currently participating in the Tempco Group Health Plan, a HIPAA Privacy Notice from the insurance company that provides plan benefits will be mailed to you. This notice explains the HIPAA Privacy Rule in more detail and provides a summary of your rights under the rule.

## Insurance Continuation

Upon separation of employment, an employee, if eligible, may elect to continue health insurance coverage as permitted under the “COBRA” insurance continuation law. Also, under this federal law, continuation of insurance coverage for eligible employees is available at the employee’s expense for a spouse, former spouse, or dependents in the event of marital separation, divorce, death, or other qualifying events.

An employee or family member is responsible for notifying the Company within 60 days of occurrence of a qualifying event to qualify for continued insurance. The individual receiving continued insurance under this plan is responsible for paying the specified total premium cost plus an administrative fee as prescribed by law. Contact the Human Resources Department for additional information.

## Employee Assistance Program (EAP)

Free, confidential professional counseling and referral services are available to Tempco employees and their qualified dependents eligible to participate in Tempco’s group health plan who may encounter personal or family-related problems. Help is available 24 hours per day 7 days per week through an outside resource. The Employee Assistance Program (EAP) is designed to successfully assist with such issues as:

- **Alcohol or drug abuse**
- **Stress and emotional problems**
- **Marital and family difficulties**
- **Financial concerns**

All such Tempco employees and their qualified dependents are eligible to utilize the Employee Assistance Program services.

Participation in the Employee Assistance Program is voluntary. However, Tempco may require an employee to seek assistance if personal problems are thought to be contributing to unsatisfactory job performance.

All personal information shared in the EAP process remains confidential and is protected in the same manner as confidential health information. Such information will not be released without prior written consent from the employee (or appropriate family member). In such circumstances, the employee (or appropriate family member) will be informed of what information will be disclosed, to whom and why.

## Benefits

### Holidays

If you are an active (i.e., not on layoff or leave of absence), full-time employee who has been employed thirty (30) days or more, you will be eligible to receive eight (8) hours pay at your established hourly rate for each of the following holidays. You must work the workday before (8 hours) and the workday after (8 hours) each holiday without interruption in order to receive holiday pay. Paid holiday time will not be considered as time worked for the purpose of computing overtime without prior approval by management.

**The Company observes ten (10) holidays per year:**

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|---------------------|---------------------------|
| 1. New Year's Eve   | 6. Labor Day              |
| 2. New Year's Day   | 7. Thanksgiving           |
| 3. Good Friday      | 8. Day After Thanksgiving |
| 4. Memorial Day     | 9. Christmas Eve          |
| 5. Independence Day | 10. Christmas Day         |

If a holiday falls during your vacation, you are entitled to an additional day of vacation. If a holiday falls on a Saturday or Sunday, its observance will be at management's discretion.

### Personal Holidays

The Company also observes three (3) additional personal holidays:

- Your birthday
- 15th Employment Anniversary
- 25th Employment Anniversary

You are entitled to your birthday off with pay after you have completed one year of service with the Company. This day must be taken on your birthday or during the month of your birthday.

You are also entitled to your employment anniversary day off with pay every year after you have completed fifteen (15) years of service. You are entitled to an additional day off with pay after you have completed twenty-five (25) years of service.

Personal holidays are provided to full-time employees only. Pay for a personal holiday is computed based on the employee's established pay rate for an eight (8) hour day, and the personal holidays may not be moved or combined with any other holiday or vacation time except as noted above.

Personal holidays must be scheduled and approved by the department manager in advance. **Personal holidays will not accumulate from year to year, and any earned but unused personal holidays will not be paid upon termination of employment.**

## Vacations

Regular full-time employees who have completed six (6) continuous months of service are eligible for vacation with pay in accordance with the schedule below. Eligible employees may take vacations and will be paid the hours indicated on the schedule based upon their regular hourly or salaried rate of pay, following each year of employment as shown below:

Completed Years of Service	Vacation Time Allowed
6 months	5 days
2 through 9 years	10 days
10 years +	15 days

Your official vacation period is from your anniversary of date of hire. Vacation time will only accrue while the employee's status is active and full time (i.e., not on layoff or leave of absence).

Unused vacation cannot be carried forward into a subsequent year and will be forfeited, however, exceptions may be made from year to year to accommodate business needs with the approval of your immediate supervisor. Accumulated vacation days must, however, be taken by the following year or they will be lost. You may split your vacation into separate days and/or weeks. Employees are not permitted to "cash-out" vacation pay.

At separation of employment, an employee is entitled to receive pay for any earned but unused vacation time through the date of employment termination in accordance with applicable law.

## Paid Time Off Policy (Effective January 1, 2024)

### Paid Time Off - PTO

This new paid time off (PTO) policy, which will be effective January 1, 2024, has been created to replace Tempco's sick day and personal day leave policies for office employees and is intended to comply with the new Illinois Paid Leave for All Workers Act, 820 ILCS § 192/1, et seq. ("IPLFAW Act"). Every office employee (hourly and salaried) will be eligible for PTO under this policy, subject to its terms and conditions, regardless of their length of service with Tempco.

Tempco believes that having paid time off from work is important for employees to maintain their health and well-being, care for their families, or to use for any other reason that benefits the employee. The official period for use of PTO time under this policy is the calendar year from January through December.

Under this policy, PTO may be taken for any reason or purpose, including sick time, unpaid leaves permitted under federal or Illinois law (including unpaid bereavement leave), or any other personal unpaid time away from work not otherwise provided for by Tempco. Tempco encourages all employees to use their full allotment of PTO each year.

Any PTO time utilized under this policy will be administered in accordance with the provisions of the IPLFAW Act and the applicable administrative rules of the Illinois Department of Labor.

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## Benefits

### **Paid Time Off Policy (Effective January 1, 2024) (continued)**

#### **PTO Benefits – Current Employees**

For all current full-time office employees, 40 hours of PTO time will be frontloaded, and therefore will vest and be considered earned on January 1, 2024 and each subsequent calendar year thereafter provided the employee remains employed with Tempco. The maximum amount of PTO an employee can earn on a calendar-year basis (i.e., January 1 through December 31), beginning January 1, 2024, will be 40 hours.

For all current part-time office employees, a pro rata amount of PTO time consistent with the employee's anticipated work schedule for the calendar year will be frontloaded, and therefore will vest and be considered earned on January 1, 2024 and each subsequent calendar year thereafter provided the employee remains employed with Tempco. If, however, the part-time employee works more hours than anticipated, the employee will be entitled to accrue additional hours at a rate of 1 hour of paid leave for every 40 hours worked in the same 12-month period, up to 40 hours of paid leave. If, on the other hand, the part-time employee works fewer hours in the 12-month period than anticipated, then Tempco will not diminish, or recoup, used or unused frontloaded leave benefits.

Tempco will provide each office employee with written notice on or before January 1 of each calendar year informing them of how many PTO hours such employee is receiving for the upcoming calendar year.

#### **PTO Benefits – New Employees**

For new employees hired after January 1st in a calendar year, 40 hours of PTO will be frontloaded in that calendar year on a pro rata basis based on the employee's initial date of employment and such pro rata PTO time will be considered earned upon the first day of employment provided employee remains employed by the Company for 90 calendar days. For example, if an employee's first day of employment is April 1st, Tempco will frontload 30 hours of PTO (9/12 X 40 hours) on April 1st. A new employee, however, will only be eligible to begin using such PTO time 90 calendar days after commencement of employment. Tempco will provide each new office employee written notice informing them of how many paid leave hours the employee is receiving on or before the first day of employment.

#### **Requests for PTO**

Employees desiring to use PTO time are required to request such PTO from their supervisor with at least seven calendar days' prior notice before the leave is to begin. If the need for PTO is not foreseeable, then the employee shall provide such prior notice to their supervisor as soon as is practicable after the employee learns of the need for the leave. An employee will not be required to provide a reason for taking PTO time and Tempco will not require the employee to provide any type of documentation, including a certificate or form, as proof or support for the reason to use such PTO time. An employee may request to use such PTO time by making an oral or written request to their direct supervisor. The employee's supervisor or the Human Resources Department will record the request in the employee's personnel record.

Tempco reserves the right to deny an employee's request to use PTO time when the PTO leave may interfere with Tempco's core operational needs. When multiple employees request the same time off, their length of employment may determine priority in scheduling PTO times. In deciding as to whether to deny a request for such PTO, Tempco will consider, beyond core operational needs, whether the employee has had, and will continue to have, an adequate opportunity to use all PTO time in the calendar year such employee is entitled to use under the IPLFAW Act. If a request for such PTO time is denied, Tempco will maintain a record of its reason(s) for the denial.

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**Paid Time Off Policy (Effective January 1, 2024) (continued)****Use of PTO**

Employees using PTO under this policy may use such leave for any reason of the employee's choosing. In using such PTO time, employees have the discretion to determine how many PTO hours they need to use in the calendar year except employees are required to use PTO time in increments of not less than two hours per day. If using PTO in increments of less than eight hours per day, employees must provide Tempco with prior advance notice at the time such PTO time is requested that such time will be taken in increments of less than a full workday (i.e., less than eight hours).

Employees will be allowed to use such PTO before using any other leave benefit provided by Tempco or by federal or Illinois laws. Employees are also equally allowed to use any other leave benefits (paid or unpaid) for which the employee is eligible to use that is provided either by Tempco or by federal or Illinois laws before using PTO earned under the IPLFAW Act.

**Carryover**

There is no carryover of PTO hours from one calendar year to the next calendar year. All PTO hours not used within the calendar year shall be forfeited upon the end of that calendar year.

**Separation of Employment**

Any unused PTO available to an employee will not be paid out to the employee upon the employee's termination, resignation, retirement, or other separation from employment. This PTO policy is separate and distinct from Tempco's vacation policy for office employees.

**Absences Not Covered by This Policy**

This policy addresses absences for PTO but does not include leave entitlements under other federal or Illinois laws that may entitle employees to additional paid or unpaid leave such as absences for parental leave, family and medical leave, military service leave, military family leave, short- or long-term disability leave, bone marrow and blood donation leave, bereavement leave, jury duty leave, voting leave, victims of crime leave, or any other leave required or permitted by applicable federal or Illinois law. Please refer to Section 8 of Tempco's Office Employee Handbook for other leaves of absences available to employees eligible for such leaves.

**Concurrent FMLA Leave**

To the extent allowed by law, you may elect, and Tempco may require, that eligible leave taken under the Family and Medical Leave Act (FMLA) run concurrently with leave available under this PTO policy for the same purposes as your FMLA leave.

**Scope of Policy**

This PTO policy, and the benefits provided herein, supersedes and replaces all prior and contemporaneous understandings, agreements, representations, and warranties, both written and oral, with respect to any leaves of absences under Tempco's sick day and personal day leave policies.

**Administration of Leave Policies**

Tempco's Human Resources Department is responsible for the administration of Tempco's PTO Policy. If you have any questions regarding this policy or if you have questions about any type of leave not addressed in this policy, please contact Tempco's Human Resources Department for assistance.

### Tuition Reimbursement

Our employee development process is based on a combination of academic and on-the-job education to increase self-development. Because each individual's developmental needs are different, you are encouraged to consult your supervisor regarding appropriate education and training opportunities for any job-related courses that will help you in your future work assignments at Tempco. Tempco encourages employees to increase their growth as individuals as well as in their value to the Company. For this reason, Tempco has a tuition reimbursement program, subject to the prior approval of the course by Company management. The approval form must be obtained from the Human Resources Department. This program is offered to all regular full-time employees.

Participating employees, upon completion of the course, will be given tuition reimbursement as follows:

- 100% for a grade of A
- 85% for a B
- 70% for a C
- 50% for a D
- 0% for an F or incomplete
- P/F reimbursement may be approved only in circumstances where the course is required to obtain a degree or certificate, or in instances where there are no alternative courses where traditional grades are issued upon completion of the course.

Tuition reimbursement benefits have a cap of \$5,000.00 for a twelve (12) month period. If you voluntarily terminate your employment within a twelve (12) month period after reimbursement, you will be obligated to pay the Company back for the education expenses paid out by Tempco on your behalf over the preceding twelve (12) months. You will be required to sign a note equal to the amount paid out by Tempco that will expire after a twelve (12) month period provided you have not voluntarily resigned your employment with Tempco within this twelve (12) month period.

Tempco will provide tuition reimbursement for:

1. Undergraduate work at an accredited college or university.
2. Graduate work at an accredited college or university.
3. Work at a technical trade or business school recognized for effectiveness in the community it serves.
4. Work-related correspondence courses taken from an approved correspondence school or from degree-granting universities.

To successfully process your tuition reimbursement, the following procedures apply:

1. Fill out the request form. The form can be obtained through the Human Resources Department.
2. Submit a course description with the completed request form to the Human Resources Department for approval.
3. Upon receiving approval, sign up for the course and pay the fees directly to the school.
4. Upon successful course completion, submit a copy of receipts and grade notice to the Human Resources Department for reimbursement.

**Reimbursement will be made for tuition payments only. You are responsible for textbooks, laboratory fees and materials; they remain your property upon completion of the course.**

To the extent that the student is benefiting from any other form of tuition aid (such as a scholarship, veteran's benefits, etc.), the amount reimbursable under this program is 100% for tuition charges less the amount paid by the scholarship, veteran's program, etc.

No tuition reimbursement will be made to an employee whose employment with the Company terminates for any reason prior to his or her completion of the course.

### **401(k) Savings Investment Plan**

Tempco provides a 401(k)-savings investment plan for eligible employees with a specified matching contribution from Tempco. Individuals meeting length of service and working time requirements defined in the plan may elect to contribute a portion of earnings to the plan through payroll deduction and a percentage of that contribution will be matched by Tempco. Employee contributions to the plan, Tempco's matching contribution, and plan earnings receive favorable tax treatment under current tax laws. Please see your supervisor for further details.

### **Statutory Benefits**

Some of the benefits to which you are entitled are established by law and administered by federal and state agencies. Among these are:

#### **Social Security**

The cost of Social Security is shared between employees and the Company. For every dollar an employee puts into Social Security, Tempco puts in a dollar. Social Security provides benefits for employees and their families as specified by law in the event of retirement, hospitalization after age 65 (Medicare), total and permanent disability before age 65, and death at any time. For details, contact your local Social Security office.

#### **Worker's Compensation**

All employees are covered by worker's compensation insurance, which is purchased by the Company in the states in which it operates. This insurance provides an employee with compensation for illness, accidental injury or death suffered in the course of or as a result of their employment with the Company in accordance with the laws of the states.

**Eligibility:** Eligibility for benefits under worker's compensation insurance is automatic and is effective on the date of hire.

**Benefits:** Worker's compensation benefits provide weekly payments based upon the employee's regular earnings as well as payments for medical and hospital expenses arising out of an occupational illness or injury. Worker's compensation benefits are provided in accordance with all applicable state and federal laws pertaining to worker's compensation.

## Benefits

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### **Light Duty Policy**

The Company does not maintain any light duty positions; however, in the event that an employee suffers an injury in the workplace or becomes pregnant which prevents the employee from performing their assigned regular job, the Company may, in its discretion, create a light duty position for that employee which the employee may accept. Any light duty positions, however, which are created by the Company are temporary positions only and will cease after 120 calendar days following the employee's assignment to the temporary light duty position. A light duty assignment may be terminated before the end of the 120-calendar day period if the employee is able to return to their regular job position earlier.

### **Unemployment Compensation**

Unemployment compensation is another form of insurance that is paid entirely by Tempco. It helps an employee meet a loss of income resulting from unemployment beyond their control by paying certain benefits while they are out of work. This form of protection is in addition to group insurance, Social Security and worker's compensation.

### **Disclaimer - Plan Document Controls**

Any description of employee benefits in this Employee Handbook only summarizes the provisions of a formal benefit that may be governed by a Plan document (e.g., group health coverages) and does not attempt to cover all of the details contained in the Plan document. The operation of the Plan, including events making you eligible or ineligible for benefits, the amount of benefits to which you (or your beneficiaries) may be entitled, and actions you (or your beneficiaries) must take to request and support a claim for benefits will be governed solely by the terms of the official Plan document. To the extent that any of the information contained in this Employee Handbook, a summary plan description ("SPD"), or any information you receive orally is inconsistent with the official Plan document, the provisions set forth in the Plan document will govern in all cases. If you wish to review the Plan document, please refer to the section of the SPD for such benefit plan entitled "YOUR RIGHTS," which discusses your ability to review the Plan document.