

FIRST® EMPLOYEE BENEFITS SUMMARY - 2018

Regular full-time employees, scheduled to work 40 hours per week, begin accruing 6.15 PTO hours per pay period upon hire date or reclassification to regular full-time.

Eligibility	Annually	Bi-Weekly Accrual
0 – 7 years of service	20 days (160 hours)	6.15 hours
8 – 11 years of service	21 days (168 hours)	6.46 hours
12 – 15 years of service	22 days (176 hours)	6.77 hours
16 – 19 years of service	23 days (184 hours)	7.08 hours
20 – 23 years of service	24 days (192 hours)	7.38 hours
24 - + years of service	25 days (200 hours)	7.69 hours

FIRST® 9 paid holidays per the calendar year: New Year’s Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the day after Thanksgiving, Christmas Day and two additional holidays pre-determined before the start of each calendar year.

Three days of paid sick leave per anniversary year: it is a “use-it-or-lose-it” policy based on the employee’s anniversary year cycle.

One day of paid volunteer time per anniversary year: it is a “use-it-or-lose-it” policy based on the employee’s anniversary year cycle.

401(k) Retirement Savings Plan: To be eligible, an employee must be classified as a regular employee with *FIRST*. Temporary and Seasonal employees are generally excluded unless they work greater than 1000 hours per the calendar year. An employer match is calculated on an annual basis following the definitions outlined in the 401(k) plan document. A copy will be provided during new hire orientation and again if there are plan changes. You may also request additional copies at any time by contacting a member of Human Resources. *FIRST* matches the first 2% an employee defers by 100% and matches 50% on the 3% and 50% on the 4%. In other words, if an employee defers 4%, they would realize the full 3% match made by *FIRST*.

Harvard Pilgrim Healthcare: 3 plan options available for an effective date of the first of the month following hire date or reclassification from temporary or part time to full time and during the open enrollment period for our group coverage. Changes mid-plan year are allowed if the employee experiences a qualifying life event.

Lincoln Dental Insurance: 1 plan option available for an effective date of the first of the month

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VSP Vision Insurance: 1 plan option available for an effective date of the first of the month following hire date or reclassification from temporary or part time to full time and during the open enrollment period for our group coverage. Changes mid-plan year are allowed if the employee experiences a qualifying life event.

Ancillary Insurances paid 100% by FIRST: Short and long-term disability income protection. 100K basic life and accidental death and dismemberment insurance for an effective date of the first of the month following hire date or reclassification from temporary or part time to full time.

Supplemental Life Insurance: Additional life insurance may be purchased at the employee's expense for an effective date of the first of the month following hire date or reclassification from temporary or part time to full time.

Medical and Dependent Pre-Tax Flex Plans: available for an effective date of the first of the month following hire date or reclassification from temporary or part time to full time and during the open enrollment period for our group coverage. Changes mid-plan year are allowed if the employee experiences a qualifying life event.

Additional Value-Add Benefits at FIRST:

- Employee Assistance Program
- Tuition Reimbursement (\$2500 per calendar year)
- Discounts on Team Registration
- Flexible Work Schedule
- Pay Continuation during an employee's serious health issue (max 30 days)
- Paid Maternity and Paternity Leave
- Company-Sponsored Employee Events
- Travel Assistance Program