



Updated: 10/31/2018

This letter will detail the benefits package for all full-time JIT Staffing employees.

10 federal holidays: New Year's Day, Martin Luther King Jr Day, Presidents' Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving & Christmas. For those few employees who actually work on the holiday, you will be paid double time for those hours worked.

Vacation: 10 days accrued from the date of hire for all employees who work at least 30 hours a week (as noted in your letter of agreement). Please note that you don't start with those 10 days. All accrued vacation available will appear on your paystubs. You can use any hours listed as available, but please also note that vacation time must be asked for in advance and with approval of your program manager, Denell Henefeld.

Health insurance and 401(k) contributions (elective deferral and company matching) through JIT Staffing LLC (JITS) are federal tax free.

Employees are eligible for the company insurance on the 1<sup>st</sup> of the month following a full calendar month of employment. For instance if you were hired on September 7<sup>th</sup>, you are eligible effective November 1<sup>st</sup>.

JITS will pay 100% of your dental and vision insurance as well as 50% of the base (silver) health plan insurance. That amount is currently \$227.20 and will apply to any of the three levels currently offered through UnitedHealth Care. You can choose the base plan or buy up to Gold or down to Bronze. If you choose the Bronze plan, you are also able to enroll in the accompanying HSA. Please see the Election Form for more information on rates.

Insurance information and the enrollment form will be sent at least a month before eligibility, or you can download them from the gdrive folder that has been shared with you. Please return the enrollment form no later than 10 days before your eligible effective date.

You must average at least 30 hours a week to qualify for the health insurance. If you know you won't be working at least 30 hours a week, please disregard the UHC insurance paperwork. Should you increase your hours in the future, you will then be able to qualify.

Employees are eligible for the 401(k) on the 1<sup>st</sup> of the month following 6 full calendar months of employment. For instance if you were hired on September 7<sup>th</sup>, you are eligible effective April 1<sup>st</sup> of the following year.

Enrollment packages will be sent within a month of your effective date. If the enrollment form is not returned to HR, you will be automatically enrolled and have 3% of your gross pay deducted from your checks after your effective date. If you would like to waive participation, you must let HR know before your effective date, but you may cancel your future deductions at any time. If you would like to participate, choose your own deduction percentage and/or select the funds where your money is invested, fill out the enrollment form completely and return to HR. You may choose any percentage from 1% to 10%, though JITS will only match your contributions up to 6%.

The matching percentage will vary depending on your contribution percentage. Please see the below chart to find out how much will be matched:

<b>Employee %</b>	<b>JITS Matching %</b>	<b>Amount Matched</b>
<b>1%</b>	1%	100% on 1% = 100%
<b>2%</b>	1.5%	100% on 1% / 50% on 1% = 75%
<b>3%</b>	2%	100% on 1% / 50% on 2% = 66.67%
<b>4%</b>	2.5%	100% on 1% / 50% on 3% = 62.5%
<b>5%</b>	3%	100% on 1% / 50% on 4% = 60%
<b>6%</b>	3.5%	100% on 1% / 50% on 5% = 58.33%

This letter will be updated as policy changes. It is your responsibility to visit the provided link and read this again should there be any updates. If you have any questions, please let me know.

Judith Bakley,  
Accounting Manager  
JIT Staffing LLC