

## Insurance

Shannon Staffing Inc. ("SSi") offers access to flexible and affordable benefits including **medical, dental, prescription drug reimbursement, vision, term life and short-term disability** insurance. **All employees** are eligible to purchase these insurance plans **from Day One** of their employment with SSi, with coverage beginning shortly thereafter (i.e., after your first insurance payroll deduction is processed and any waiting periods have passed).

*\*\* A summary of these plans, their coverages and limits (Summary Plan Descriptions) will be provided to you by mail from the insurance provider after sign-up. All insurance questions, inquiries and concerns shall be directed to (866) 798-0803 or [www.esc-enrollment.com](http://www.esc-enrollment.com).*

## New-Hire Bonus

We want to welcome you to the Shannon Staffing extended family! As part of that introduction to our award-winning clan, new-hires will receive a one-time **\$125 bonus** once they **complete 250 total hours** of work.

*\*\* The definition of a "new-hire" excludes those individuals whose latest assignment with SSi occurred less than 12 months ago as compared to this most recent re-hire date. To receive this bonus, the new-hire individual must still be employed with SSi at the time of payout.*

## Referral Bonus

Shannon Staffing is always looking for good employees like you! Earn bonuses for employee referrals by helping your friends and acquaintances to gain financial independence and security...multiple referrals means multiple bonuses. As soon as each referral completes **250 total hours of work**, the referring SSi employee will receive a **cash bonus of \$125**.

*\*\* To receive this bonus, both the referral and the referring individual must still be employed with SSi at the time of payout. Only one referral-bonus claimant may be named for each new-hire (confirmed by the new-hire upon application).*

## Holiday-Pay Bonus

The traditional catchphrase is "A day's pay for a day's work." Shannon Staffing extends this concept with paid holidays to help you cover days that you would normally be scheduled to work but which instead have been designated "scheduled holidays" at your assignment location. Shannon Staffing employees who work **1008 straight-time hours** in the **26 complete-weeks** prior to the holiday – without a break in service – may receive a holiday bonus equivalent of **up to 8 hours of straight-time pay** for covered holiday-pay days. The **five (5) holiday-pay days** include **Memorial Day, Independence Day, Labor Day, Thanksgiving Day** and **Christmas Day**.

*\*\* Straight-time hours specifically exclude Overtime Hours and Holiday-Pay Hours. Employees must actually work both the day before and the day after the holiday (in accordance with the client organization's established schedule) at the same client company. To receive this bonus, the individual must still be employed with SSi at the time of payout.*

### **Vacation-Pay Bonus**

Shannon Staffing employees who complete **1800 straight-time hours** worked in a **50-consecutive-week period** – without a break in service – may request a vacation-pay bonus of **\$175**.

*\*\* Straight-time hours specifically exclude Overtime Hours and Holiday-Pay Hours. To receive this bonus, the individual must still be employed with SSI at the time of payout. The 50-week clock for eligibility of this bonus starts again from the issuance date of the bonus check.*

### **Warehouse Club / AAA Club Membership**

Shannon Staffing assignment employees who complete **1800 straight-time hours** worked in a **50-consecutive-week period** – without a break in service – are eligible to receive reimbursement for a **one-year membership** to (1) one of **Sam's Club, Costco, or BJ's Wholesale Club**, and (2) **AAA of Ohio**.

*\*\* Straight-time hours specifically exclude Overtime Hours and Holiday-Pay Hours. Each such reimbursement is capped at **\$60**, respectively, and 2 (maximum) total reimbursements per calendar year. To receive this reimbursement, the individual must still be employed with SSI at the time of payout. Bring your valid receipt(s) into the office for reimbursement. To be eligible, receipt(s) must be dated after you have met the stated eligibility requirements. The 50-week clock for eligibility of this program starts again from the issuance date of each respective reimbursement check.*

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

Shannon Staffing sponsors a retirement savings vehicle known as a 401(k) plan, where eligible employees can voluntarily direct a portion of their earnings towards retirement savings, for **tax-advantaged investing through payroll deductions**. Shannon Staffing covers the administrative fees for the 401(k) plan, and may add **discretionary contributions** to participants' accounts in order to bolster savings. These payroll deductions are held in trust by a nationally recognized financial institution (Nationwide), and remain the sole property of the participating employee. Discretionary contributions (i.e., those added to accounts and funded by SSI) are subject to a vesting schedule.

*\*\* To be eligible, SSI employees must have (1) reached the age of 21 years old, (2) be a US citizen, (3) have a year of service, and (4) completed **1000 total hours** worked in a **52-week period**. Shannon Staffing determines such eligibility twice per year, as of each January 1 and July 1, and will notify eligible recipients when such status is attained. A summary of the plan (Summary Plan Description) will be provided to you electronically or in print form upon attaining eligibility.*

### **PLEASE KEEP THIS IMPORTANT INFORMATION FOR FUTURE REFERENCE**

**NOTE: Shannon Staffing may change these programs and benefits at any time to address changing business conditions. Revisions, modifications, additions, deletions, and cancellations to these programs and benefits are subject to change without advance notice to participants. Payments made, if any, will reflect the program features in existence when a request is first made. All changes, cancellations, decisions and interpretations are subject to the sole discretion and final judgment of Shannon Staffing.**