

Benefits Summary for Temporary, Temp-to-Hire and Assignment Employees (Effective Oct 1, 2020 - Dec 31, 2020)

**** 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** coverage. **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 insurance-company mandatory waiting periods have passed).

*** A summary of these plans, their coverages and limits (Summary Plan Descriptions) are available online at SSI’s website and by mail from the insurance provider. All insurance questions, inquiries and concerns should be directed to Essential Staffcare at (866) 798-0803 or 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 single **\$125 bonus** once they **complete 250 billable 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.*

**** Employee Referral Bonus**

Shannon Staffing is always looking for good employees like you! SSI employees can earn bonuses for referring new-hire employees. Help friends and acquaintances gain financial independence and security ... and get yourself multiple bonuses for providing multiple referrals. As each new-hire referral **completes 250 billable hours of work**, the referring SSI employee will receive a single **\$125 bonus**.

*** 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, both the new-hire referral and the referring employee must still be employed with SSI at the time of payout. Only one referral-bonus claimant may be named for each new-hire referral; the referring source must be identified by the new-hire referral at the initial time of application.*

**** Holiday-Pay Bonus**

The traditional catchphrase is “An honest day’s pay for an honest 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 client-assignment location. Shannon Staffing employees who work at least **one thousand (1000) straight-time hours** in the **26 calendar weeks** prior to the holiday may receive a holiday bonus equivalent of **up to 8 hours of straight-time pay** (excluding premiums) for covered holiday-pay days. The **five (5) covered holiday-pay days** are **Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day**.

*** Straight-time hours specifically exclude any premiums such as Overtime Hours, Bonus Hours and Holiday-Pay Hours. Employees must actually work (i.e., excluding Paid Time Off) both their normally-scheduled ‘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 any premiums such as Overtime Hours, Bonus 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.*

PLEASE KEEP THIS IMPORTANT INFORMATION FOR FUTURE REFERENCE

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

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

*** Straight-time hours specifically exclude any premiums such as Overtime Hours, Bonus Hours and Holiday-Pay Hours. Each such reimbursement is capped at the lower of the Standard-level membership fee or \$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 weekly 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 employee savings. These payroll deductions are held in trust by a nationally recognized financial institution (Nationwide), and employee contributions always remain the property of the participating employee. Discretionary contributions (i.e., funds added to employee accounts by SSI) are subject to a vesting schedule.

*** To be eligible, SSI employees must (1) have reached the age of 21 years old, (2) be a US citizen, (3) have completed a year of service, and (4) have worked with SSI for **1000 billable hours** within (i) your first-ever 52-week period with SSI or (ii) within any calendar year thereafter. Shannon Staffing determines such eligibility twice per year (as of each January 1 and July 1), and will notify newly-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.*

**** Educational Benefits: Business Partner Scholarship Program with MVNU**

Mount Vernon Nazarene University (MVNU) offers coursework for individuals to complete an undergraduate or graduate degree of their choice through MVNU’s Graduate and Professional Studies (GPS). In partnership with MVNU, Shannon Staffing offers a scholarship program -- to help Shannon Staffing employees and/or their immediate family members enrolled as a full-time student -- for \$500 per semester to apply to the tuition cost of courses required for their program of study at MVNU’s GPS.

*** Certain restrictions, terms and other conditions apply. MVNU, in its sole discretion, determines eligibility for this scholarship benefit. Please contact the Shannon Staffing office to receive more details for this program with MVNU.*

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 may be made 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.