



Benefits Summary for Temporary, Temp-to-Hire and Assignment Employees (Effective Apr 1, 2021 - Jun 30, 2021)

** Insurance

Shannon Staffing Inc. (“SSi”) offers access to flexible and affordable benefits, including **fixed indemnity medical, prescription drug (via reimbursement), dental, vision, term life and short-term disability** coverage. **All employees** are eligible to purchase these 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). Coverage options include Employee-Only, Employee + 1, and Employee + Family. (Formal request required.)

*** 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, new-hires will receive a single **\$125 bonus** once they **complete 250 billable hours of work**. (No request forms needed!)

*** 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. For each friend or acquaintance that you help to become an eligible SSi new-hire employee, you can earn a new-hire referral bonus. As each eligible new-hire referral **completes 250 billable hours of work**, the referring SSi employee will receive a single **\$125 bonus**. And there are no limits to the number of employee-referral bonuses you can earn! (Formal request required.)

*** 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 SSi 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/ interview with SSi.*

** 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 be “normally scheduled to work” but which instead have been designated “scheduled holidays” by your client-assignment location. Shannon Staffing employees who work at least **1000 straight-time hours** in the **26 consecutive weeks** prior to the holiday may receive a Holiday-Pay bonus equivalent of **up to 8 hours of straight-time pay** (excluding any premiums) for covered holiday-pay days. The **5 covered holiday-pay days** are **Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day**. (No request forms needed! Processing may take up to 2 weeks after the covered holiday.)

*** 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.*

PLEASE KEEP THIS IMPORTANT INFORMATION FOR FUTURE REFERENCE

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**** 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 **\$250**. (Formal request required.)

*** 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. Eligibility towards earning the next Vacation-Pay bonus starts again from the issuance of the latest Vacation-Pay bonus 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. (Formal request required.)

*** 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 upon attaining eligibility.*

**** Tuition 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. (Formal request required.)

*** 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 or cancel 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 initially made. All changes, cancellations, decisions and interpretations are subject to the sole discretion and final judgment of Shannon Staffing.

If you have questions about these benefits, contact us at (740) 397-2040.

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