

## Benefits Summary for Temporary and Assignment Employees Effective January 1, 2026 – December 31, 2026

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### \*\* Indemnity Insurance and Coverages

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 enrollment documentation is required for coverage.)**

*\*\* 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](http://www.esc-enrollment.com).*

### \*\* New-Hire Bonus

We want to welcome you to the Shannon Staffing community! As part of that introduction, new-hires will receive a single **\$250 bonus** once they **complete 250 billable straight-time hours of work**. NOTE: We do NOT require “perfect attendance!” **(We track and process this automatically ... 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 their 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 employees can earn an UNLIMITED number of employee-referral bonuses for referring “new-hire” employees. For each individual 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 straight-time hours of work**, the referring SSi employee will receive a single **\$250 bonus** for that referral. NOTE: There is no limit to the number of employee-referral bonuses you can earn! We do NOT require “perfect attendance!” **(Formal request and documentation required.)**

*\*\* The definition of a “new-hire” excludes those individuals whose latest assignment with SSi occurred less than 12 months ago as compared to their 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, as documented by SSi.*

### \*\* Holiday-Pay Bonus

Shannon Staffing employees who work at least **600 billable straight-time hours** in the **16 consecutive calendar weeks** prior to the holiday may receive a Holiday-Pay bonus equivalent of **up to 12 hours of straight-time pay** (excluding any premiums) for covered holiday-pay days where an employee would have normally been scheduled to work that day absent the holiday. The number of hours to be paid to an employee for holiday pay will reflect the employee’s regularly scheduled number of work hours per day (on average), as officially stated by the client organization (min: 8 hrs; max: 12 hrs). The **five (5) covered holiday-pay days** are **Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day**. **(We track and process this automatically ... 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. Eligible employees will not receive Paid Time Off and Holiday Pay for the same hours or days; payment will be made for only one of these benefits during any given covered period. 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 **960 billable straight-time hours** worked in the **26 consecutive calendar weeks** – without a break in service – may request a vacation-pay bonus of **\$250. (Formal request and documentation required. Limited to 1 payout per calendar year.)**

*\*\* 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.*

### **\*\* Safe-Harbor 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 adds a **safe-harbor matching contribution** to participants' accounts in order to bolster employee savings. Shannon Staffing will **match 100%** of employee contributions **up to 3%** of an employee's compensation and then **50%** of an employee's additional contributions, **up to 5%** of pay. These payroll deductions and contributions are held in trust by a nationally recognized financial institution (Nationwide). Employee contributions and safe-harbor contributions always remain the property of the participating employee. Discretionary contributions (i.e., profit-sharing funds added to employee accounts by SSI) are subject to a 6-year vesting schedule. **(Formal enrollment documentation 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) (a) 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, or (b) beginning in 2025, worked with SSI for at least **500 hours in each of the last two years**. 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 and also upon formal request.*

**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.*