



January – December 2025

EMPLOYEE BENEFITS SUMMARY

The following is a summary of the benefits available to employees of StuartCo, along with eligibility terms and employee contributions (where applicable).

To be eligible for benefits, the employee must receive a StuartCo payroll check from which the premiums can be deducted. Medical, Dental, 401(k), Vision, and FSA (Flexible spending account) contributions are withheld on a pre-tax basis. Supplemental Voluntary Life and AD&D, Long-Term Disability, Voluntary STD, Group Accident, Critical Illness, Hospital Indemnity, Legal, and ID Theft insurance are deducted after taxes. After completing benefit enrollment, coverage for medical, dental, life, and other benefits is effective the first day of the month following 30 days of continuous employment.

GROUP MEDICAL INSURANCE

StuartCo offers this co-pay plan to full-time employees working 30 or more hours per week. Coverage is provided through Surest, A United Health Care Insurance Company. Employee coverage options are as follows:

Employee Only
Employee Plus One
Family

Employees may be eligible for a wellness credit of up to \$50 per month when submitting a Preventive Health Affidavit.

GROUP DENTAL INSURANCE

StuartCo offers Delta Dental insurance coverage to full-time employees working 30 or more hours per week. Employee coverage options are as follows:

Employee Only
Employee + Spouse
Employee + Child(ren)
Family

GROUP TERM LIFE AND ACCIDENTAL DEATH & DISMEMBERMENT INSURANCE

Full-time employees who work 30 or more hours per week are automatically enrolled in this benefit. The basic group term life and accidental death & dismemberment coverage is two times your annual base compensation to a maximum of \$200,000. StuartCo pays the entire cost of this benefit.

GROUP SHORT-TERM DISABILITY/SALARY CONTINUATION INSURANCE

Full-time employees who work 30 or more hours per week are automatically enrolled in this benefit. This group disability/salary continuation insurance plan would pay 60% of your total weekly base compensation to a maximum of \$1,000 per week if you were to become disabled. The benefit payment would begin on the 15th day of disability and continue to day 90 or are no longer disabled. All accrued PTO must be used during the 14-day waiting period. StuartCo pays the entire cost of this benefit. Paid Parental Leave will be substituted for PTO during the waiting period for an employee who gave birth to a child.

GROUP LONG-TERM DISABILITY INSURANCE

Full-time employees who work 30 or more hours per week are automatically enrolled in this benefit. This group Long-Term Disability (LTD) insurance plan would pay 60% of your monthly base compensation to a maximum of \$10,000 per month if you were to become disabled. If eligible, the benefit would begin on the day following 90 days of disability and may continue until you reach Social Security Normal Retirement Age or are no longer disabled. StuartCo pays the entire cost of this benefit.

FLEXIBLE SPENDING (SECTION 125 PLAN)

StuartCo offers a Flexible Spending Plan to full-time employees working 30 or more hours per week. This allows employees to pay for certain eligible expenses on a pre-tax basis, thus reducing the employee's taxable income. Eligible expenses include copays and coinsurance for medical, dental, and/or vision expenses; medical, dental, and/or vision expenses not covered by insurance; and dependent care expenses.

GROUP VOLUNTARY (SUPPLEMENTAL) LIFE INSURANCE AND AD&D

StuartCo offers Voluntary Supplemental Life Insurance and AD&D to full-time employees working 30 or more hours per week. Employees can purchase group term life insurance for themselves, and eligible dependents. Premiums are based on employee age. Employees pay the entire cost of this post-tax benefit.

VOLUNTARY VISION PLAN

Employees regularly scheduled to work 20 or more hours per week are eligible to purchase vision insurance for themselves, and eligible dependents. The plan covers eye exams, frames/lenses, and contact lenses. Employees pay the entire cost of this benefit pre-tax.

VOLUNTARY SHORT TERM DISABILITY PLAN

Employees regularly scheduled to work 20 or more hours per week are eligible to purchase additional Short-Term Disability (STD) insurance. Employees pay the entire cost of this benefit post-tax.

VOLUNTARY GROUP ACCIDENT, CRITICAL CARE, and HOSPITAL INSURANCE

Employees regularly scheduled to work 20 or more hours per week can purchase Group Accident, Critical Care, and Hospital Insurance for themselves and their family members. Employees pay the entire cost of this benefit post-tax.

VOLUNTARY LEGAL, ID THEFT, and PET INSURANCE

Employees regularly scheduled to work 20 or more hours per week can purchase Legal, ID Theft, and Pet Insurance for themselves and their family members. Employees pay the entire cost of this benefit post-tax.

401(K) RETIREMENT SAVINGS PLAN

Employees regularly scheduled to work 20 or more hours per week are eligible after satisfying the age and service eligibility requirements outlined in the Summary Plan Description. The 401(k) plan offers an employer match of 50% of your contribution (up to a maximum of 6% annual earnings per IRS guidelines) and has loan/withdrawal capabilities. New hires will be automatically enrolled at 3% in this plan. Employees may opt-out or make changes at any time.

PAID TIME OFF

Paid time off or personal time off (PTO) is a benefit of StuartCo that provides a bank of hours that pools vacation days, sick and safe time days, and personal days together. This allows you as an employee to use it as the need or desire arises. Employees will accrue PTO from their date of hire. Time-off usage and accrual balances will appear on your pay statement, with accrual rates automatically increasing on each anniversary date listed below.

	Hours Accrued Per Hour Paid	Full-Time Equivalent Days
Date of Hire	.0462	12 days
1-year anniversary	.0577	15 days
2-year anniversary	.0615	16 days
3-year anniversary	.0654	17 days
4-year anniversary	.0692	18 days
5-year anniversary	.0770	20 days
6-year anniversary	.0808	21 days
7-year anniversary	.0846	22 days
8-year anniversary	.0885	23 days
9-year anniversary	.0923	24 days
10-year anniversary	.0962	25 days

HOLIDAYS

Full-time employees are eligible for nine paid holidays each calendar year.

RENT REDUCTION

StuartCo offers an Employee Rent Discount to eligible employees who live at a StuartCo property. The rent discount is applied to the Community's "market rent" and is not applied to any specials or concessions offered at the Community. The maximum allowable discount is \$300.00 per month per unit, regardless of the number of employees who live in the unit. An employee who regularly works 30 or more hours per week will be eligible for an Employee Rent Discount. Discounts begin on the 1st day of the month following eligibility. An employee whose last day of employment falls between the 1st and the 15th day of the month will lose the rent discount on the 15th of the month. An employee whose last day of employment falls between the 16th and the last day of the month will lose the rent discount on the last day of the month. Section 8 Units and Income Qualified Units are not eligible for an Employee Rent Discount. Employees of The Lakes that do not live on the property they work for will be eligible to receive an employee stipend, instead of the employee discount.

ADDITIONAL BENEFITS

Additional benefits StuartCo offers eligible employees include bereavement leave, parental leave, and employee referral bonuses. Contact your supervisor or Human Resources for further information.

The information in this benefit summary is for introductory purposes only, is subject to change with or without notice, and does not constitute an offer for or a contract of employment. Please refer to the Employee Guide and Benefit Guide for additional details.