



**January – December 2024
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 medical, dental, voluntary life insurance, long-term disability, the flexible spending plan and 401(k) benefits, the employee must receive a StuartCo payroll check from which the premiums can be deducted. Medical, dental, 401(k), vision, and flexible spending account contributions are withheld on a pre-tax basis. Voluntary life, long-term disability, voluntary STD, Group Accident, Critical Illness, Hospital Indemnity, Legal, and ID Theft insurance are deducted after taxes. After submission of properly completed enrollment forms, coverage for medical, dental, life and other benefits are effective the first day of the month following 60 days of continuous employment. For 401(k) benefits, employees who are hired to work at least 20 hours or more per week and are 21 years of age or older are eligible to participate on the first day of the month following 60 days of continuous employment.

GROUP MEDICAL INSURANCE

StuartCo offers this co-pay plan to full-time employees actively 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 actively 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 actively work a minimum of 30 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 INSURANCE

Full-time employees who actively work a minimum of 30 hours per week are automatically enrolled in this benefit. This group disability 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 for a maximum of ten weeks. 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 actively work a minimum of 30 hours per week are automatically enrolled in this this benefit. This group disability 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 up to the time you reach Social Security Normal Retirement Age (65-67 years old). StuartCo pays the entire cost of this benefit.

FLEXIBLE SPENDING (SECTION 125 PLAN)

StuartCo offers a Flexible Spending Plan to full-time employees actively 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 actively working 30 or more hours per week. Employees have the opportunity to purchase group term life insurance for themselves, as well as for eligible dependents. Premiums are based on employee age. Employees pay the entire cost of this post-tax benefit.

VOLUNTARY VISION PLAN

Employees who actively work at least 20 hours per week are eligible to purchase vision insurance for themselves, as well as for 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 who actively work at least 20 hours per week are eligible to purchase additional STD insurance. Employees pay the entire cost of this benefit post tax.

VOLUNTARY GROUP ACCIDENT, CRITICAL CARE, and HOSPITAL INSURANCE

Employees who actively work at least 20 hours per week are eligible to purchase Group Accident, Critical Care and Hospital Insurance for themselves as well as their family members. Employees pay the entire cost of this benefit post tax.

VOLUNTARY LEGAL, ID THEFT, and PET INSURANCE

Employees who actively work at least 20 hours per week are eligible to purchase Legal, ID Theft and Pet Insurance for themselves as well as their family members. Employees pay the entire cost of this benefit post tax.

401(K) RETIREMENT SAVINGS PLAN

Employees who actively work at least 20 hours per week may begin voluntary participation in this plan after satisfying the age and service eligibility requirements outlined in the Summary Plan Description. StuartCo will make a matching contribution of 50% on every dollar saved by the employee for his/her first 6% contributed. There is a vesting schedule on employer-matched monies, the plan allows for rollovers from previous employers, and hardship withdrawals/loans are permitted under this plan.

PAID TIME OFF

Employees begin accruing paid time off (PTO) from their date of hire. Paid time off is provided for all your time off needs. You must request PTO via the online Leave Request Form and receive approval from your supervisor; please provide at least one week’s notice for all time off requests. Requests not submitted on a timely basis may not be approved. Employees who continually make last-minute requests for time off may be subject to disciplinary action. The year begins January 1; you may carry over a portion of your current year’s accrual into the following year (see Handbook for limitations). Time-off usage and accrual balances will appear on your pay statement, with accrual rates automatically increasing on each of the anniversary dates 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

Any employee actively working 30 or more hours per week who chooses to live on a StuartCo property will receive a 10% reduction off the market rent. The discount will be capped at \$300.00. Rent credit may reduce an employee’s taxable compensation for qualified employees. The Eligibility for this rent reduction is effective after 90 days after employment. Caretakers and Maintenance who live and work at the same location are eligible once all pre-employment screenings are successfully completed and the employee is allowed to move onto the property. Part-time employees may be eligible for rent credit, depending on their work schedule.

ADDITIONAL BENEFITS

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

The information contained in this benefit summary is for introductory purposes only, is subject to change with or without notice, and does not constitute an offer for nor a contract of employment. Please refer to the Employee Guide and Benefit Guide for additional details.