special tree

Benefits Overview

JANUARY 2008

I. Flexible Benefits Plan

Special Tree offers a Flexible Benefit Plan to all full-time employees. (Part-time employees participate in the Paid Time Off benefit). This is a cafeteria plan that offers you choices in electing a variety of benefits to meet your personal needs. All employee contributions to benefits are deducted from your paycheck before taxes are calculated (except for Dependent Life Insurance). This provides a tax savings. A summary of the benefits follows:

- **LIFE INSURANCE:** Company pays 100% of base premium amount. Benefit is one times your base annual earnings, up to $50,000. You may elect more life insurance at a cost to you.

- **SHORT TERM DISABILITY:** Company pays 100%. If you are unable to work due to an injury, accident, or other health related matters you may use this benefit to receive 50% of your weekly income to a maximum of $525. You must be a full-time employee for one year to receive this benefit. There are also two buy up options to this benefit.

- **LONG TERM DISABILITY:** Company pays 100%. If you are disabled due to sickness or injury longer than 180 days and require the attention of a physician, you would receive 50% of your base monthly earnings up to a maximum of $4,000 a month.

- **HEALTH:** Company pays 95% of the premium for the basic single policy and an additional credit toward any dependent coverage elected. You have four choices of health insurance. Flexible Blue PPO with Health Savings Account, Community Blue PPO, and two Blue Care Network plans. Coverage, co-pays, and deductibles vary by plan.

- **DENTAL:** Company pays 95% of the premium for the basic single policy and an additional credit toward any dependent coverage elected. You have a choice of two dental plans. Each has different co-pays and deductibles.

- **VISION:** Company provides a credit towards premium. There is a maximum reimbursement for vision examination, lenses, frame and contact lenses.

- **ACCIDENTAL DEATH & DISMEMBERMENT:** Optional. This is for accidents only. You may elect the coverage on only you or your whole family. You pay for what you elect.

- **DEPENDENT LIFE INSURANCE:** Optional. This is life insurance for spouse and children only. The highest coverage for spouse is $25,000 and for children $10,000. Payroll deductions for this benefit are not pre-tax.

- **FLEXIBLE SPENDING ACCOUNTS:** Optional. Special Tree offers a Medical Reimbursement Account and a Dependent Care Reimbursement Account. These accounts offer substantial tax saving advantages. You have the option of taking money directly from your salary before taxes are calculated, and putting the money into the Medical Reimbursement Account, the Dependent Care Reimbursement Account, or both.

- **401K RETIREMENT PLAN:** Optional. You are eligible for this benefit after 6 months of employment and have reached 21 years of age. Other eligibility criteria may apply. The company matches 100% of your contribution up to a maximum of 2% of your compensation. A wide range of investment options are offered within the plan.

- **NON-SMOKER CREDIT:** If you have not smoked for a year and elect a health plan, you will receive a $5.00 credit bi-weekly.

II. Other Benefits

- **PAID TIME OFF:** The Paid Time Off Policy (PTO) provides full and part-time staff with paid time away from work. PTO may be used for vacation, personal business, illness, dependent care, or other reasons which require you to be away from work. PTO must be scheduled in advance except in cases of illness or emergency. New employees can schedule and use PTO as soon as earned. New employees (working full-time) will earn more than a week of PTO within the first six months of employment.

- **PAID HOLIDAYS:** The following are paid holidays for eligible employees:

New Year's Day	Christmas Day
Memorial Day	Labor Day
Independence Day	Martin Luther King/Diversity Day
Easter Sunday*	Thanksgiving Day*
Personal Holiday**	

  *Eligible employees who generally work Monday through Friday receive the day after Thanksgiving in lieu of Easter.

  ** Each calendar year following the year of hire, eligible employees may schedule a "Personal" holiday to celebrate a religious, ethnic, cultural, or personal observance not part of the current paid holiday schedule.

- **BEREAVEMENT LEAVE:** 24 hours of bereavement time will be granted to eligible employees for the death of immediate family members after completing 90 days of employment.

- **TUITION REIMBURSEMENT:** Eligible employees may receive up to $1,000 in tuition reimbursement per calendar year.

- **TRAINING:** Special Tree supports training and continuous learning and offers a comprehensive program of new employee training and ongoing inservice classes.

- **CONTINUING EDUCATION CONFERENCES/SEMINARS:** Special Tree supports and encourages attendance at conferences, professional meetings, and seminars as participants or presenters.

- **LICENSE FEES:** The Company reimburses for Professional license renewals.

- **INSURANCE DISCOUNTS:** Employees are eligible for group discounts on personal home, auto, and umbrella policies.

- **APPLICANT REFERRAL BONUS:** The employee receives a $150 bonus when an applicant puts the employee's name on the application and the applicant is hired and retains employment for 90 days.

Note: This is only a summary of benefits and not a contract or promise to pay. Benefit plans are governed by the individual plan contracts as well as STRS policies as outlined in the Employee Handbook.