



HB Sound & Light, Inc. Benefits Overview

This provides a quick summary of benefits available and is not representative of all requirements and obligations. Additional detail is available in the HB Sound & Light Employee Handbook or by contacting the Controller or Director of Operations.

COMPENSATION POLICIES

Employees are paid bi-weekly. Direct deposit is available for qualified employees.

INSURANCE

Blue Cross/Blue Shield Insurance is provided to the benefited employee, with premiums paid by HB Sound & Light. Additional coverage for spouse and/or family may be purchased by the employee. Insurance includes the health, dental, and vision.

EMPLOYEE ASSISTANCE PROGRAM (EAP)

HB Sound & Light offers an Employee Assistance Program to its employees and their immediate families.

PAID HOLIDAYS

The following schedule applies for all benefited employees. Part-time employees will receive holiday pay on a pro-rated basis:

New Year's Day	Thanksgiving Day
Memorial Day	Christmas Eve (1/2 day)
Fourth of July	Christmas Day
Labor Day	New Year's Eve (1/2 day)

VACATION

Vacation is available to benefited employees based upon the following:

Continuous Years of Service	Days
Under one year.....	10
2-4.....	15
5-9.....	20
10+.....	25

Portions of unused vacation may be carried over from year to year, with prior written consent. A percentage of unused vacation time may be 'cashed' out upon the employee's anniversary date, again with prior written consent.

SICK LEAVE

- Sick leave credits are accrued by regular, full-time employees at the rate of four (4) hours per month for a total accrual of forty-eight (48) hours in each calendar year of employment. Sick leave for permanent employees working less than forty (40) hours per week is accumulated on a pro-rated basis.
- Sick leave may be accumulated year to year, but may not exceed thirty days (240 hours).

BEREAVEMENT

- Immediate family – up to five (5) days
- Close relative – up to three (3) days

OTHER BENEFITS

- Company cell phone for the benefited employee, with data planners for qualified employees.
- Data plans with server connection for qualified employees
- Company pays for spouses cell plan - Phone not covered by company
- Employee purchase of equipment allowed at 10% above cost.