



PAID TIME OFF (PTO)

George Hills provides PTO to full-time employees, which may be used for vacation, sick, and/or other purposes. Periodic breaks from work are beneficial to both employees and the company; therefore, employees are encouraged to use their accrued PTO each year. The years of service will determine the maximum amount of PTO credited to an employee on an accrual basis over that subsequent year.

Year 0-1	pro-rated for time of service
Year 2-3	120 hours [15 days]
Year 4+	160 hours [20 days]

PTO will begin accruing on the first day of employment and be available for use on the 91st day of employment.



HEALTH CARE BENEFITS (MEDICAL/DENTAL/VISION)

George Hills provides employees with certain health care benefits, including medical, dental, and vision coverage. Brochures and guides are given to each new employee. Those materials provide detailed summaries and should be reviewed.

- For medical benefits, George Hills covers 100% of the premium for employee only coverage, with employees having the option to buy up or down for dependents. The Employee's share is paid through pretax payroll deductions.
- For vision and dental benefits, George Hills covers 100 % of the premium for employee only coverage , with employees having the option to buy up or down. The Employee's share is paid through pretax payroll deductions.

If an eligible employee's hours are reduced below 30 hours a week for more than 120 days, the employee will be provided the option of COBRA continuation coverage.



LIFE INSURANCE/AD&D/LTD

George Hills provides all employees with group Life Insurance, including Accidental Death and Dismemberment (AD&D), and coverage for Long Term Disability (LTD). Specific information on these benefits is included in the insurance certificates provided upon enrollment after a 30 day waiting period.

Enrollment is not optional for eligible employees and is a condition of employment (**full** enrollment is a coverage condition placed by the carrier).



HOLIDAYS

In early January each year, George Hills will publish a list of 11 recognized, scheduled holidays (Holiday Schedule) for which it will close and pay employees based on job class as designated on the list.



FLEXIBLE SPENDING ACCOUNT (SECTION 125 PLAN)

Our company offers a pretax contribution option for employees known as a Section 125 Plan or a Flexible Spending Account (FSA). Our FSA is a benefit plan that allows you to make contributions toward premiums for medical insurance, dental insurance, vision care insurance and out-of-pocket medical expenses or dependent care expenses.

Your premium contributions and qualified expenses are deducted from your gross pay before income taxes and Social Security are calculated.



401K AND PROFIT SHARING PLAN

George Hills has established a profit sharing plan, called the “George Hills 401(k) and Profit Sharing Plan.” Plan Documents are kept by the HR Department and may be reviewed on request.



EMPLOYEE ASSISTANCE PROGRAM

Eligible full-time and part-time employees may participate in our employee assistance program (EAP) immediately upon hire. Our Lifeworks®, Employee Assistance Program (EAP) helps eligible employees and their immediate families with counseling services as well as wellness coaching and personal assistance services among others.



EMPLOYEE DISCOUNT AND REWARD PROGRAM

Through our health insurance broker, George Hills employees are eligible for the BenefitHub discount program. Discounts include entertainment (movie and theme park tickets, hotels, etc.), events (concerts, sporting events, etc.), and shopping.



For more information, please contact Human Resources at HR@georgehills.com.