



## SUMMARY OF GEOCOMM BENEFITS – 2012

A complete listing of all of GeoComm's policies, including a more detailed description of all benefits offered to full-time employees, is available in the GeoComm Employee Manual. Full-time employees (40 hours week) at GeoComm are eligible for the following benefits following:

### **Holiday Pay**

Eligible immediately

Martin Luther King Day (In lieu of New Year's Day)	Monday, January 16
President's Day	Monday, February 20
Good Friday	Friday, April 6
Memorial Day	Monday, May 28
Independence Day Observance	Wednesday, July 4
Labor Day	Monday, September 3
Thanksgiving Day	Thursday, November 22
Day after Thanksgiving	Friday, November 23
Christmas Eve Day	Monday, December 24
Christmas Day Observance	Tuesday, December 25
Floating Holiday	Monday, December 31

### **Paid Vacation**

Eligible after 90 days

1-3 years of employment	12 days
3-5 years of employment	14 days
5-10 years of employment	18 days
10 and up years of employment	23 days

### **Unpaid Time-Off Allowance**

Eligible immediately – no waiting period

32 hours per calendar year – pro-rated back to first of month

### **Sick Pay**

Eligible after 90 days

32 hours per year of sick pay

### **Insurance Coverage**

Eligible immediately

#### **Health**

[www.medica.com](http://www.medica.com)

Provided through **Medica**

Employee and dependent coverage

Company pays 70% of single employee premium and 20% of dependent premium

#### **Dental**

[www.healthpartners.com](http://www.healthpartners.com)

Provided through **Health Partners**

Preventive dental coverage for employee and dependents

GeoComm pays 50% of single employee premium and 20% of dependent premium



## **Disability**

Eligible immediately

### **Short and Long-Term**

Provided through UNUM. Optional employee paid plan.

**Long-term** disability plan basics:

Coverage begins on 91<sup>st</sup> day of disability and provides 60% of wages.

**Short-term** basics:

Coverage begins on 7<sup>th</sup> day of disability and provides 60% of wages (max \$500.00/wk). Maternity leave is included in short-term disability; up to 6-8 weeks.

## **Life/AD&D**

Eligible immediately

Provided through UNUM. Optional employee paid plan

Low cost, term insurance offered at group rates – up to \$30,000.

## **401(k) Retirement Plan**

Eligible after 90 days

Payroll deductions are pre-tax. No company match.

## **Cafeteria Plan**

For health insurance premiums only. Allows your portion of the health insurance premium payment to be taken out pre-tax. All enrollment and administrative fees paid by GeoComm.

## **Direct Deposit**

Paycheck direct deposited to your bank account as part of regular bi-weekly payroll process.

## **Notary Service**

Notary services are available to all employees. Contact Shirley S., Renee, or LuAnn.

## **Fun Committee Events**

Quarterly events are planned for all employees to participate and enjoy.

## **Company Meetings**

Company meetings are held twice per year for all employees to attend in the training room. Meeting is recorded for those unable to attend.

## **Company Newsletter**

Published quarterly to the HR Portal.

## **Company Service Awards**

Provided to all employees at the time of their GeoComm anniversary date.