

Employee Benefits

Eligible employees at Creek Systems are provided a wide range of benefits. A number of the programs (such as Social Security, workers' compensation, state disability, and unemployment insurance) cover all employees in the manner prescribed by law.

Benefits eligibility is dependent upon a variety of factors, including employee classification. Your Human Resources Manager can identify the programs for which you are eligible.

Company benefits plans are defined in legal documents such as insurance contracts, explanation of benefits (EOB), official plan texts and trust agreements. If a question ever arises about the nature and extent of plan benefits or if there is conflicting language, the formal language of the plan documents govern, not the informal wording in this handout.

The following benefit programs are available to eligible employees:

Please note that some benefit programs/elections require contributions from the employee.

- Medical Insurance
- Dental Insurance
- Vision Insurance
- Life Insurance
- Short Term Disability
- Long Term Disability
- Paid Holidays
- Disability Leave
- Medical Leave
- Personal Leave
- Family Leave
- Military Leave
- Jury Duty Leave
- Bereavement Leave
- Paid Time Off
- Voting Time Off
- Retirement plan
- Supplemental insurance plans

Benefit Eligibility

Creek Systems establishes a date of eligibility for every employee to which insurance policies take effect. Our policy states that your benefit eligibility date would be calculated from the first day of the employee's employment. Time off accruals also commence from initial date of employment. The retirement plan has a mandated 6 (six) month waiting period for participation by all eligible employees.

Medical, Dental and Vision Insurance

Creek Systems' medical, dental and vision insurance plans provide employees and their dependents coverage under insurance benefits policies from Blue Cross Blue Shield (henceforth BCBS). The employer makes a contribution of \$100.00 towards monthly medical premiums, a \$15.00 contribution towards monthly dental premiums and pays 50% of the monthly premium for vision plans. The balance of the monthly premium costs are deducted from the employee paychecks on a pre-tax basis.

Eligible employees may participate in the BCBS insurance plans subject to all terms and conditions of the



agreement between Creek Systems and the insurance carrier. Each employee will receive a detailed benefits enrollment package containing specific information about the health options available and the costs of each option. As each packet is unique, dependent upon employee classification and location (city and state where the employee resides), specific details about the coverage options available vary. However, there are medical, dental and vision options provided by BCBS for all eligible employees.

A change in employment classification that would result in loss of eligibility to participate in the health, dental and vision insurance plans may qualify an employee for benefits continuation under the Consolidated Omnibus Budget Reconciliation Act (COBRA). Refer to the Benefits Continuation (COBRA) policy in the employee handbook for additional information.

Details of the health, dental and vision insurance plans are also described in separate Summary Plan Description (SPD) documents. An SPD and information on cost of coverage will be provided in advance of enrollment to eligible employees. Contact the Human Resources Manager for more information about these benefits.

Life Insurance

Life insurance offers you and your family important financial protection. Creek Systems provides a basic life insurance plan for eligible employees from BCBS with a \$25K benefit. Additional supplemental and/or dependent life insurance coverage may also be purchased by the employee.

Eligible employees may participate in the life insurance plan subject to all terms and conditions of the agreement between Creek Systems and the insurance carrier.

Details of the basic life insurance plan including benefit amounts are described in the Summary Plan Description provided to eligible employees. Contact the Human Resources Manager for more information about life insurance benefits.

Short-Term Disability

Creek Systems provides a short-term disability (STD) benefits plan to eligible employees who are unable to work because of a qualifying disability due to an injury or illness. Short Term Disability will pay you 60% of your current weekly earnings with a maximum of \$1616.00 per week for a maximum of 52 weeks after the 14 day waiting period is satisfied. The premiums for the STD plan are 100% employer paid.

Eligible employees may participate in the STD plan subject to all terms and conditions of the agreement between Creek Systems and the insurance carrier (UNUM). Additionally, various states in the USA also provide government sponsored disability programs. Depending upon the employee's state of residence, eligibility for these programs is defined and mandated by applicable law.

Disabilities arising from pregnancy or pregnancy-related illness are treated the same as any other illness that prevents an employee from working. Disabilities covered by workers' compensation are excluded from all STD coverage.

Details of the STD benefits plan including benefit amounts, when they are payable, and limitations, restrictions, and other exclusions are described in the Summary Plan Description and an EOB from the carrier, provided to eligible employees. Contact the Human Resources Manager for more information about STD benefits.

Long-Term Disability

Creek Systems provides a long-term disability (LTD) benefits plan to eligible employees who are unable to work because of a qualifying disability due to an injury or illness. Long Term Disability will cover 60% of your monthly earnings with a maximum of \$7000.00 per month from the end of STD benefits eligibility to the age of 65 years. The premiums for the LTD plan are 100% employer paid.

Eligible employees may participate in the LTD plan subject to all terms and conditions of the agreement between Creek Systems and the insurance carrier (UNUM). Additionally, various states in the USA as well as the Social Security Administration also provide government sponsored disability programs. Depending upon the employee's state of residence and US citizenship, eligibility for these programs are defined and mandated by applicable law.

Disabilities arising from pregnancy or pregnancy-related illness are treated the same as any other illness that prevents an employee from working. Disabilities covered by workers' compensation are excluded from LTD coverage.

Details of the LTD benefits plan including benefit amounts, when they are payable, and limitations, restrictions, and other exclusions are described in the Summary Plan Description and the EOB from the insurance carrier will be provided to eligible employees. Contact the Human Resources Manager for more information about LTD benefits.

Benefits Continuation (COBRA)

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under Creek Systems' health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, or death of an employee; a reduction in an employee's hours or a leave of absence; an employee's divorce or legal separation; and a dependent child no longer meeting eligibility requirement.

Under COBRA, the employee or beneficiary pays the full cost of coverage at Creek Systems' group rates plus an administration fee. Creek Systems provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under Creek Systems' health insurance plan. The notice contains important information about the employee's rights and obligations.

Retirement Plan

Creek Systems provides a Retirement 401K investment benefit plan to eligible employees to provide pre-tax deductions elected by the employee in the amount up to 20% of their salary to be deferred into the investment plan options as defined by the Trustee. At this time, Creek Systems does not provide a company match to the contribution deferrals from the employee enrolled in the 401K plan, but reserves the right to make discretionary contributions in the future.

Eligible employees may participate in the 401K plan subject to all terms and conditions of the agreement between Creek Systems and the Trustee. Employees may be eligible to participate in the plan after a mandated 6 (six) month waiting period after date of hire.

Details of the 401K investment benefit plan including; benefit amounts, when they are withheld, distributions, and limitations, restrictions, and other exclusions are described in the Summary Plan Description provided to eligible employees. Contact the Human Resources Manager for more information about 401K benefits.

Workers' Compensation Insurance

Creek Systems provides a comprehensive workers' compensation insurance program at no cost to employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, workers' compensation insurance provides benefits after a short waiting period or, if the employee is hospitalized, immediately.

Employees who sustain work-related injuries or illnesses should inform their supervisor immediately. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. This will enable an eligible employee to qualify for coverage as quickly as possible.

Neither Creek Systems nor the insurance carrier will be liable for the payment of workers' compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social, or athletic activity sponsored by Creek Systems

Medical Leave

Creek Systems provides medical leaves of absence without pay to eligible employees who are temporarily unable to work due to a serious health condition or disability. For purposes of this policy, serious health conditions or disabilities include inpatient care in a hospital, hospice, or residential medical care facility; continuing treatment by a health care provider; and temporary disabilities associated with pregnancy, childbirth, and related medical conditions.

Eligible employees qualify for this under the Short Term / Long Term Disability policies. Employees have the option to first use any accrued paid leave time before taking unpaid medical disability leave.

Eligible employees should make requests for medical disability leave to their supervisors at least 30 days in advance of foreseeable events and as soon as possible for unforeseeable events.

A health care provider's statement must be submitted verifying the need for medical disability leave and its beginning and expected ending dates. Any changes in this information should be promptly reported to Creek Systems. Employees returning from medical disability leave must submit a health care provider's verification of their fitness to return to work.

Employees who sustain work-related injuries are eligible for a medical leave of absence for the period of disability in accordance with all applicable laws covering occupational disabilities.

Subject to the terms, conditions, and limitations of the applicable plans, Creek Systems will continue to provide health insurance benefits for the full period of the approved medical disability leave. Benefit accruals, such as vacation, sick leave, or holiday benefits, will be suspended during the leave and will resume upon return to active employment.

So that an employee's return to work can be properly scheduled, an employee on medical disability leave is requested to provide Creek Systems with at least two weeks advance notice of the date the employee intends to return to work. When a medical disability leave ends, the employee will be reinstated to the same position, if it is available, or to an equivalent position for which the employee is qualified.

If an employee fails to return to work on the agreed upon return date, Creek Systems will assume that the employee has resigned.

Pregnancy-Related Absences

Creek Systems will not discriminate against any employee who requests an excused absence for medical disabilities associated with pregnancy. Such leave requests will be evaluated according to the medical disability leave policy provisions outlined in this handbook and all applicable federal and state laws.

Requests for time off associated with pregnancy and/or childbirth, such as bonding and child care, not related to medical disabilities for those conditions will be considered in the same manner as other requests for unpaid family leave.

Family Medical Leave Act (FMLA)

Creek Systems provides family leaves of absence without pay to eligible employees who wish to take time off from work duties to fulfill family obligations relating directly to childbirth, adoption, or placement of a foster child; or to care for a child, spouse, or parent with a serious health condition. A serious health condition means an illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical care facility; or continuing treatment by a health care provider.

Eligible employees may request family leave only after having completed 365 calendar days of service as per federal guidelines to FMLA. Eligible employees should make requests for family leave to their supervisors at least 30 days in advance of foreseeable events and as soon as possible for unforeseeable events. FMLA is only available in locations where 50 or more employees reside.

Employees requesting family leave related to the serious health condition of a child, spouse, or parent may be required to submit a health care provider's statement verifying the need for a family leave to provide care, its beginning and expected ending dates, and the estimated time required.

Eligible employees may request up to a maximum of 12 weeks of family leave within any 12-month period. Any combination of family leave and medical leave may not exceed this maximum limit. If this initial period of absence proves insufficient, consideration will be given to a written request for a single extension of no more than 30 calendar days. Employees will be required to first use any accrued paid leave time before taking unpaid family leave. Married employee couples may be restricted to a combined total of 12 weeks leave within any 12-month period for childbirth, adoption, or placement of a foster child; or to care for a parent with a serious health condition.

Subject to the terms, conditions, and limitations of the applicable plans, Creek Systems will continue to provide health insurance benefits for the full period of the approved family leave. Benefit accruals, such as vacation, sick leave, or holiday benefits, will be suspended during the leave and will resume upon return to active employment.

So that an employee's return to work can be properly scheduled, an employee on family leave is requested to provide Creek Systems with at least two weeks advance notice of the date the employee intends to return to work. When a family leave of absence ends, the employee will be reinstated to the same position, if it is available, or to an equivalent position for which the employee is qualified.

If an employee fails to return to work on the agreed upon return date, Creek Systems will assume that the employee has resigned.

The US Federal statutes and any state statutes that are applicable will supersede and govern the application of FMLA leave.

State Disability Insurance (SDI)

State Disability Insurance (SDI) is a partial wage-replacement insurance plan for workers in select states. The SDI program is State-mandated, and funded through employee payroll deductions and/or employer contributions, as mandated by the state program. SDI provides affordable, short-term benefits to eligible workers who suffer a loss of wages when they are unable to work due to a non-work related illness or injury, or a medically disabling condition from pregnancy or childbirth.

Contact the Human Resources Manager for more information about SDI benefits.



Military Leave

A military leave of absence will be granted to employees who are absent from work because of service in the U.S. uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA). Advance notice of military service is required, unless military necessity prevents such notice or it is otherwise impossible or unreasonable.

Employees will receive unpaid military leave for training assignments and shorter absences. However, employees may use any available paid time off for the absence.

Continuation of health insurance benefits is available as required by USERRA based on the length of the leave and subject to the terms, conditions and limitations of the applicable plans for which the employee is otherwise eligible. Benefit accruals, such as vacation, sick leave, or holiday benefits, will be suspended during the leave and will resume upon the employee's return to active employment.

Employees on military leave for up to 30 days are required to return to work for the first regularly scheduled shift after the end of service, allowing reasonable travel time. Employees on longer military leave must apply for reinstatement in accordance with USERRA and all applicable state laws.

Employees returning from military leave will be placed in the position they would have attained had they remained continuously employed or a comparable one depending on the length of military service in accordance with USERRA. They will be treated as though they were continuously employed for purposes of determining benefits based on length of service.

Time Off to Vote

Creek Systems encourages employees to fulfill their civic responsibilities by participating in elections. Generally, employees are able to find time to vote either before or after their regular work schedule. If employees are unable to vote in an election during their nonworking hours, Creek Systems will grant up to 2 hours of paid time off to vote.

Employees should request time off to vote from their supervisor at least two working days prior to the Election Day. Advance notice is required so that the necessary time off can be scheduled at the beginning or end of the work shift; whichever provides the least disruption to the normal work schedule.

Jury Duty

Creek Systems encourages employees to fulfill their civic responsibilities by serving jury duty when required, however, except in those jurisdictions where mandated by law, Creek does not compensate employees for jury service. An employee may utilize accrued vacation time when performing jury service.

Employees must show the jury duty summons to their supervisor as soon as possible so that the supervisor may make arrangements to accommodate their absence. Of course, employees are expected to report for work whenever the court schedule permits.

Either Creek Systems or the employee may request an excuse from jury duty if, in Creek Systems' judgment, the employee's absence would create serious hardship to business operations. Creek Systems will continue to provide health insurance benefits for the full term of the jury duty absence. Vacation, sick leave, and holiday benefits will continue to accrue during unpaid jury duty leave.

County, State and Federal US regulations may supersede this policy, depending upon employee's residence.



Bereavement Leave

Employees who wish to take time off due to the death of an immediate family member should notify their supervisor immediately. Up to 3 days (24 work hours) of paid bereavement leave will be provided to eligible employees.

Bereavement pay is calculated based on the base pay rate at the time of absence and will not include any special forms of compensation, such as incentives, commissions, bonuses, or shift differentials. Bereavement leave will normally be granted unless there are unusual business needs or staffing requirements. Employees may, with their supervisors' approval, use any available accrued paid leave for additional time off as necessary.

Creek Systems defines "immediate family" as the employee's spouse, parent, child, sibling; the employee's spouse's parent, child, or sibling; the employee's child's spouse; grandparents or grandchildren. An employee's aunt, uncle, cousin and friend relationships do not qualify for Bereavement leave. Employees may, with their supervisors' approval, use any available accrued paid leave for time off as necessary in these circumstances.

Paid Time Off

Full time (working in excess of 30 hours per week) eligible employees receive the following paid time off benefits:

- 80 Hours of paid Vacation Time annually
- 40 Hours paid Sick Time annually
- 10 Paid Holidays annually

Upon termination of employment, employees will be paid for unused vacation coded accrued time off that been earned through the last day of work. Holiday and Sick coded accrued time off is not paid out to an employee on the last day of work in the event of separation from the company.

Supplemental Insurance Plans

The following supplemental insurance plans are available from AFLAC. The employee pays 100% of the monthly premiums via post-tax payroll deductions,

ACCIDENT – Personal and family coverage is available. The plan pays for any injury or accident incurred. Plan also includes a wellness benefit paid yearly for any wellness check-up including physicals, dental check-ups etc.

CANCER – Personal and family coverage available. Your health insurance pays the doctor and hospital bills, but the cancer policy pays money directly to you. It pays from \$5000 to \$100,000+ and beyond, without lifetime maximums, to help you with a wide range of unexpected out of pocket expenses, including **dual loss of income**. Pays annually for cancer screenings for each family member, also pays wellness for mammograms and pap smears for well-women check-ups.

LIFE PROTECTOR – No physicals or testing required. You have the choice of 10, 20, or 30 year term policies. Whole life is also available. Benefits range from \$10K- \$200K. Family coverage is available. Policies are Guaranteed-Renewable, without evidence of insurability. Fully portable - you take it with you anywhere you go.

PERSONAL SHORT TERM DISABILITY (paycheck protection) - This policy will pay you from \$500 to \$5000 per month, should you become disabled.