
subject **EMPLOYEE BENEFITS** **:approved**
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Policy

All full-time (30 or more hours per week) employees are eligible for funded programs. Part-time (20 or more hours per week) employees are eligible for some of the programs.

- * Working Hours - normal working hours are from 8:30 a.m. to 5:00 p.m. with a 30 minute lunch period, although working hours may vary with the approval of your supervisor or Project Manager.
- * Pay - all employees are paid bi-weekly.
- * Holidays - WISCO employees receive ten paid holidays per year, subject to Service Contract Act guidelines, where applicable. Holidays include: Labor Day, Columbus Day, Thanksgiving Day, Christmas Day, New Year's Day, Martin Luther King's Birthday, President's Day, Memorial Day, Independence Day, and Veteran's Day.

* Vacation and Sick Leave

- All employees are eligible for sick leave accrual, at 3.08 hours per pay period.
- Vacation accrual is dictated by length of service and where applicable, Service Contract Act definitions:

1 - 3 years: 13 days 4-15 years: 20 days 16+ years: 26 days

- Employees should refer to NCI-Frederick P&P Nos. 307, 308, and 311 for specifics.

* Benefits

1. Group Insurance - Full-time employees, and part-time employees regularly exceeding 1000 hours per year, may participate in the following insurance programs with a portion of the premium cost paid by the Company. A new employee must complete and return the insurance forms upon date of hire to receive immediate coverage. Employees enrolling more than 30 days from the date of hire must wait until the next open enrollment period, or provide the insurance company with proof of insurability, unless continuing coverage directly from another employer's plan.

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* Health

- Hospital semi-private room accommodations
- Miscellaneous fees
- Emergency Care
- Diagnostic x-ray and lab exams
- In-house doctor
- Major Medical
- Out-patient care
- Surgical fees
- Maternity
- Accidental Injury
- Radiation Therapy

Enrolled employees are reimbursed by WISCO for the first \$150 of prescription medication expenses per plan year. They are reimbursed by WISCO for the first \$1200 of medical expenses per plan year (for single coverage) or the first \$2400 of medical expenses per plan year (for coverage of the employee and other family members); following having met the deductible, all expenses are subsidized according to the terms of the policy.

* Vision

Available to all full-time employees and dependents, with coverage effective 30 days from the date of employment, i.e. the 1st of the month following date of hire. Policy covers one eye exam every twelve months, including the cost of either glasses lenses or contacts, subsidized according to the terms of the policy.

* Dental

WISCO offers a dental plan for all eligible employees, providing 100% coverage for certain diagnostic and preventative services, 90% coverage for basic & surgical services, and 60% coverage for major services, subject to an annual maximum of \$1500 per person; orthodontic coverage is 50%, subject to an annual maximum of \$1000. Basic and major services are subject to an annual deductible of \$ 50 per person, \$150 per family, and \$50 one-time deductible for orthodontics per person. Procedures over \$200 must be pre-approved. Coverage is effective 30 days from the date of employment, i.e. the 1st of the month following date of hire.

* Section 125 Plan Premium Conversion

Employees may reduce their gross taxable income by the amount of health, vision, and dental premiums paid by them. Options for dependent care are also available.

2. Life/Accidental Death & Dismemberment /Long Term Care Insurance

Full-time employees and part-time employees regularly exceeding 1000 hours per year may participate in the following programs:

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- * Basic Life - provided by WISCO at no cost to the employee, in an amount equal to twice an employee's annual salary, to the nearest thousand, up to \$100,000. The original amount is reduced by 35% at age 65, and by an additional 50% at age 70, and 35% at age 75.

- * Optional Coverages, paid in full by the employee:
 - Dependent Life - \$2,500 benefit for spouse and a \$1,000 benefit for children over 6 months, \$100 benefit for children 15 days but less than six months.

 - Long Term Disability Income Protection. After 90 consecutive days of total disability, you will receive a monthly income equal to 60% of your monthly base salary subject to a maximum monthly benefit of \$6,000. The minimum monthly benefit is \$100.

 - Long Term Care Insurance - All employees and their family members are eligible to purchase long term care insurance that helps defray the costs of assistance with the activities of daily living or the costs of supervision due to a severe cognitive impairment, allowing them to receive the type of care they need in the setting that's right for them. This coverage is available at a group discount, subject to underwriting.

- 3. 401 K Plan - Full-time employees and part-time employees regularly exceeding 1000 hours per year are enrolled in a 401 K Plan, administered by ING Aetna Financial Services, 6 months after date of hire and after attaining age 18 years. Two and one-half percent of their salary is deposited by WISCO annually in the plan. Employees become fully vested in this amount based upon their years of continuous service with the Company. The plan provides an employee with the opportunity to defer a portion of his or her salary on a tax advantage basis by means of a salary reduction. An employee is always fully vested in the deferred amount and interest in this account cannot be forfeited for any reason. The amount s/he elects to defer will be deducted from the bi-weekly pay. WISCO will match your bi-weekly contribution up to the first 10% you save at 25 cents on the dollar. Employees become fully vested in the matched amount after 5 consecutive years of participation in the plan. Withdrawals from this deferral account are not permitted prior to age 59.5 except in the event of certain exceptions as defined by law. Employees may make changes to the plan on a quarterly basis. All Plan contributions are invested at the sole discretion of the employee.

Procedure

The procedures for implementing these benefits are found in booklets and policies available in the Personnel Office. This Policy and Procedure is merely an explanatory exhibit which may change from time to time; none of the contents may be construed as a waiver of the terms contained in the Master Policies or Agreements governing these benefits.