

2820 Amsterdam Road  
Scotia, NY 12302  
(518) 393-4195 – Phone  
(518) 393-4182

***Summary of Basic Benefits  
Hourly/Non-Exempt Employees***

You are eligible for benefits after 90 days, full time employment.

***Holidays:***

*(Paid 4 hrs PT/8 hrs FT, after 30 days employment)*

6 Paid Holidays

1 Floating Holiday determined by management

1 Day Personal Time earned after 1 year full time employment.

***Vacation:***

After working for 1 full year you are eligible for 40 hours vacation as in accordance with our policy #303.

2 years full time employment – 80 hours vacation

5 years full time employment – 96 hours vacation

10 years full time employment – 120 hours vacation

15 years full time employment – 160 hours vacation

20 years full time employment – 200 hours vacation

***Life Insurance:***

\$10,000 Basic

Basic Term Life

With Optional Life insurance coverage buy-up to a maximum of \$100,000  
(Domestic Partner Coverage)

Work Life Matters – Confidential Employee Assistance Program

***AFLAC:***

Personal Short-Term Disability

Cancer Insurance

Personal Accident

Various other plans to choose from

***Health Insurance:***

MVP EPO Preferred

(Domestic Partner Coverage available)

***Dental Insurance:***

100% Employee Contribution (Domestic Partner Coverage)

***Retirement:***

Profit Sharing (Non-contributory)

***Employee Appreciation Day Picnic***

***Free Parking***

***Holiday Party***

**Effective 1/1/2010**

\*Please refer to the handbook policies: 301, 303, 305, 309, 316, and 317 for further information and explanation.