

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

***Summary of Basic Benefits
Salary/Exempt Employees***

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

Holidays:

6 Paid Holidays
1 Floating Holiday determined by management

Vacation:

After working for 1 full year you are eligible for 1 week (40 hours) vacation

** In accordance with our policy #303.*

2 years full time employment – 2 weeks (80 hours) vacation
5 years full time employment – 2 weeks + 2 days (96 hours) vacation
10 years full time employment – 3 weeks (120 hours) vacation
15 years full time employment – 4 weeks (160 hours) vacation
20 years full time employment – 5 weeks (200 hours) vacation

Life Insurance:

Basic Term Life	\$10,000
Managers and Supervisors	\$25,000
Executive's	\$50,000

*With extended Optional Life Insurance coverage
buy-up to a max. 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.