

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:***

CDPHP with “The Difference Card”  
(Domestic Partner Coverage available)

***Dental Insurance:***

100% Employee Contribution (Domestic Partner Coverage)

***Retirement:***

Profit Sharing (Non-contributory) after 1 year of full-time employment

***Flexible Spending***

***Guardian, Work Life Matters Employee Assistance Program***