

The Benefits Package

In addition to receiving an equitable salary and having an equal opportunity for professional development and advancement, you may be eligible to enjoy other benefits which will enhance your job satisfaction. We are certain that you will agree that the benefits program described in this Manual represents a very large investment by C.W. Keller & Assoc., Inc., and we trust that you will avoid abusing any of the program's benefits.

C.W. Keller & Assoc., Inc. will periodically review the benefits program and will make modifications as appropriate to the company's condition.

Benefits Eligibility

If you are a full-time employee, you will enjoy all of the benefits described in this Manual as soon as you meet the eligibility requirements for each particular benefit. You will become eligible for benefits after 90 days of continuous employment (effective Jan. 13, 1998) unless otherwise stated.

If you are a part-time employee, you will enjoy only those benefits which are required by law to be afforded to you, provided that you meet the minimum requirements set forth by law and in the benefit plan(s).

No benefits are available to you during your Introductory Period, except as otherwise provided by law.

An employee who has been terminated for cause, or who has left without giving a two week notice, will not be entitled to receive pay for any unused vacation, bonus or float time.

Note: See "Introductory Period" in the "Employment" section of this Manual for further information.

Temporary employees are not eligible for benefits.

Paid Leaves of Absence

Time off for any reason during a working day will count first against your allotted bonus days or float day, as appropriate, in daily increments. Once you have used all of your earned bonus days or float day, the time will then be counted against your earned vacation time. Thereafter, unless specifically excepted, any time off will be without pay.

Refer to Vacation section for vacation policy.

Holidays

Only full-time employees are eligible for holiday pay. You are not eligible to receive holiday pay during your Introductory Period. Nor are you eligible to receive holiday pay if you are a part-time employee or a temporary employee.

Recognized Holidays

The following holidays are recognized by C.W. Keller & Assoc., Inc. as paid holidays:

New Year's Day ✓

Memorial Day ✓

Independence Day ✓

Labor Day ✓

Veteran's ✓

Thanksgiving Day ✓

Christmas Day ✓

Holiday Policy

You may take time off to observe your religious holidays. If available, a full day of unused (bonus/float) leave or a vacation day may be used for this purpose; otherwise, the time off is without pay. You must notify your manager at least ten business days in advance.

We schedule all national holidays on the day designated by common business practice.

You are not eligible to receive holiday pay when you are on a leave of absence. This includes personal leave, disability leave, or workers compensation leave.

Effective 2/4/99, you must have either a scheduled vacation day off or work a full eight hours the day before and the day after any holiday in order to be paid for that holiday.

Vacations

Vacation is a time for you to rest, relax, and pursue special interests. C.W. Keller & Assoc., Inc. has provided paid vacation as one of the many ways in which we show our appreciation for your loyalty and continued service.

Only regular full-time employees are eligible to accrue time for paid vacation. You are not eligible to accrue paid time off during your Introductory Period. Nor are you eligible to accrue paid time if you are a part-time or temporary employee or on a leave of absence.

Vacation Amount

Full-time, eligible employees accrue (1) one vacation day for every six weeks of time (240 hours) worked. This amounts to (8) eight days per calendar year. Specifically, days are earned on the following dates: Feb. 14, Apr. 1, May 17, July 2, Aug. 16, Oct. 1, Nov. 15, and Dec. 31.

Vacation Policy

Every effort will be made to grant you your vacation at the time you desire. However, vacations cannot interfere with your department's operation and therefore, must be approved by your manager. Two (2) week advance notice is required to take a single vacation day. Single days can only be taken every other week. Taking multiple single days during our busy season (July - November) is highly discouraged. To take more than one day, (i.e. one week) you must give at least a one month advance notice. If any conflicts arise in requests for vacation time, preference will be given to the employee with the most seniority.

As of September 1, 1997, no more than 5 vacation, bonus or float days may be used individually in a calendar year. No more than two days may be taken in each of the months of July and August. All other vacation time must be taken in one week increments, unless the employee has less than 5 days of vacation time remaining, in which case, the employee must take whatever the remaining time is in a block.

The vacation schedule will be posted on April 1st of the calendar year and any employee requesting time in May through December must post the dates at that time. This will be done based on seniority. The schedule will be posted for one month. No more than four shop people may take the same week during any of those months. No more than 2 project managers may take the same week during any of those months.

You may not be paid for vacation time that you have not yet earned.

When working in a job captain's capacity, vacation must be scheduled to start at the completion of a job so that there will not be any break in information or construction continuity of a specific job.

If you are on an approved leave of absence for less than thirty (30) days, your vacation eligibility will not be affected; should the leave extend beyond thirty (30) days, vacation time will **not** continue to accrue.

If a company-paid holiday falls during your scheduled vacation period, you will receive holiday pay for that holiday.

It is the employee's responsibility to monitor their vacation time. If you take unscheduled days off and your accrued time is subsequently reduced, it is your responsibility to see that it does not go beyond what will be required for a future scheduled vacation.

Effective 2/4/99, each employee will be given two (2) unpaid days per year to use for sick days if they wish. Additional unscheduled days off without pay are not allowed. Eight (8) hours of accrued time will automatically be deducted for each unscheduled day off and you will be paid for that day. Any sick day with a written confirmation from a doctor will prevent you from losing any accrued vacation time.

Vacation Accumulation Rights

More than 15 days cannot be accumulated at any one time. Vacation time can be carried over to the next year, but not more than 5 days.

Vacation - Payment in Lieu of

The purpose of a vacation is to provide you with a time to rest and relax; therefore, no additional wages or salary will be paid to you in lieu of a vacation.

Paid Leaves - Other

Float Day

One floating holiday is given at the beginning of each calendar year (January 1) to eligible employees. This day must be used within the same year it is given and is not cumulative. An employee is eligible after completing the 90 day introductory period.

Bonus Days

Longevity with the company is rewarded with Bonus Days. An employee gains one day for each full calendar year of service at a maximum of twelve (12) days. Bonus Days are given at the beginning of the calendar year (January 1), are not cumulative and must be used within the calendar year given.

Bereavement Leave

The Company understands the deep impact that death can have on an individual or a family; therefore, this bereavement leave policy is being instituted for all full-time employees effective November 16, 2007.

In the event of a death in an employee's immediate family (spouse, child, sibling, parent), the employee will be allowed three days of paid leave for bereavement. In-laws, grandparents, cousins, nieces, nephews or grandchildren are considered extended family. The employee may request up to three working days to be used within a month of the date of death. Verification of the need for leave may be required.

Additional unpaid time off may be granted depending on the circumstances such as distance and the individual's responsibility for funeral arrangements.

What is a spouse?

"Spouse" is defined by the governing state law definition of spouse as viewed for the purposes of marriage.

What is a parent?

A "parent" means either the biological parent or a person who performed all parental duties in lieu of a biological parent. This generally includes those who had financial and day-to-day responsibilities to the employee when the employee was a child. Where this type of relationship is significant, a legal relationship (e.g., adoption) is not required in order to be entitled family leave benefits.

What is a child?

A "child" includes any child that has a biological, adopted, foster, step, or legal ward relationship to the employee.