

# COMPANY POLICY AND SUMMARY OF BENEFITS 2025



## EMPLOYEE BENEFITS

Allison-Smith is proud to offer a comprehensive benefits package designed to support the well-being of our employees and their families. Our benefits include:

- 100% employer-paid basic life, and short/long term disability, medical coverage (employee + child(ren) and \$300/month spouse enrollment.
- Voluntary accident, critical illness, dental, hospital indemnity, AD&D life, and vision coverage
- Health Savings Account (HSA)
- Health and Wellness Program + Wellness Coach
- On site Fitness Center (headquarters)
- Paid Holidays
- Paid Sick Leave
- Paid Training and Development
- Paid Vacation
- 401(k) Retirement and Profit Sharing + Peachtree Wealth Advisors

### Health Savings Account (HSA)

- **HSA Bank:** [www.hsabank.com](http://www.hsabank.com)
  - **Annual Employer Contribution**  
\$3,100 Family or \$1,600 Individual benefits enrollment. Pro-rated for first-year employment.
  - **Maximum Annual Voluntary Employee Contribution**  
\$3,600 Individual and \$7,200 Family + \$1,000 additional for age 55 and over.

### 401k Retirement Plan and Profit Sharing Account

- **Principal Financial Group:** [www.principal.com](http://www.principal.com)  
The company's 401(k) Retirement and Profit Sharing Plan is managed by the Principal Financial Group.
  - **Vested Contributions**  
Employee contributions are immediately vested.  
Employer contributions are vested after the employee's third (3<sup>rd</sup>) year of employment.
  - **Employer Annual Contribution from Profit Sharing**  
Target 15% of the employee's annual wages. This percentage is common but discretionary and is pro-rated or first-year employment.
  - **Maximum Annual Contributions**  
\$19,000 / Under Age 50  
\$25,000 Age 50 and over + an additional \$6,000 for age 55 and over

### Peachtree Wealth Advisors (PWA)

Allison-Smith has partnered with PWA to assist employees with managing their individual 401k accounts and retirement planning. This benefit is free of charge to employees.

# EMPLOYEE BENEFITS AND COMPANY POLICIES



## Short and Long Term Disability · Maternity Leave · Family Medical Leave Act (FMLA)

Eligible members are entitled to maintain health benefits when meeting short/long term disability and FMLA eligibility requirements. Maternity Leave is offered to members under the short-term disability plan.

## Employment Requirements

Employees are required to successfully pass a standard drug test, background check and provide two (2) valid forms of identification.

## Employee Training and Development

Allison-Smith is committed to its employees' success. Training and development opportunities are offered to employees for job performance improvement.

## Health and Wellness Program

Allison-Smith cares about its employees' overall wellness. We offer a health and wellness program that includes a wellness coach, wellness activities and events, on-site fitness center, annual wellness clinics, and more.

## Life Insurance

Allison-Smith provides employees a \$15,000 life insurance benefit with the option to purchase more life insurance for themselves and their dependents.

## Payroll

Payroll is processed through direct deposit for all employees.

- **Salaried Employees**
  - Payroll is processed on the 3<sup>rd</sup> Friday of each month.
  - Timesheets are not required.
- **Hourly Employees**
  - Payroll is processed on a weekly basis and require timesheet submissions.

## Paid Time Off / Holiday Schedule

All employees are afforded paid time off (P.T.O.) during the following holidays:

- New Year's Eve
- New Year's Day
- Dr. Martin Luther King Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Friday after Thanksgiving
- Christmas Eve
- Christmas Day

## Sick Days

Allison-Smith understands that life circumstances necessitate absence for a number of reasons, and we work with our employees accordingly.

- Employees are extended five (5) days of sick leave annually.

## Vacation

Ten (10) days of paid vacation is given annually.

## Human Resources

Contact HR for any employment or benefits inquiries.

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