

<b>Employee Benefits</b>		<b>ID</b>
<b>#HR-09</b>		
<b>Revision Number</b>	<b>Prepared By:</b>	<b>Date Prepared:</b>
<b>0.1</b>	<b>Steve Shepard / Kristy Rooks</b>	<b>November 21, 2014</b>
<b>Effective Date:</b>	<b>Reviewed By:</b>	<b>Date Reviewed:</b>
<b>(Date)</b>	<b>(Reviewer's Name)</b>	<b>(Date)</b>
<b>Standard:</b>	<b>Approved By:</b>	<b>Date Approved:</b>
<b>Gilmore SOP</b>	<b>(Approvers Name)</b>	<b>(Date)</b>

**Policy:** Gilmore Construction provides the following benefits for Exempt Employees:

- Medical Insurance – The employee is covered 100% by the company
- Dental Insurance – The employee pays 100% for dental coverage
- 401K – The employee can contribute up to \$17,500 annually. Annual matching is at the discretion of the company up to 3% of employees' eligible salary.
- Personal Time Off – The employee accrues hours based on longevity. See handbook for accrual rate. The employee may carry over 1 week of PTO at the end of the year, which must be used by the end of the first quarter of the following year — or lose it.
- Paid Holidays – New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day

Gilmore Construction provides the following benefits for Non-Exempt Employees:

- Dental Insurance – The employee pays 100% for dental coverage
- 401K – The employee can contribute up to \$17,500 annually. Annual matching is at the discretion of the company up to 3% of employees' eligible salary.

- Paid Holidays – After a year of employment, Non-Exempt employees are entitled to the following paid holidays Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day

**Purpose:** Gilmore Construction believes providing benefits to its employees is consistent with its values as stated in “The Gilmore Way.”

**Scope:** Employee benefits range from medical insurance to personal time off.

**Responsibilities:** The administration of employee benefits is the responsibility of Human Resources.

**Definitions:**

**PTO – Personal Time Off**

A form used to request time off. This time includes vacation, sick or personal.

**“The Gilmore Way”**

Listing of the Gilmore’s company values.

**401K**

A system of tax-deferred saving through payroll deductions.

**Procedure:**

- 1.0 Human Resources monitors employee eligibility for employee benefits.
- 1.1 For 401K eligibility, Human Resources provides a weekly spreadsheet to 401K provider.
- 1.2 The 401K provider provides an election form for new employees as they become eligible.
- 1.3 For Medical and Dental Insurance, employees are eligible after 60 days of employment.
- 1.4 After 60 days the employee must complete application forms for medical and/or dental insurance.
- 1.5 To initiate a PTO request, the employee completes the PTO Form and submits to supervisor for approval. The supervisor submits request to President for final approval. Human Resources distributes a copy of the request to the employee and one to the Payroll Department.

**2.0 ASSIGNMENT**

2.1 The administration of employee benefits is the responsibility of Human Resources.

### 3.0 CHECK AND REVIEWS

3.1 Human Resources monitors employee eligibility for employee benefits.

### 4.0 ACCOUNTING DEPARTMENT PROCESSING

4.1 The Accounting Department is responsible for accounting for the potential accrual of 401K matching throughout the year.

#### Effectiveness Criteria:

The administration of benefits is a critical function to employee satisfaction and moral.

#### References:

#### A..PROJECT XXXXXXX / TASK RESPONSIBILITIES [FORM # XXXX]

Please see the referenced MASTER file located on the company server. NOTE: do not edit original.

#### Forms/Records:

Form #	Record/Form/Activity Name	Satisfies Clause
<b>Required by Standard</b>		
<b>Other Forms/Records</b>		
	Medical Insurance Application	
	Dental Insurance Application	
	401K Application	
	PTO Request Form	

**Revision History:**

<b>Revision</b>	<b>Date</b>	<b>Description of changes</b>	<b>Requested By</b>
0.1	11/21/14	Initial Draft	SS / KR