

# Employee Benefits



## Clean Fuels ALLIANCE AMERICA

### Vacation

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Accrue 10 hours of vacation time per month for eligible employees 0-10 years, total of 120 hours per year. Accrue 12 hours of vacation time per month for eligible employees after 10 years of eligible service, total of 144 hours annually. A maximum of 300 hours are eligible to accrue.

### Sick Leave

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Accrue 8 hours of sick leave per month, total of 96 hours annually. Unused sick leave benefits will be allowed to accumulate until you have accrued 90 calendar days of unused sick leave.

### Holiday Schedule

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New Year's Day, Martin Luther King Jr. Day, President's Day, Memorial Day, Juneteenth, July 4, Labor Day, Columbus Day, Veterans Day, Thanksgiving and the day after, December 25 - 31.

### Health Insurance

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Anthem is the current health care provider. The current plan is a high deductible plan with a Health Savings account (H.S.A.). Premium cost for employees is zero. Spouse/Dependent premium cost is covered 75% by the employee. The current plan has an in-network calendar-year deductible of \$2,800 per person with max. \$5,600 per family. The employee pays 100% of total deductible costs. The H.S.A. can be used to cover eligible medical expenses. Clean Fuels contributes to employees H.S.A. depending on type of coverage employee selects (i.e. Single, EE/Spouse, EE/Child, or Family). Insurance plans are reevaluated each year with the plan year beginning Jan. 1st. Coverage will begin the first of the month following date of employment.

### Dental and Life Insurance

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MetLife is the current provider. The Clean Fuels pays the employees premiums this coverage. Spouse, child, and family coverage for dental is offered at the employee's expense.

The dental insurance has a \$50 deductible. The plan is similar to many normal dental plans. See plan document for more details.

Life insurance is two times annual salary to a maximum of \$500,000.

Additional voluntary life insurance is offered to employees at the employee's expense.

Voluntary vision insurance is offered to employees at the employee's expense.

Coverage will begin the first of the month following the date of employment.

## Disability Insurance

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MetLife is the current provider. The employee pays the premiums for this coverage. The cost is 0.35% of the employee's gross pay, up to a maximum of \$14,000/month. Coverage will begin the first of the month following the date of employment.

## Additional Insurance

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- Business Travel Accident Insurance is provided by Clean Fuels.

## 401K

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Clean Fuels contributes \$1 for \$1 up to 6% of employee's contribution (employee contributes 7%, Clean Fuels contributes 6%; employee contributes 3%, Clean Fuels contributes 3%). Employee is eligible for plan after 6 months of employment.

## Pay Dates

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Paid the 15th and the last business day of the month. If the 15th falls on a holiday or weekend, payroll is executed to the closest business day to the 15th.