

Summary of Benefits

Full Time Hourly Employees (First 2 years only)

BENEFITS	Eligibility	Comments:
<i>Health Insurance (BCBS/IBA)</i>	After 90 Days of continuous employment	SMC monthly Cap is \$825. For non-participant covered by an alternate approved health insurance plan there is a monetary adjustment of \$2.70/hr.
<i>Dental Insurance (Excellus 2016)</i>	<i>After 90 Days of continuous employment.</i>	Dental is Optional. SMC does not contribute to the dental premium.
<i>Life Insurance (Hartford) (coverage for hourly workers is \$30,000)</i>	After 4 months of continuous employment.	Company paid
<i>Long Term Disability Insurance (Hartford)</i>	After 2 yrs. of continuous employment.	Company paid
<i>401 K Retirement Plan (ADP)</i>	After 6 months & must be 18 yrs. of age.	SMC puts in 3% per week. Employee can sign up for additional contribution.
<i>9 Paid Holidays</i> <ul style="list-style-type: none"> - New Year's Day - President's Day - Good Friday - Memorial Day - Fourth of July - Labor Day - Thanksgiving Day - Friday after Thanksgiving - Christmas Day 	Must have been employed at least one full week preceding the holiday.	Employee must work their last scheduled full shift and their first scheduled full shift before & after the holiday, respectively in order to be eligible for holiday pay.
<i>Employee's Birthday</i>	Must have been employed at least one full week.	Will be observed on or near the employee's birthday by previous arrangement with supervisor.

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<i>Tuition Assistance</i>	At least one full year of service.	Job related course only & must be approved first by the GM. Must earn a grade of "C" or higher for undergrad. Must earn a grade of "B" or higher for Grad school.
<i>Direct Deposit</i>		Authorization required/Completed Direct Deposit enrollment form.
<i>Uniforms</i> <i>Safety Shoes</i>	Company provided New employees, save/submit receipt for reimbursement.	-Work uniforms at company's expense. -Maximum of \$200 /yr. reimbursement for safety shoes.
<i>Shift Differential</i>		\$.90 /hr. for 2 nd & 3 rd shift. \$.85 /hr. for security guards
<i>Personal Days</i> - Entitled One Day - Entitled One day - Entitled 2 Days - Entitled 4 Days - Entitled 5 Days - Entitled 6 Days	- After 120 days new hire - After One yr. service - After two yrs. service - After Three yrs. service - After Five yrs. service - After 10 yrs. service	All personal days may be split into ½ day increments.
<i>Vacation Days</i> - Entitled 5 Days - Entitled 10 Days - Entitled 15 Days - Entitled 20 Days	-After One yr. Anniversary -After Two yrs. Anniversary -After Nine yrs. of service -After 15 yrs. of service	Must have worked at least 51% of scheduled hours in 12 months immediately preceding last employment anniversary.

Please contact HR Department for Additional information.