

Paid Time Off

Paid Time Off (PTO) Days: Time away from work is important to your well-being. At SteelFab, Inc., you are provided Paid Time Off (PTO) based on your length of service. New Hires must be employed for at least six (6) months to be eligible to use or be paid PTO time. Employees hired in January through June will receive one week of PTO pay after completing six months of employment. Employees Hired after June must wait until the next year to be eligible for PTO pay.

On January 1st following date of employment, full-time regular employees will receive PTO as follows:

The next January 1 st	10 days
The next January 1 st	15 days
After 7 years, the next January 1 st (Shop, Hourly Employees)	20 days

Holidays

SteelFab, Inc. offers you the following nine (9) holidays to enjoy time relaxing with your family and friends:

New Year's Day	Labor Day
Good Friday	Thanksgiving Day & the Day After
Memorial Day	Christmas Day (2 days)
Independence Day	

Employee Assistance Program

SteelFab's Employee Assistance Program offers three (3) confidential counseling services and resources to help you and your family (24-hours a day, 7-days a week) during a crisis or help with everyday challenges. The names are UNUM and Heart EAP. All calls are confidential and SteelFab, Inc. is not involved or notified.

UNUM offers guidance for personal challenges that can affect work and home life. UNUM will guide you with information, short-term counseling and much more.
Contact: UNUM EAP 1-800-854-1446

Heart EAP can support you with concerns such as relationship or family issues, stress – personal and work related, etc.
Contact: Heart EAP 704-544-1156

Discretionary Profit Bonus System

The amount of funds available in the employee Bonus Pool will be determined on an annual basis at the discretion of the Stockholders of SteelFab, Inc. To be eligible to participate, you must be a full-time employee and be actively employed on the date the bonuses are paid.

Retirement Plan

Your 401(K) plan is designed to help you automatically save for retirement with pre-taxed payroll deductions and company contributions. Wells Fargo administers the Plan. Your contributions are invested at your direction in one of several fund options. You can defer up to 50% of your eligible compensation into the Plan up to a maximum of \$19,500 for the 2021 Plan year. If you are over 50 years of age, you can defer up to \$26,000 for 2021. 401(K) match is optional/not guaranteed (flexible and subject to change) and paid at the end of the year.

You are automatically vested in your contributions, and earn increasing vesting levels in SteelFab, Inc.'s matching contributions and profit sharing based on your years of service. After 6 years of service, you are 100% vested. Matching Contributions are at the discretion of the company.



TargetCare

SteelFab will be continuing our relationship with TargetCare in 2020/2021. SteelFab is committed to providing our employees with a quality benefit program at the lowest possible cost. TargetCare is a company that assists employers, like SteelFab, in developing programs to help their employees understand and manage their health. TargetCare will work with SteelFab to offer Clinical Health Assessments to all employees, health coaching or onsite clinics and various personalized wellness programs. The TargetCare and SteelFab partnership will help employees make informed decisions about improving their health and assist in reducing medical costs. Participation is key to the success of the TargetCare program. This is a great opportunity for you to learn more about your health and find out what you can do to start living a healthier lifestyle!

Other Benefits

- Jury Duty Pay
- Bereavement Pay
- Service Awards
- Social Events
- Uniforms (Shop Employees)
- Safety Shoe Allowance
- Safety Glasses
- Credit Union



9/1/2021 – 8/31/2022

**Regular
Full-Time
Employee
Benefits**

This is only a brief summary of your benefits as of 2021. Please refer to the Summary Plan Description for detailed information on the Plan benefits. In case of discrepancy between this information and the actual plan documents, the actual plan documents will prevail.

Medical

Your medical benefits are provided through **Blue Cross and Blue Shield of North Carolina** a Preferred Provider Organization, or PPO. A PPO is designed to offer comprehensive coverage when care is provided through network providers; however, benefits are reduced when care is provided out-of-network. You direct your care by choosing in-network or out-of-network providers. SteelFab, Inc.'s PPO provider network for all locations is BCBSNC. BCBSNC offers one of the largest PPO networks in your individual state.

BCBSNC offers the following services as a part of medical plan:

MDLIVE – a free service for members and their family. Provides 24/7/365 access to board-certified primary care doctors and pediatricians by secure video, phone or email at \$0 cost. Call toll-free **#1-888-657-9982** or visit **BlueCrossNC.com/MyMDLIVE**

Visit: www.BlueConnectNC.com – check your claims, find a provider, health resources, rewards/ discounts, and much more.



SCHEDULE OF BENEFITS

*Chart indicates amount employee pays.

	In-Network	Out-of-Network
Benefit Year Deductible	\$2,000 Individual \$3,000 Family	\$4,000 Individual \$6,000 Family
Out of Pocket Limits (Includes Deductible, ER & Urgent Care Copays, Office Visit Copays and RX Copays)	\$4,000 Individual \$6,000 Family	\$8,000 Individual \$12,000 Family
Physician Office Visits		
Preventive Care -	Covered at 100%* \$25 copay	60% coinsurance after deductible 60% coinsurance after deductible
Primary Care -		
Specialist -	\$50 copay	
Urgent Care - Emergency Room Visits -	\$50 copay/UC	\$50 copay/UC
	Deductible then Coinsurance/ER	Deductible then Coinsurance/ER
Inpatient Hospital Services	80% coinsurance after deductible	60% coinsurance after deductible
Inpatient/Outpatient Mental Health Services	80% coinsurance after deductible	60% coinsurance after deductible

*Please note: Benefits will be differed if the claim for Preventive Care service indicates a diagnosis other than preventive/wellness.

Prescriptions

SteelFab, Inc. offers a comprehensive prescription program with the medical plan. You pay a co-payment for Generic, Preferred Brand or Non-Preferred Brand drugs that are prescribed by your physician and filled at a network pharmacy, or through our mail order prescription service. Mail order service offers you convenience and additional cost-savings.

Express Scripts is the administrator of our prescription benefit services. Every national chain and thousands of independent pharmacies participate in the network.

The co-payments per prescription for retail and mail order prescriptions are as follows:



	Retail	Mail Order
Supply Covered for Co-payment	30 days	90 days
Generic	\$10	\$10
Preferred Brand	\$30	\$60
Non-Preferred Brand	\$50	\$100
Specialty	20% to \$250 Maximum	

Vision

Through **BCBSNC**, you and your covered members will receive up to the Benefit Period Maximum of **reimbursement up to \$230 and then 10%** for glasses, hard/soft or disposable contact lenses. The preventive routine eye exam for you and your covered members is **\$25** when using an in-network provider; this excludes contact exams. Benefits will be differed if the claim for Preventive Care service indicates a diagnosis other than preventive/wellness.

Dental

Your dental benefits allow you to select any dentist of your choice. To maximize your benefits, you need to use a PPD (Preferred Dental Program) Dentist. **Metlife** is the administrator of Steelfab, Inc's Dental Plan. You may use **Metlife's** website to find an in-network (PPD) dentist. www.Metlife.com

SCHEDULE OF BENEFITS	
*Chart indicates amount insurance pays.	
Benefit Year Deductible	\$50 (Individual) \$150 (Family)
Preventive Services	100%, no deductible
Basic Services	80% after deductible
Major Services	50% after deductible
Maximum	\$1000 annually. Note – Preventative Care Services do not apply to the Annual Maximum.

Disability

Short-Term Disability (STD): STD is an employee paid benefit that provides partial income protection if you are unable to work due to an illness or accident. The benefit provides you with 60% of your weekly base pay up to a maximum of \$700 per week. Benefits begin on the 15th day of an approved disability caused by an accident or illness and may last up to 24 weeks. Short-Term Disability is administered by **UNUM**.

Long-Term Disability (LTD): LTD is an employee paid benefit that provides partial income protection if a serious illness or injury causes you to be on a medical leave of absence from work more than 180 days. The benefit provides you with 60% of your monthly earnings during your approved disability period up to a maximum of \$6,000 per month. **UNUM** is the Long-Term Disability provider.



Disability benefits must be approved by a physician and the disability provider. Please contact Human Resources if you have questions.

Flexible Spending Accounts



Flexible spending accounts allow you to redirect a portion of your taxable income in order to receive non-taxable benefits. You can set aside pre-tax dollars to reimburse yourself for qualified health care expenses and/or dependent day care expenses. This reduces the amount of taxes deducted from your paycheck and allows you to pay for dependent care and medical expenses with money that has not been taxed.

Life

SteelFab, Inc. provides you with company paid basic term life and accident death and dismemberment insurance coverage through **UNUM** at one and a half times your annual salary up to \$50,000. The policy also provides life insurance for your spouse and child (ren) with age of 6+ months to 19 years (25 if fulltime student) amount of \$5,000.

You also have the opportunity to purchase supplemental life insurance up to 3 times your annual salary or \$300,000. You can buy life insurance for your spouse, but it cannot exceed 50% of the amount of supplemental life that you purchase. Dependent children (6+ months) are eligible for \$10,000. If you enroll when first eligible, you may elect up to \$150,000 or 3x salary whichever is less on yourself, and \$30,000 for your spouse without proof of good health.

Supplemental life coverage is portable if you leave SteelFab, Inc. and elect to continue paying the group premium rates.

Life insurance coverage is offered through **UNUM**. Please contact Human Resources if you have questions.