Vision Office Products

***Employee Benefits and Services***

Vision Office Products offers a comprehensive package of employee benefit programs. Below is a summary of those programs.

**Health Insurance**

Health care expense protection for you and your family.

The Medical Plan is designed to provide valuable protection for you and your insured family members against the rising costs of health care. It pays the major share of hospital, surgical, and medical expenses whenever treatment is needed for illness, injury, pregnancy, or childbirth.

The Medical Plan is made up of two types of coverage:

*Basic coverage* pays the full cost of covered expenses for in-hospital care certified as necessary by the Patient Advocate Program (as described in the following pages), as well as certain outpatient services related to hospitalization, surgery, or emergency care.

*Major Medical* coverage pays benefits toward a broad range of medical services and supplies, including surgery, anesthesia, doctor’s visits, diagnostic services, emergency care, and other specified expenses.

Here is a table that shows the benefits that are offered to you:

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***Employee Benefits and Services***

**Dental Insurance**

The Dental Plan pays benefits toward a wide range of dental services and supplies, including preventive care, restorative services, and orthodontic treatment for you and your insured family members.

**Plan costs**

The Company pays the full cost of your coverage under the Dental Plan.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **COST** | **PRESCRIPTIONS** | **DENTAL** | **EYE** |
| **PLAN A** | **$350** | **50%** | **NO** | **NO** |
| **PLAN B** | **$450** | **100%** | **YES / 50%** | **YES / 40%** |
| **PLAN C** | **$375** | **75%** | **YES / 75%** | **YES / 10%** |
| **PLAN D** | **$400** | **75%** | **NO** | **YES / 10%** |
|  |  |  |  |  |
| **PLAN X** | **TBA** |  |  |  |
| **PLAN Y** | **TBA** |  |  |  |
| **PLAN Z** | **TBA** |  |  |  |

|  |  |
| --- | --- |
|  | Cost |
| Plan A | $75 |
| Plan B | $100 |

If you elect Dental Plan coverage for any of your eligible family members, the Company also pays the major share of the cost of their coverage. Your monthly contributions for family coverage are listed on a separate sheet with this handbook.

**Disability Plans**

Your disability benefits are designed to continue all or part of your pay if you are unable to work due to illness, injury, pregnancy, or childbirth. Protection is provided for temporary disabilities lasting up to 26 weeks or for more serious disabilities lasting longer than 26 weeks (in addition to accrued vacation).

**Profit Sharing and Retirement**

The Company Profit Sharing Retirement Plan lets you share directly in the Company’s growth and success, contributing to your financial security for the future. You become a Plan participant after you have completed one year of service (minimum 1000 hours) with the Company.

**Company contributions**

Once you become a Plan participant, the Company automatically begins making annual basic contributions to the Plan on your behalf equal to 6% of your annual pay, up to $15,000 each year (or a maximum Basic contribution of $900 a year).

**Wellness Program**

Routine physical examinations

The Company will reimburse you up to $300 for routine physical examinations performed by your personal physician after two years of employment and every two years thereafter if you are under age 35, or after one year of employment and annually thereafter if you are age 35 or over.

Please consult your Human Resources Department for more information.

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**Vision care**

If you spend more than half of your time working at a video display terminal, the Company will pay up to $115 a year toward the cost of covered vision care expenses, including eye examinations, eyeglasses, and contact lenses.

**Weight reduction programs**

The Company will pay benefits toward the cost of your participation in a weight reduction program when offered at your work location, or offsite when not available at your location.

### Time for yourself

In addition to our Flextime Advantage program, Vision Office Products offers an extremely competitive group of time off options. Time off options include the following:

1. *Vacation Plan:* To satisfy your preferences as well as to meet the staffing needs of the department, please discuss your vacation plans well in advance with your supervisor.
2. *Holidays:* Full-time employees are eligible for ten (10) paid holidays in each calendar year (in addition to the Vacation Plan).
3. *Sick days:* At the beginning of each successive year, an employee is given an additional six (6) days. These will accrue to provide a maximum of ten (10) sick days.
4. *Sabbaticals:* After you have completed ten years of employment and every fourth year thereafter, you are eligible for an extra two weeks off with pay.
5. *Personal days:* See your employee handbook for the specific number of days permitted.
6. *Family leave:* See your employee handbook for specific details.
7. *Study time:* Study time is granted on an individual basis and is subject to your supervisor’s or Mr. Taylor’s approval. You may be eligible if you   
   — are enrolled in a company approved education program   
   — have been with the company for at least one year.

### Parking

Employee parking is provided. Vision Office Products employees have access to several parking lots in the area. You will be assigned to one of the following parking lots:

1. Main
2. Grove
3. Wescott

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Customer** | **Region** | **Month** | **Year** | **Salesrep** | **Quantity** | **Price** | **TOTAL** |
| Antonio's Music Shop | East | Jan | 1993 | Barone | 3 | 595 |  |
| Antonio's Music Shop | East | Apr | 1994 | Barone | 1 | 575 |  |
| Brandt Learning Center | East | Sep | 1993 | McCrank | 1 | 595 |  |
| Katie's Kraft Supplies | East | May | 1993 | McCrank | 1 | 600 |  |
| Katie's Kraft Supplies | East | Nov | 1994 | McCrank | 3 | 565 |  |
| Marlene's Magazines and Books | East | Jan | 1993 | McCrank | 2 | 600 |  |
| Marlene's Magazines and Books | East | Oct | 1994 | McCrank | 2 | 575 |  |
| Marlene's Magazines and Books | East | Dec | 1994 | McCrank | 2 | 575 |  |
| Moore Music | East | Aug | 1993 | Barone | 2 | 595 |  |
| Moore Music | East | Nov | 1994 | Barone | 2 | 575 |  |
| S-Mart Garden Emporium | East | Mar | 1993 | Barone | 2 | 565 |  |
| S-Mart Garden Emporium | East | Jan | 1994 | Barone | 1 | 565 |  |
| Katie's Kraft Supplies | East | May | 1993 | McCrank | 1 | 600 |  |
| Katie's Kraft Supplies | East | Nov | 1994 | McCrank | 3 | 565 |  |
| Marlene's Magazines and Books | East | Jan | 1993 | McCrank | 2 | 600 |  |
| Marlene's Magazines and Books | East | Oct | 1994 | McCrank | 2 | 575 |  |
| Marlene's Magazines and Books | East | Dec | 1994 | McCrank | 2 | 575 |  |
| Moore Music | East | Aug | 1993 | Barone | 2 | 595 |  |
| Moore Music | East | Nov | 1994 | Barone | 2 | 575 |  |
| S-Mart Garden Emporium | East | Mar | 1993 | Barone | 2 | 565 |  |
| S-Mart Garden Emporium | East | Jan | 1994 | Barone | 1 | 565 |  |
| All About the Arts | North | Feb | 1993 | Westfall | 2 | 600 |  |
| All About the Arts | North | Jun | 1994 | Westfall | 1 | 600 |  |
| Celebration Card Shop | North | Jun | 1993 | Rorbach | 2 | 600 |  |
| Engel's Books | North | Nov | 1993 | Westfall | 2 | 600 |  |
| Greyson Learning Center | North | Oct | 1993 | Westfall | 1 | 600 |  |
| Greyson Learning Center | North | Feb | 1994 | Westfall | 2 | 565 |  |
| Johnson's Drug Store | North | Feb | 1993 | Westfall | 2 | 575 |  |
| Mac's Music | North | Mar | 1993 | Westfall | 1 | 600 |  |
| The Corner Bookstore | North | Oct | 1993 | Rorbach | 6 | 500 |  |
| The Corner Bookstore | North | Jul | 1994 | Rorbach | 6 | 500 |  |
| Towne Pet Shoppe | North | Mar | 1994 | Rorbach | 1 | 600 |  |
| Towne Pet Shoppe | North | Feb | 1994 | Rorbach | 1 | 600 |  |
| Johnson's Drug Store | North | Feb | 1993 | Westfall | 2 | 575 |  |
| Mac's Music | North | Mar | 1993 | Westfall | 1 | 600 |  |
| The Corner Bookstore | North | Oct | 1993 | Rorbach | 6 | 500 |  |
| The Corner Bookstore | North | Jul | 1994 | Rorbach | 6 | 500 |  |
| Towne Pet Shoppe | North | Mar | 1994 | Rorbach | 1 | 600 |  |
| Towne Pet Shoppe | North | Feb | 1994 | Rorbach | 1 | 600 |  |
| Allendale Books | South | Jan | 1993 | Gorman | 2 | 565 |  |
| Cards for All Occasions | South | Nov | 1993 | Gorman | 4 | 565 |  |
| Gardening Galore | South | Feb | 1993 | Banks | 2 | 595 |  |
| Jamison Books | South | Apr | 1993 | Gorman | 3 | 575 |  |
| The Unabridged Bookstore | South | Sep | 1993 | Banks | 4 | 525 |  |
| The Unabridged Bookstore | South | Nov | 1994 | Banks | 2 | 550 |  |
| Willowridge Craft Supplies | South | Dec | 1993 | Gorman | 2 | 595 |  |
| Jamison Books | South | Apr | 1993 | Gorman | 3 | 575 |  |
| The Unabridged Bookstore | South | Sep | 1993 | Banks | 4 | 525 |  |
| The Unabridged Bookstore | South | Nov | 1994 | Banks | 2 | 550 |  |
| Willowridge Craft Supplies | South | Dec | 1993 | Gorman | 2 | 595 |  |
| AppleTree Art Supplies | West | Sep | 1993 | Rodriquez | 3 | 565 |  |
| Books Abound | West | Nov | 1993 | Rodriquez | 3 | 600 |  |
| Books Abound | West | May | 1994 | Rodriquez | 4 | 555 |  |
| Caldwell's Card Shoppe | West | Jan | 1993 | Tobin | 3 | 570 |  |
| Exclusively Pets | West | Apr | 1993 | Tobin | 1 | 600 |  |
| St. Agnes School | West | Feb | 1993 | Rodriquez | 1 | 550 |  |
| St. Agnes School | West | Jun | 1994 | Rodriquez | 1 | 550 |  |
| St. Agnes School | West | Feb | 1993 | Rodriquez | 1 | 550 |  |
| St. Agnes School | West | Jun | 1994 | Rodriquez | 1 | 550 |  |

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