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.

**Plan costs**

The Company pays the full cost of your coverage under the Medical Plan. The Company also pays the major share of the cost of Medical Plan coverage for any eligible members of your family (that is, your spouse and unmarried dependent children to age 19 or to age 25 if a full-time student) whom you elect to enroll in the Plan. Your monthly contributions for family coverage are listed on a separate sheet in the pocket of this handbook.

**The Patient Advocate Program**

The Patient Advocate Program is managed by a team of health care professionals who will provide you with information about the alternatives available to you before you receive hospital or surgical treatment. In addition to helping you determine if hospitalization is necessary and appropriate, your Patient Advocate representative (a specially trained registered nurse) can assist you in obtaining second surgical opinions when needed (as described later in this handbook), and answer questions about other health-related matters.

The Patient Advocate Program works in conjunction with your hospital coverage to help ensure that you receive the highest quality of health care available, while helping you avoid unnecessary or prolonged hospital stays.

All full-time employees are eligible for coverage under these plans. If you enroll, coverage will commence on the first day of the month after the month in which you begin work.

**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.

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. (Si necesita assistnace en espanol, buscar la Secratary en sus áreas)

Your disability benefits are made up of two types of coverage:

Short Term Disability Plan coverage continues 50% or all of your pay for up to 26 weeks, based on your length of service.

Long Term Disability Plan coverage continues 60% of your pay after you have been disabled for 26 weeks and throughout your disability ⎯ generally up to age 65.

**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.

**This is a sample of a text box we use for all of our cheatsheets**

Click or tap to enter a date.

|  |  |  |
| --- | --- | --- |
| **NAME** | **ADDRESS** | **COMPANY** |
| Mike Jones | 1234 Par Ave, Portage | ABC |
| Tammy Smith | 3452 South 11, Porter | Brussels Cleaning |
| Pat brown | 3456 Willow Lane, Valpo | The Lure |

**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.

**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:

**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.

Holidays: Full-time employees are eligible for ten (10) paid holidays in each calendar year.

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.

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.

Personal days: See your employee handbook for the specific number of days permitted.

Family leave: See your employee handbook for specific details.

Study time: Study time is granted on an individual basis and is subject to your supervisor’s and 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: For your safety, please cross only at the crosswalk.

**Automatic Paycheck Deposit**

Many of our employees find it convenient to have their regular paycheck automatically deposited in their bank account. If you would like to make a similar arrangement, contact the Accounting Department.

**Benefits and term of employment**

The existence of these employee benefits and plans, in and of themselves, does not signify that an employee will be employed for the requisite time necessary to qualify for these benefits and plans.

Our group health insurance program can be continued if you leave the company under guidelines described by Federal Law. You will receive a detailed explanation of this privilege.

**ACKNOWLEDGE OUR SPANISH PARTNERS**

We would love to welcome our Spanish Partners. Welcome to the team!

**OUR MISSION STATEMENT**

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