

M&RR Benefit Summary

The following is a listing of benefits offered to full time M&RR, Inc. employees (eligibility for benefits begins on the date of hire):

- Health Insurance** All eligible employees may choose one of the following CareFirst medical plans: HealthyBlue HMO \$1500 Gold Plan (in network coverage only), BlueChoice HMO Referral \$30/\$40 Gold Plan (in network coverage only) and BlueChoice PLUS 100%/80% Platinum Plan which offers coverage by both in network and out of network providers. Vision and dental coverage and Aflac plans are available as well.
- Flexible Spending Accounts** A Health Care Reimbursement account is used to pay for eligible medical, dental and vision care expenses on a pre-tax basis that aren't covered by your insurance plan. The Dependent Care account allows you to use pre-tax dollars towards qualified dependent care expenses.
- Life and AD&D** All employees are provided Life and Accidental Death and Dismemberment insurance at two times their basic annual earnings up to a maximum of \$300,000 (with evidence of insurability). Guarantee issue amount is up to \$250,000. Spousal and/or dependent life insurance is also available.
- Short Term Disability** All employees are provided salary continuation to 60% of salary (up to \$1000 a week), in the event of injury or serious illness, which prevents a person from working after 7 days, depending upon the situation, for up to 13 weeks.
- Long Term Disability** All employees are provided salary continuation to 60% of salary (up to \$3,000 a month), in the event of injury or serious illness, which prevents a person from work. Coverage begins after 90 days of disability.
- Tuition Assistance** Reimbursement of tuition depending upon the grade received for pre-approved courses after one year of employment.
- Paid Holidays** Employees are entitled to seven scheduled and three floating holidays (certain eligibility/requirements apply) a year. Scheduled holidays include New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Friday after Thanksgiving and Christmas Day.
- PTO Leave** Employees receive one day of PTO leave on their start date, and then accrue PTO leave at a rate of 4.62 hours per full pay period worked which is 3 weeks (15 days per year). This accrual amount increases over time.
- Bereavement Leave** All employees are eligible for up to three days paid leave in a calendar year in the event of the death of a close family member or close friend.
- 401(k)
Profit Sharing** After completing six months of service and 500 hours of work, employees are eligible to participate in the 401(k) plan. Plan entrance dates are quarterly on January 1, April 1, July 1 and October 1. The discretionary Employer Matching is a 50% matching contribution on deferrals up to 6% of compensation. There is a five year vesting period on the company match, with 20% per year.

This summary of benefits is meant to highlight certain benefits available to employees of M&RR, Inc. Any discrepancy between this summary and the plan SPD or a policy as documented in the Benefits Summary or the Policy and Procedures Manual will rely upon the SPD or the Benefits Summary or the Policy and Procedures Manual as the primary and preeminent source of information on topic. This Summary is not an offer or guarantee of employment.