



## Employee Benefits Summary

Benefits	Description
Paid Time Off (PTO)	Employees earn up to 20 days PTO annually (6.67 hours accrual semi-monthly). Part-time employees pro-rated.
Federal Holidays	The following holidays will be observed annually: New Year's Day, Martin Luther King Jr., Day, Presidents Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, and Christmas Day.
Other Paid Leave	Employee's Birthday, Jury Duty (limit 1 day per year), Bereavement (limit 3 days for immediate family), and Military Reserve Obligations (differential for a maximum of 10 days).
Health Insurance	3 Medical Plan Options for Health with Dental, Vision, and Prescription Drug to include a Tax Deferred HMO HSA plan with company contribution. (See Health Care Plan for more details). <ul style="list-style-type: none"> <li>• Company pays insurance premiums up to 60% for self and 50% for family</li> <li>• Must be a 30 hour or more per week employee</li> </ul>
Aflac	With Aflac supplemental insurance, you can provide an additional level of financial protection for yourself and your family in the event of a serious accident or illness. Aflac has multiple policies available most offered at a pre-tax premium. The Whole and Term Life Insurance is offered; those premium deductions would be on an after tax basis.
<b>NO COST to Employee</b> Supplemental Life Insurance, Short and Long Term Disability, and Employee Assistance Program (EAP)	Company paid life insurance coverage includes short-term disability, long-term disability, and supplemental life insurance. EAP - Employee Assistance Program available to all Full/Part-Time employees. 24 Hour Travel Assistant/Emergency Services
Employee Referral Program	Referral Bonuses of \$1,500 per referral will be provided upon 3 months of successful employment of a referred candidate.
Educational Assistance Accredited Courses Only	\$3,000 per year for successful completion of college courses AND up to \$5,500 with commitment. Payable upon successful completion with a B or higher.
<b>And</b> Professional Training Assistance	\$3,000 per year for successful completion of an industry certification or boot camp fee payable upon successful completion of passing certification test(s), or requirements. (Class, Materials and passing testing fee only) Can be used in pursuit of continuing education, such as technical seminar, industry conference or other professional development opportunity.
401K	Company matches 100% of the employee contribution up to a 4% match. Thereafter, the employee may participate up to the IRS maximum. Employees are 100% vested immediately upon employment.
Employee Equity Appreciation Plan	This benefit is an Equity Plan that awards employees who are responsible for the continued growth and prosperity of the company. Beginning at time of hire, employees will receive, in addition to their regular compensation, Equity Units with the company and will acquire units annually or can be awarded additional units at any time at the discretion of company. In the future, any proceeds on sale of company entitles employee to certain portions of net assets. (See Equity Plan for more details).
Clothing Allowance	Each employee is allotted \$150.00 yearly clothing allowance to be used at <a href="http://stores.corporatecasuals.com/s/IITC/">http://stores.corporatecasuals.com/s/IITC/</a> , if you do not have a company credit card please email <a href="mailto:iitcadmin@myiitc.com">iitcadmin@myiitc.com</a> with your order.

\*This summary is for informational purposes only and is not intended to create rights not given through a plan or to replace a plan contract.