



BENEFIT / SUMMARY GUIDELINE

Section 125 Flex Plan:

Several benefits are deducted on a pre-tax basis (medical, dental, vision, flexible spending, transit benefits, parking and 401(k)). Although your payroll is bi-weekly, most benefit deductions are only two (2) times a month. No benefit deduction will be taken when there is a third payroll within the month. The exception to this rule is 401k (26/year).

Holidays:

There are 8 official holidays observed by PS&S.

New Year's Day – Wednesday, January 1, 2025

Presidents Day – Monday February 17, 2025

Memorial Day – Monday May 26, 2025

Independence Day – Friday July 4, 2025

Labor Day – Monday September 1, 2025

Thanksgiving – Thursday November 27, 2025

Day After Thanksgiving - Friday November 28, 2025

Christmas – Thursday December 25, 2025

401(k) Plan:

PS&S participates in a 401(k) Plan managed by Fidelity Investments. New employees are **automatically set up to have 6% deducted from their paycheck and invested into a default account.** The default account is a Fidelity Advisor Freedom Fund that most closely aligns with your projected retirement date based upon your birth year. You **MUST** register on the website to adjust the 6% (up or down) AND to change investment accounts.

The annual Company match is 50% up to a limit of 6% of your compensation deferral. The vesting schedule can be found on www.netbenefits.com.

In 2025 the annual maximum 401(k) contribution is \$23,500. The catch-up contribution limit is \$7,500 for employees aged 50-59 and \$11,250 for employees aged 60-63

Employees are responsible for their own investment decisions. We strongly suggest employees take advantage of the investment educational materials available including seminars, enrollment packages, and online information at www.netbenefits.com.

Tuition Reimbursement:

A tuition-reimbursement plan exists for eligible full-time employees pursuing work-related studies. New employees must be employed 6 months prior to applying for educational assistance. Prior approval by your supervisor is required. Reimbursement occurs after successful completion of a class - a grade of A or B is necessary (as is one year continued employment at PS&S upon completion of the course(s)). Reimbursement covers tuition, registration, and parking fees to a maximum of \$4,000 per semester and \$8,000 per calendar year. (Books, computers, etc., are not covered).

Paid Time Off (PTO):

This is time to be used without distinction between vacation, sickness, or personal time.

- Full-time employees receive full yearly PTO hours based on years of service that are front loaded each January 1st to use throughout the year.
- Regularly scheduled 32-hour employees are front loaded at a rate of 80% of a full-time employee. Please reference the Full Time Employee PTO Bank I Totals table in the Employee Handbook.
- Part-time employees accrue hours based on hours worked each month, at a rate according to the Part-Time Employee PTO Bank II Totals table in the Employee Handbook.
- Newly hired full-time and regularly scheduled 32-hour employees earn PTO time in the calendar year in which they start, on a pro-rated basis, at a rate equal to the total monthly equivalent in the PTO Bank I table, times the number of full months worked in their hire year.

Employees may carry 40 hours over from the previous year as well.

The formal PTO policy can be found in the PS&S Employee Handbook.

PS&S Store Front:

A new hire will receive a certificate to purchase attire, with the PS&S logo, from our PS&S Store Front. Thereafter, items may be purchased by employees at their expense. The PS&S Store Front link can be accessed from your Teams menu by choosing the Quick Links icon, find Store Front, click “Go to Link”.

Employee Referral Reward Program:

A referral reward of \$3,000 is available to full-time employees, referring candidates who are hired into full-time available positions. Referrals must be filed with People Operations at the time resumes are submitted and are paid out on a schedule.

- \$1,500 once the referred employee has completed 6 months of employment.
- \$1,500 once the referred employee has completed 1 year of employment.

(The referral reward is not available to Vice Presidents). Call People Operations for details.

Part-Time Employees:

Part-time, employees not working a regularly scheduled work week of 30 hours or more but who do average more than 20 hours per week over each quarter of the calendar year become eligible for holiday benefits. Holidays are prorated in proportion to the normal 40-hour work week. Part-time employees will accrue PTO according to the Part-Time Employee PTO Bank II Table, which can be found in the Employee Handbook.