



Benefit Information Summary

Effective: April 1, 2016



Pilot Corporation of America prides itself on being a leading manufacturer and marketer of quality writing instruments in the United States. Our spirit of innovation has always focused on serving consumer's writing needs and making writing a pleasure.

BENEFIT ELIGIBILITY

We offer a comprehensive benefits package to all full-time employees. Most benefits are effective 30 days following date of employment.

MEDICAL INSURANCE

A POS Plan providing benefits on both an in and out-of-network basis, is available through Aetna. The Company pays the majority of the premium. The employee pre-tax bi-weekly cost is shown below:



Employee Contribution	<u>Employee</u>	<u>Employee & Child(ren)</u>	<u>Employee & Spouse</u>	<u>Family</u>
	\$70.00	\$167.27	\$195.15	\$297.37

DENTAL INSURANCE

Our Dental PPO Plan provides for reimbursement of 80% minor and 60% major services and is available through Aetna. The employee pre-tax bi-weekly cost for this plan is:



Employee Contribution	<u>Employee</u>	<u>Employee & Child(ren)</u>	<u>Employee & Spouse</u>	<u>Family</u>
	\$6.05	\$10.85	\$12.10	\$17.54

VISION INSURANCE

Our Vision Plan provides reimbursement of eyeglass and contact lens expenses and is available through Advantica. The employee pre-tax bi-weekly cost for this plan is:



Employee Contribution	<u>Employee</u>	<u>Employee Plus One</u>	<u>Family</u>
	\$2.73	\$5.46	\$9.12

GROUP LIFE & AD&D INSURANCE

If you die while insured for this benefit, your beneficiary will receive an amount equal to 2x your annual base pay rounded up to the next thousand. The maximum benefit is \$500,000. The company pays 100% of the cost for this benefit.

VOLUNTARY LIFE INSURANCE

This plan provides a benefit in addition to the company paid life insurance and may be purchased in increments of 1, 2, 3 or 4 times your base salary. The maximum insurance available is \$500,000. Premiums for this program are based on age, salary, and the increment of insurance selected.

SHORT-TERM DISABILITY INSURANCE

This insurance provides a benefit equal to 60% of your weekly earnings if you become wholly and continuously disabled from an accident or illness unrelated to employment. The maximum benefit is \$900 per week, and the maximum benefit period is 26 weeks. The bi-weekly after-tax premium for this is \$.27 per \$10 of coverage.



FLEXIBLE SPENDING ACCOUNT

Flexible spending accounts for non-reimbursed health care and/or dependent day care expenses are available.

Contributions to these accounts are pre-tax. The minimum and maximum contributions are noted below.

Account Type	Minimum Annual Contribution	Maximum Annual Contribution
Health Care Account	\$100	\$1,500
Dependent Care Account	\$100	\$5,000

401(k) PLAN

The Company provides a 3% bi-weekly 401(k) contribution beginning on the first day of the calendar quarter, following date of hire. Contributions are immediately 100% vested. Additionally, the Plan permits employee pre-tax contributions of up to 60% within IRS limits.



VACATION

The number of vacation days available during the first year of employment is based on the number of calendar months to be worked. Thereafter, paid vacation is provided on a calendar year basis as follows:

<u>Service as of January 1st</u>	<u>Paid Vacation</u>
Up to 4 ½ years	10 days
4 ½ years up to 9 ½ years	15 days
9 ½ years of more	20 days

PAID HOLIDAYS

The Company observes 11 paid holidays throughout the calendar year.

SICK

Paid sick time is provided on a calendar year basis as follows:

- Maximum Time Available – 6 days
- Accrual Rate – 1 day for each 2 months of service

WORKING HOURS

Working hours are Monday through Friday, 7:30 a.m. to 3:30 p.m. Second shift hours are Monday through Friday, 3:30 p.m. to 11:30 p.m.