



# Benefit Information Summary

## Effective: April 1, 2017



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:

<b>Employee Contribution</b>	<u>Employee</u>	<u>Employee &amp; Child(ren)</u>	<u>Employee &amp; Spouse</u>	<u>Family</u>
	<b>\$82.00</b>	<b>\$195.00</b>	<b>\$228.00</b>	<b>\$347.00</b>

### 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:

<b>Employee Contribution</b>	<u>Employee</u>	<u>Employee &amp; Child(ren)</u>	<u>Employee &amp; Spouse</u>	<u>Family</u>
	<b>\$7.00</b>	<b>\$11.00</b>	<b>\$13.00</b>	<b>\$18.00</b>

### 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:

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

### GROUP LIFE & AD&D INSURANCE

Pilot provides company-paid Group Life and Accidental Death & Dismemberment (AD&D) insurance through Aetna to assist you and your family in the event of a loss. The benefit amount is equal to 2x your annual base pay, rounded up to the next thousand. The maximum benefit is \$500,000.

### 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 1<sup>st</sup></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.