



Human Resource Policy Manual

Subject: Benefits Policy

HR Policy: 600

Board of Directors Approval: 7/07/11

MSHS Policy Council Approval: 7/07/11

HS/EHS Policy Council Approval: 6/23/11

Page 1 of 3

This Policy has been drafted as a guideline for our employees. Final interpretation of the items discussed in this policy will be governed by the applicable procedure statements and the Human Resources Department. This policy shall not be construed to form a contract between our employees and the operating units of TMC.

POLICY STATEMENT

1.0 It is the policy of TMC to provide competitive benefits to all eligible employees. Nothing shall require the Corporation to provide or maintain any of the benefit programs outlined in this policy other than as required by federal, state and/or local law.

2.0 PURPOSE

This policy provides the guidelines for TMC's employee's benefits program.

3.0 SCOPE

This policy is for regular full-time or part-time eligible employees who are not in a temporary or introductory/probationary status.

4.0 ELIGIBILITY

All new regular and seasonal, full-time, hourly and salaried employees working an average of thirty-five (35) hours or more weekly and who are not in a temporary or introductory/probationary status become eligible for health, dental, life, vision and long-term disability insurance effective the first of the month following completion of 90 (ninety) days worked.

4.1 All new regular or seasonal, full-time or part-time, hourly and salaried employees become eligible for TMC's 401k Plan effective the first of the month following date of hire.

4.2 All new regular and seasonal, full-time, hourly and salaried employees working an average of thirty-five (35) hours or more weekly and who are not in a temporary or introductory/probationary status become eligible for annual and sick leave that accumulates based on hours worked.



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Page 2 of 3

- 4.2.1 Annual Leave accrues from date of hire.
- 4.2.2 Eligible employees cannot use annual leave until their 91st day of employment.
- 4.2.3 Eligible employees will accumulate no more than 104 hours or 13 days of annual leave in a given year.
- 4.2.4 Annual Leave earned must be used by the end of the fiscal/contract year.
- 4.2.5 Annual Leave not used will not be carried over.
- 4.2.6 Annual Leave will be paid out to employees who resign or are terminated except those who are still on an introductory/probationary status.
- 4.2.7 Sick Leave accrues from date of hire.
- 4.2.8 Eligible employees may use sick leave after the first pay date.
- 4.2.9 Sick Leave may be used to care for an immediate family member.
- 4.2.10 For the purpose of this policy, a member of an immediate family shall include the following:

Spouse	Father	Sister
Son	Mother	Domestic Partner
Daughter	Brother	Common Law Spouse
- 4.2.11 Eligible employee will accumulate 104 hours or 13 days of sick leave in a given year and will have no more than 208 hours or 26 days in their sick leave bank at any given time.

4.3 Eligibility is based on the date of hire.

4.4 Nothing shall require the Corporation to provide or maintain any of the benefit programs outlined in this policy other than as required by federal, state and/or local law.

5.0 PHILOSOPHY

- 5.1 Based on adequate funding from our funding sources, it is the practice of TMC to provide competitive benefits that protect our employees and their families from costs related to catastrophic illness or accident.
- 5.2 TMC will continually review, update and revise the Corporation's Benefit Plans to maintain the overall Benefits Plan Philosophy.



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Page 3 of 3

6.0 CONSOLIDATED OMNIBUS BUDGET RECONCILIATION ACT (COBRA)

A change in employment status that would result in loss of eligibility to participate in the health insurance plan may be considered as a "Qualifying Event" that would qualify the employee or their dependents for benefits continuation under the Consolidated Omnibus Budget Reconciliation Act (COBRA).