

Pinnacle Supply Chain

HUMAN RESOURCES POLICY DOCUMENT

Policy Title	Benefits and Health Insurance Policy
Policy ID	HR-2024-009
Effective Date	August 1, 2024
Last Updated	November 1, 2024
Organization	Pinnacle Supply Chain, Atlanta, GA
Industry	Supply Chain
Total Employees	550

1. ELIGIBILITY

Full-time employees (30+ hours/week) are eligible for benefits. Coverage begins on first of month following 30-day waiting period.

2. HEALTH INSURANCE PLANS

Plan	Employee Cost	Deductible
PPO Plan	\$200/month	\$1,500
HMO Plan	\$100/month	\$750
High-Deductible Plan	\$100/month	\$3,000

3. RETIREMENT BENEFITS (401(k))

- Employer match: 5% of employee contribution
- Immediate eligibility for all employees
- Vesting: Employer match vests over 3 years

4. LIFE INSURANCE

- Company-paid: \$50k (twice salary)
- Supplemental options available

Approval and Implementation

This policy is approved by the Human Resources Department of Pinnacle Supply Chain and is effective as of August 1, 2024. All employees are required to acknowledge receipt and understanding of this policy. Violations may result in disciplinary action up to and including termination of employment.

HR Director

Date: __/__/__

Department Manager

Date: __/__/__

Employee Acknowledgment

Date: __/__/__