

Benefits Package Letter

Dear new employee,

We are pleased to present you with Ocktank Corporation's comprehensive benefits package. As a valued member of our team, you are eligible for the following benefits, effective March 1, 2023.

Health and Wellness

Medical Insurance

- **Provider:** BlueCross BlueShield
- **Coverage:** Comprehensive medical coverage including preventive care, specialist visits, and hospitalization
- **Employee Contribution:** 20% of premium

Dental Insurance

- **Provider:** Delta Dental
- **Coverage:** Preventive care, basic and major procedures, orthodontia
- **Employee Contribution:** 15% of premium

Vision Insurance

- **Provider:** VSP Vision Care
- **Coverage:** Annual eye exams, frames, lenses, and contacts
- **Employee Contribution:** 10% of premium

Wellness Program

- Annual health screenings
- Gym membership reimbursement (up to \$50/month)
- Mental health resources through our EAP

Financial Security

401(k) Retirement Plan

- Company match up to 6% of your salary
- Vesting schedule: 20% per year, fully vested after 5 years

Life Insurance

- Coverage: 2x annual salary (company-paid)
- Option to purchase additional coverage up to 5x annual salary

Disability Insurance

- Short-term disability: 60% of salary for up to 12 weeks
- Long-term disability: 50% of salary after 90 days

Work-Life Balance

Paid Time Off (PTO)

- 15 days per year, accrued bi-weekly
- 2 personal days per year
- 5 sick days per year

Parental Leave

- 12 weeks of paid maternity leave
- 4 weeks of paid paternity leave

Flexible Work Arrangements

- Option for remote work 2 days per week
- Flexible start and end times between 7 AM and 7 PM

Professional Development

Education Assistance

- Tuition reimbursement up to \$5,000 per year
- Professional certification support up to \$2,000 per year

Training and Development

- Access to LinkedIn Learning and Udemy for Business
- Annual budget of \$1,500 for conferences and workshops

Additional Perks

- Employee stock purchase plan with 15% discount
 - Quarterly company-sponsored social events
 - Volunteer time off (16 hours per year)
 - Employee assistance program with 24/7 support
-

Please note that this is a summary of your benefits package. For full details, terms, and conditions, please refer to the official plan documents or contact our HR department.

We look forward to your participation in these programs and wish you a successful career with Ocktank Corporation!

Best regards,

Jane Smith HR Director Ocktank Corporation