

# AMERICAN FENCE COMPANY



**Omaha   Lincoln   Des Moines   Sioux Falls   Grand Island   Kansas City   Rochester**  
**15225 Industrial Road, Omaha, NE 68144   Ph: 402-896-6722 Fax: 402-896-9730**

## **General Employee Information**

**Main Phone Line in Omaha is 402-896-6722**

### **Human Resources Contact Information:**

Doug Pedersen, HR Director – Extension 212  
Shelley Lee, HR Administration – Extension 238  
Nicki McIntosh, Payroll Coordinator – Extension 242

### **Insurance Eligibility** – Health, Dental, Life, Short and Long Term Disability, Aflac

Employees are eligible on the first of the month after 90 days. For example:

Hire date is April 14, 2013. The employee is eligible on August 1, 2013. May, June and July are the eligibility months.

### **401k Eligibility** –

First quarter after 1 year of employment For example:

Hire date is April 14, 2013. One year anniversary is April 14, 2013. Eligibility is July 1, 2014.

All enrollment paperwork must be completed and submitted to Human Resources by the 15<sup>th</sup> of the month before the new calendar quarter begins.

**Health Insurance Renewal Date:** Currently we renew our health insurance each January 1<sup>st</sup>. Enrollment meetings are held during the first weeks of December each year.

**Dental Insurance Renewal Date:** Currently we renew our dental plan each April 1<sup>st</sup>.

**Life, Short and Long Term Disability** renew on April 1<sup>st</sup>.

**Aflac** has a renewal date of January 1<sup>st</sup>.