



Annual Leave (Vacation)

Full-time general staff earn annual leave at the rate of 4 hours per pay period (12 days accrued per year) which starts accruing after the first full pay period. Annual leave may accrue to a maximum of 80 hours for general staff and unused annual leave is paid after termination of employment.

Part-time employees do not earn annual leave.

Sick Leave

Full-time general staff earn sick leave at the rate of 4 hours per pay period (12 days accrued per year) which starts accruing after the first full pay period.

Part-time employees working at least 20 hours per week earn sick leave prorated for the amount of time worked. For example, a person working 20 hours per week would earn 2 hours of sick leave per pay period. Sick leave may accrue to a maximum of 240 hours for all staff and is not paid after termination of employment.

Holidays

Schedule of paid holidays is published each year. Part-time employees scheduled to work on a paid holiday will receive the day as a paid holiday prorated for the amount of time scheduled to work.

Health and Dental Insurance (available to full-time employees only)

Employee coverage is paid 100% by BVCAA. Additional employee options include purchasing health and dental insurance for your child(ren), spouse, or family. Insurance is effective the first of the month following 30 days of employment.

Employee only	\$0
Employee & child(ren)	\$400/month
Employee & spouse	\$400/month
Employee & family	\$500/month

Long Term Disability (available to full-time employees only)

Paid by employer.

Texas Workers' Compensation Program

Paid by employer for all employees; administered by Texas Mutual Insurance.

Life Insurance

\$20,000 of basic life (w/AD&D) is paid by employer for full-time employees only. Employee has the opportunity to purchase optional life insurance. If optional life is purchased, then the employee may purchase voluntary dependent life for spouse and children. The spouse can be covered up to 50% of the optional life amount the employee has elected.

Supplemental Insurance (available to full-time employees only)

Employee contacts AFLAC and enrolls. Payment is done as a payroll deduction within the first 30 days of employment.

Fedstar Credit Union (available to all employees)

Employee opens an account and then completes the Credit Union Allotment Request informing payroll how much to deduct and deposit at Fedstar.

Flexible Spending Accounts (available to full-time employees only)

Allows employees to contribute tax-free dollars into accounts to pay for dependent care expenses and medical/dental/vision expenses. Employee must enroll into the plan within the first 30 days of employment for the calendar year.

Retirement Plan

Employer will match 50% of the employee contribution up to a maximum of 3% of the gross annual salary. To receive the employer match the employee must have been employed for 12 months and must work at least 1,000 hours per year. Employee is vested in the company matching funds as follows: After one year of employment, 20%; after two years of employment, 40%; after three years of employment, 60%; after four years of employment, 80%; and 100% after five years of employment. Maximum contribution per 2011 calendar year is \$16,500, or if over 50 years of age, may contribute up to \$22,000 per 2011 calendar year.

Travel Assistance

Full-time employees may call an 800 number if they are over 100 miles from home and need emergency assistance. This can include medical, travel, legal and financial assistance associated with the travel emergency.

Employee Assistance Program

Full-time employees and members of their households have confidential access to licensed staff counselors from Horizon Health for issues such as work and personal problems, alcohol and drug abuse, financial and legal concerns, identity theft and fraud resolution, and any other issues an employee needs help with. Counselors are available by phone or an employee or family member may have up to six face-to-face visits with a counselor per incident. This service is paid for by the company.