



# GREENE & BRADFORD, INC.

## Benefit Information

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- **Paid Time Off:**
  - ✓ Our vacation/sick and personal time policy is combined into one “account” called PTO (paid time off). A new employee accrues 4.6154 hrs/pay period which equates to 15 days per year.
  
- **Health Insurance:**
  - ✓ Coverage begins 1<sup>st</sup> of month after 30 days of employment
  - ✓ Greene & Bradford, Inc. pays a percentage of the entire premium for employee and dependents.
  - ✓ Current coverage is with Health Alliance.
  
- **Life Insurance**
  - ✓ Greene & Bradford, Inc. provides \$15,000 life insurance for each employee.
  
- **Cafeteria Plan:**
  - ✓ Greene & Bradford provides employees the opportunity to participate in a Cafeteria Plan with no administration costs to the employee. Enrollment in the Cafeteria Plan allows the employee to have eligible health care costs and/or daycare costs deducted from their paychecks before Federal and State income taxes.
  
- **Pay Period:**
  - ✓ Employees are paid every other Wednesday. Pay periods end at midnight of the Sunday preceding the payday.
  - ✓ Overtime will be compensated at 1-1/2 times hourly rate for non-exempt employees and 1 times the hourly rate for exempt employees.
  
- **Holidays:**
  - ✓ Nine paid holidays: New Year’s Day, President’s Day, Memorial Day, Independence Day, Labor Day, Veteran’s Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Day
  
- **401(k) Plan:**
  - ✓ Eligible for enrollment the first of the month following 3 months of employment.
  - ✓ Employees have a choice of either a traditional 401K or a Roth plan.
  - ✓ Greene & Bradford matches employee contributions dollar for dollar up to 3%.
  
- **Disability Insurance:**
  - ✓ Short Term: - 100% Employer Paid
  - ✓ Long Term: - 100% Employee Paid
  - ✓ Employee is eligible first of the month following employment.
  
- **Dental Plan:**
  - ✓ We offer an optional/voluntary dental plan - Employee paid
  
- **Credit Union:**
  - ✓ CEFCU credit union is available through Greene & Bradford, Inc. which provides payroll deduction to savings, checking, loan repayments, debit cards, etc.
  
- **Direct Deposit:**
  - ✓ Greene & Bradford, Inc. offers direct deposit to the bank of your choice.
  
- **General Office:**
  - ✓ Hours 8:00 - 5:00 with one hour for lunch
  - ✓ Flex time available for eligible positions
  - ✓ Nonsmoking atmosphere
  - ✓ Casual dress
  
- **Health Savings Account:**
  - ✓ Greene & Bradford provides employees who choose the high deductible insurance plan to participate in a Health Savings account. Enrollment in the HSA allows the employees to have deductions taken from their paychecks before taxes.