

BENEFIT	DESCRIPTION	EFFECTIVE
<b>PAID LEAVE</b>		
Vacation	<p>Full Time employees will receive 80 hours of vacation per year. Vacation is calculated and accrued on a regular hourly basis. Vacation accrual will be pro-rated for employees working less than 40 hours per week.</p> <p>Full Time employees will be eligible for the following vacation incremental to their continuous service at LANL:</p> <ul style="list-style-type: none"> <li>▪ 0 – 10 years: 80 hours of paid vacation per year</li> <li>▪ 11 – 15 years: 120 hours of paid vacation per year</li> <li>▪ 16 + years: 160 vacation hours per year</li> </ul>	Begin accrual on date of hire
Sick Leave	<p>Full Time employees will receive 48 hours of sick leave per year. Sick leave is calculated and accrued on a regular hourly basis. Sick Leave accrual will be pro-rated for employees working less than 40 hours per week.</p> <ul style="list-style-type: none"> <li>▪ Per Year: 48 hours</li> </ul>	Begin accrual on date of hire
Holidays	<p>COMPA employees will be provided the following twelve (12) holidays on the day observed by LANS:</p> <ul style="list-style-type: none"> <li>▪ New Year’s Day</li> <li>▪ Martin Luther King Day</li> <li>▪ President’s Day</li> <li>▪ Memorial Day</li> <li>▪ Independence Day</li> <li>▪ Labor Day</li> <li>▪ Columbus Day</li> <li>▪ Veteran’s Day</li> <li>▪ Thanksgiving Day</li> <li>▪ Christmas Day</li> <li>▪ 2 other designated days</li> <li>▪</li> </ul> <p>*Holiday pay will be prorated for Part Time employees.</p>	Begin accrual on date of hire

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<b>PAID LEAVE (CONTINUED)</b>																							
Jury Duty	In accordance with contract and COMPA guidelines, employees that are called for jury duty or court leave will be paid for such periods as if regularly scheduled work had been performed unless such periods are designated as mandatory vacation days.	Date of Hire																					
Bereavement Leave	In the event of the death of a member of the immediate family, full time employees may use accrued vacation or sick time.	Date of Hire																					
Laboratory Closures	Whenever work cannot be performed due to the unscheduled closure of LANL, employees will be paid for such periods as if scheduled work had been performed unless such periods are designated as mandatory vacation days.	Date of Hire																					
<b>HEALTH INSURANCE</b>																							
Group Medical Insurance  Blue Cross/Blue Shield of NM www.bcbsnm.com	COMPA pays 100% of the HMO and BlueNet "H" premium for employees.  Summary Costs: Dependent and family rates per pay period are on the table below.	Date of Hire																					
Blue Alternatives Plan 30	<table border="1"> <thead> <tr> <th>DESCRIPTIONS</th> <th>OPTIONS</th> <th>EMPLOYEE CONTRIBUTION</th> </tr> </thead> <tbody> <tr> <td rowspan="4">BCBS (HMO)</td> <td>EE</td> <td>\$0</td> </tr> <tr> <td>EE+ Spouse</td> <td>\$197.72</td> </tr> <tr> <td>EE+ Children</td> <td>\$177.50</td> </tr> <tr> <td>EE+ Family</td> <td>\$374.72</td> </tr> <tr> <td rowspan="4">BlueNet "H"</td> <td>EE</td> <td>\$0</td> </tr> <tr> <td>EE+ Spouse</td> <td>\$193.77</td> </tr> <tr> <td>EE+ Children</td> <td>\$174.22</td> </tr> <tr> <td>Family</td> <td>\$369.72</td> </tr> </tbody> </table>	DESCRIPTIONS	OPTIONS	EMPLOYEE CONTRIBUTION	BCBS (HMO)	EE	\$0	EE+ Spouse	\$197.72	EE+ Children	\$177.50	EE+ Family	\$374.72	BlueNet "H"	EE	\$0	EE+ Spouse	\$193.77	EE+ Children	\$174.22	Family	\$369.72	
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<b>HEALTH INSURANCE (CONTINUED)</b>																	
Prescription Drug Plan Blue Cross/Blue Shield of NM	Tier 1: \$10.00 Generic Tier 2: \$35.00 Brand name drug not on generic list Tier 3: \$75.00 Brand name drug not on generic list	Date of Hire															
Health & Welfare Benefit	Employees that do not enroll in one of COMPA's medical plans will receive \$2.72 per hour health & welfare amount.	Date of Hire															
Dental  MetLife www.metlife.com	<p>COMPA pays 100% of the premium for employees. Dependent and family rates are on the table below.</p> <table border="1"> <thead> <tr> <th>DESCRIPTIONS</th> <th>OPTIONS</th> <th>EMPLOYEE CONTRIBUTION</th> </tr> </thead> <tbody> <tr> <td>MetLife</td> <td>EE Only</td> <td>\$0</td> </tr> <tr> <td></td> <td>EE + Spouse</td> <td>\$13.26</td> </tr> <tr> <td></td> <td>EE + Child(ren)</td> <td>\$13.98</td> </tr> <tr> <td></td> <td>EE + Family</td> <td>\$29.83</td> </tr> </tbody> </table>	DESCRIPTIONS	OPTIONS	EMPLOYEE CONTRIBUTION	MetLife	EE Only	\$0		EE + Spouse	\$13.26		EE + Child(ren)	\$13.98		EE + Family	\$29.83	Date of Hire
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<b>LIFE INSURANCE &amp; SECTION 125 PLAN</b>		
Life Insurance, AD&D, LTD  Lincoln National Group	COMPA pays for \$50,000 of Basic Life and AD&D premiums for employees.  Employee may purchase supplemental insurance to be paid by payroll deduction: <ul style="list-style-type: none"> <li>• Supplemental Life/AD&amp;D</li> <li>• Supplemental Life/Spouse</li> <li>• Supplemental Life (child(ren))</li> <li>• Short Term Disability</li> <li>• Long Term Disability</li> </ul>	Date of Hire
Section 125 Plan	Employees may enroll in the Plan to set aside Pre-Tax dollars to pay for unreimbursed medical or dependent care expenses that they expect to incur over the Plan Year; employees choose the level of contribution to be deducted. Employees that enroll in the Plan will have their medical, dental and vision premiums paid with Pre-Tax dollars. It is important to note that all funds in the Plan must be used by the end of the Plan Year; employees are encouraged to plan accordingly. COMPA pays administrative fees for the employee.	Date of Hire
<b>RETIREMENT</b>		
401(k) Plan AUL, a OneAmerica <i>financial partner</i> <a href="http://www.oneamerica.com">www.oneamerica.com</a>  Prudential Broker: John Dugas 505/554-3590	COMPA will contribute 50% up to the first 5% of employee contribution. Employees are 100% vested of their balance upon contributing; after 1000 hours of service they will be eligible to receive the company match, which is deposited twice yearly. The 1000 hour eligibility period begins the date of hire.  Consultation with our Prudential Financial Planner is free to all COMPA employees.	1 <sup>st</sup> of the month after 30 days of employment.  Must be age 21 or older.

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<b>OTHER BENEFITS</b>		
Training and Educational Development	Reimbursement for job-related graduate/undergraduate courses, conferences, seminars, certifications/testing and professional memberships must be pre-approved by the COMPA Program Office; approval is on a case-by-case basis. Employees that are eligible and approved for reimbursement will receive \$1,000.00 per year based on start date.	After 6 months of employment
Employee Assistance Program  Outcomes Inc. Phone: 505-243-7145 or 800-677-2947	Provides confidential assessment, referral, and/or brief term counseling to assist employees and their families to resolve personal and family issues.	Date of hire
Pre-Paid Legal	Employee may purchase a membership. Fees will be paid through payroll deduction.	Date of hire
Referral Bonus	<p>Cash bonuses are issued to current employees who refer new candidates for employment and who are hired by COMPA. The new employee must be onboard for 60 days of continuous satisfactory employment before the bonus is dispersed. Referral bonuses are as follows:</p> <p>\$50.00 - Casual Hire            \$100.00 - Part Time Hire            \$150.00 - Full Time Hire</p> <p>An additional \$50.00 will be awarded if the referred candidate has a current government security clearance.</p>	Date of Hire

BENEFIT	DESCRIPTION	EFFECTIVE
<b>OTHER BENEFITS (CONTINUED)</b>		
Wholesale Memberships	Employees are reimbursed for one membership to either Sam's Club or Costco; Reimbursement is for employees only, for regular membership costs only.	Date of hire
Health & Safety Programs	<p>Employees are included in a variety of COMPA sponsored incentive programs; these incentive programs are designed to reward employees for their involvement in Health &amp; Safety Programs.</p> <p>A continuous improvement program is in place and COMPA welcomes all suggestions.</p>	Date of Hire
<b>RECOGNITION AND APPRECIATION</b>		
Annual Increases	Upon Laboratory approval, annual increases are distributed in October or other designated time period after a performance review and upon receipt of a satisfactory rating. Employees must be employed by July 31 <sup>st</sup> prior to October to be eligible for the increase.	Date of Hire
Reclassification	Reclassifications and realignments are reviewed on a case-by-case basis as warranted.	Date of Hire
Employee Recognition	COMPA has a Rewards, Recognition and Appreciation Program for all employees; recognition is given for special merit and performance achievements. Employees are issued gift certificates and/or cash bonuses.	Date of Hire
Highest Billable Hours Award	Employees reaching the highest billable contract hours per calendar year will receive a bonus the following January.	Date of Hire

BENEFIT	DESCRIPTION	EFFECTIVE
<b>RECOGNITION AND APPRECIATION (CONTINUED)</b>		
Service Awards	Employees are rewarded for their years of service on the anniversary of 5 years, 10 years, 15 years and 20 years.	Date of Hire
Employee Appreciation	Activities will be scheduled for employees to show our appreciation of their commitment to provide quality service to our customers.	Date of Hire

Please call the Los Alamos Program Office for further information. 505-662-2500