



EMPLOYEE BENEFITS

(Available to full time employees after 90 days unless otherwise stated)

MEDICAL

Aspen offers HSA Health Insurance, Voluntary Vision/Dental, Voluntary Life, and an Employee Assistance Program. **HSA Health Insurance** is offered with a 75% employer contribution for the employee (spouse and dependents may be added at the employee's cost), \$200 1st time enrollment deposit into their HSA bank account and an employer contribution match of \$40 a month into their account if the employee enrolls in pre-tax payroll deductions of at least \$40 a month which is deposited into their account. **Voluntary Vision/Dental** is offered with a 50% employer contribution for the employee (spouse and dependents may be added at the employee's cost). Employees enrolled in the health insurance get \$15,000 life insurance, they can increase this up to \$500,000 with the **Voluntary Life Insurance**. The complimentary **Employee Assistance Program** is available 24/7 and covers employees and all household members. The EAP is to help with issues that interfere with your health, well-being, and productivity at home or work. Services include support for: mental health, legal and financial, work conflict, grief and loss, alcohol/drug problems, and more. *Medical benefits are effective after an employee's probationary period is fulfilled - the 1st of the month following 30 or 60 days from date hired.*

For more details about medical benefits and plans available, please reference the full Benefits Guide.

RETIREMENT

Aspen has partnered with Paychex to offer 401k retirement services. After 90 days with the company employees can sign up by creating an account at www.paychexflex.com. From here employees can adjust the amount of pay contributed to their plan. Aspen will match up to 3.5% to the employees plan with a 2-year vesting - meaning if the employee should leave within the first 2-years of employment they would lose the employer's contributions. Aspen believes in planning for the future and wants to help their employees save for retirement. Below is a table showing the employer to employee match:

Employee	1%	2%	3%	4%	5%	6%
Employer	1%	1.5%	2%	2.5%	3%	3.5%

TUITION REIMBURSEMENT

Aspen may reimburse up to 50% of further education (tuition & books) related to your field of work. The company will determine how relevant the course is and the % of compensation. In certain cases, where the course aligns very closely with the company's current or future needs, the reimbursement could be as high as 70%. The company asks that you verbally agree to stay with Aspen for at least 2 years after a class completion.

PAID TIME OFF

Employees begin accruing PTO on their date of hire and time is available to start using after 90 days. PTO accrued hours vary depending on your position and time with the company; generally employees 0-36 months can accrue up to about 10 days, and employees 36+ months can accrue up to about 14 days. PTO is accrued off physical hours worked, and is paid as hourly increments at the employee's standard hourly wage. The PTO hours may also be used for sick leave as covered by State Law. For more details, please reference the full **PTO Policy**.

HOLIDAYS

Aspen grants eligible employees for the following holidays, paid in 8-hour increments and calculated on the employee's straight-time pay rate:

- New Year's Day (January 1)
- Memorial Day (last Monday in May)
- Independence Day (July 4)
- Labor Day (first Monday in September)
- Thanksgiving (fourth Thursday in November)
- Christmas (December 25)
- 1 Floating Holiday

Eligible employees are classified as full time employees, and must be present for a full shift the day before and the day after the holiday to receive holiday pay. A recognized holiday that falls on a Saturday will be recognized on the preceding Friday; a holiday recognized on a Sunday will be recognized on the following Monday. Hours paid for holidays will not be counted as hours worked for the purposes of determining overtime and no holidays will be paid at termination.

EMPLOYEE TOOLS PROGRAM

Aspen believes it is necessary for all employees to have the right tools to be successful at their job. To help all employees have the right tools on hand Aspen has developed the Employee Tools Program. Tools that are permitted as part of this program are the standard tools required for each employee, and specialty tools requested by employees that are approved by management. There is no limit to the amount of tools purchased. The company will buy the tools for the employee as an advance, and payroll deductions of up to \$100 are made each payroll until the total amount is repaid in full (including taxes and shipping fees).

EMPLOYEE ADVANCES

Aspen recognizes there are occasionally times of hardship and is willing to grant up to 2 advances annually. Employees are limited to \$500 max per advance and max \$1,000 annually. Advances are repaid/deducted \$100 per payroll.

ORGANIZATION DESCRIPTION

Aspen Power Catamarans is located in the beautiful Pacific Northwest with corporate offices and manufacturing facilities in the Bayview Business Park, Burlington, Washington. We manufacture a family of cruising pleasure boats currently ranging in size from 28' to 40'. The boats are hand built and designed for safety, strength and comfort on the water, even in the most adverse conditions. Through a strong management team and dedicated employees, we have established an international reputation for quality craftsmanship and service. The management team and working owners are committed to the highest standards of business ethics and product quality.

ANNUAL COMPANY EVENTS

Annual Christmas Potluck

Each year we gather as a team in the spirit of the holidays and have a feast together! After the potluck we go to Home Depot where each employee gets \$250 to spend on new tools, followed by a trip to Walmart where Aspen buys \$50 of gifts for each employee's dependents (kids). This is held the afternoon before the Christmas holiday.

Annual Company Picnic

A new tradition, Aspen holds a Company Picnic with all the employees and their families where we play games, offer demo boat rides as available, and the company provides lunch. This is held the second to last Friday in August.

Contact Information

Aspen encourages all employees to bring any concerns or questions they may have to management. They may address these directly with their manager or with Human Resources. Full details of Aspen's Employee Benefits can be found in the Employee Handbook, available electronically or in the main office.

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