

Summary of Benefits Offered by Romtec Inc. and Romtec Utilities

Romtec strives to provide a competitive benefit package to all full-time employees. To help with rising insurance costs, Romtec pays a predetermined benefit amount per month to each eligible employee which can be applied toward insurance premiums and other selected benefits. This amount is equal to the health insurance premium for employee only coverage. Benefits offered as of April 1, 2016 are as follows:

- **Group Health Insurance:** Romtec currently offers two options for health coverage through Regence BlueCross BlueShield Health plans. A standard health plan (PPO) and a high deductible (HSA) health plan. Employees are eligible for health benefits the first day of the month following 60 days of continuous employment. Unless you have other qualifying coverage you are required to enroll in a Romtec health plan. If you have other qualifying insurance coverage you can request to waive Romtec's coverage. You will need to complete a waiver form and provide proof of other group coverage. Current plan summaries are available from Human Resources. Dependent premiums are paid by employees.
- **Group Dental and Vision Insurance:** Romtec offers two options for dental coverage through Guardian Choice Plans. Employees may choose a Value or a NAP Plan for themselves and their dependents. Romtec also offers a Vision Service Plan. Premiums are paid by employees.
- **Lifemap Life Insurance:** Romtec pays all premiums on a group life insurance policy with a \$50,000 benefit for full time employees.
- **USAbLe LT Disability:** Long term disability insurance is provided by Romtec as long as you are a full time employee of the company. All premiums are paid by Romtec.
- **Flexible Benefit Plans:** Romtec offers enrollment in a pre-tax Cafeteria Plan for insurance premiums, medical reimbursement plan, day care reimbursement plan or HSA account option if applicable.
 - **Insurance Premiums** – Participation in the cafeteria plan allows Romtec to deduct your insurance premiums pretax.
 - **Medical Reimbursement Plan** – Allows employees to have funds deducted from their pay pre-tax and used as reimbursement for qualifying medical expenses not covered by insurance. Your elected contributions are available to be reimbursed immediately upon plan entry and must be used by you in the plan year (plus 2 ½ month grace period) in which they are deducted. At this time any unused funds cannot be rolled over or refunded.
 - **Dependent Care Assistance** – Allows employees to have funds deducted from their pay pre-tax and used to reimburse qualifying day care expenses. The same reimbursement period as the medical reimbursement plan applies.
 - **Health Savings Account (HSA)** – If you elect the HSA health plan option and you do not have other insurance coverage, you are eligible to contribute to a health savings account. This account is initiated and maintained by you at American West bank. Romtec has no access to the account except to make deposits of your pre-tax contributions. Health savings account funds do not expire and can be used for qualifying expenses as long as you have funds in your account. You are required to maintain records of expenses paid by HSA

Summary of Benefits Offered by Romtec Inc. and Romtec Utilities

funds for tax purposes. HSA funds can be held in your account until retirement and drawn out for additional retirement income if desired.

- **Aflac:** Optional supplemental insurance is available to all employees through Aflac. Some of the policies offered are a Cancer Care Plan, a Hospital Advantage Plan, and Short Term Disability.
- **Paid Time Off:** Romtec offers paid vacation and sick time. Employees are eligible for paid vacation after completing one year of continuous service with either company. Sick time begins accruing on your hire date and can be used after 90 days of employment. More information on Vacation and Sick pay is available in the company policy manual.
- **Romtec Inc. 401k Profit Sharing Prototype Plan:** After completing one year of continuous service with either company, employees who have reached 20 years of age are enrolled in our 401k profit sharing plan on the next plan entry date (4/1 or 10/1). Romtec makes a safe harbor contribution equivalent to 3% of the employee's gross wages to each eligible employee's account on a quarterly basis (subject to federal limitations). Employees also have the option of contributing their own pre-tax dollars to the plan by the way of payroll deduction. This plan is managed by Guardian Retirement Solutions.
- **Additional Paid Time Off:** In addition to paid vacation and sick time, Romtec currently anticipates closing from December 25th and through January 2nd (or the first work day) of each year. This closure period is paid time off for all full-time employees.
- **Paid Holidays:** Paid holidays include New Year's Day, Good Friday 1/2 day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the Friday after Thanksgiving, Christmas Eve 1/2 Day and Christmas Day provided that the holiday falls on a regular scheduled work day.

Disclaimer:

- Romtec's benefit plans renew each year on April 1st and are subject to change (except for the health plan which now renews on January 1). Romtec reserves the right to make changes to these plans as necessary.

Sincerely,
Debbie Trent
Accounting & Human Resources
(541) 496-4752, Ext 213
dtrent@romtec.com