

EMPLOYEE BENEFITS

BENEFITS

Truckstop.com, ITS Financial Services, uDrove, and Real Time Freight (“The Companies”) offer **medical, dental, and vision insurance** on a monthly basis for each eligible employee. An eligible employee is defined as someone that is regularly scheduled to work 30 - 40 hours per week. These benefits are effective the 1st of the month following completion of 30 days employment. **Insurance is prepaid the month before your effective date.**

The Companies pay 80% of the medical, dental, and vision for Employee Only coverage. The Companies pay 50% of the medical, dental, and vision for dependent(s) coverage. A \$50,000 Life Insurance policy is provided at no cost to each full-time employee. The employee may enroll in additional supplemental life insurance coverage.

In addition, an employee may set up a **Flexible Spending Account (FSA)** to get reimbursed for plan year health and dependent care expenses. A **Health Savings Account (HSA)** is also available for an employee to set up with pre-tax dollars to pay for qualified health expenses under a high deductible medical plan (may be required depending on the medical plan selected).

The Companies offer **6 paid holidays** per year: New Year’s Day, Memorial Day, 4th of July, Labor Day, Thanksgiving Day, and Christmas Day. The Companies also offer **Paid Time Off** for personal time, sick, and vacation time off.

The Companies offer a **401(k)**, pre-tax or Roth retirement savings plan after 90 days of employment. If you contribute **5%**, the company will match **4%**!

Please review the Employee Handbook or SharePoint for further information regarding these benefits.

PAYDAY

The Companies have a bi-weekly payroll, paid every other Thursday. It is strongly recommended to sign up for direct deposit to eliminate lost or slow delivery of your paycheck through the mail. The payday schedule can be found on SharePoint.

ROADY’S REWARDS CARD

Roady’s C-Store is located on the ground floor of the building. Roady’s C-Store hours are Monday through Thursday 9am – 4pm, and Friday 9am – 3pm; subject to change without notification. The C-store is under surveillance at all times.

Bring your card with you to make a purchase. If no one is sitting at the desk, please ring the bell for service. All products are priced to sell and merchandise will be changed regularly. You can bring your own spill proof container or use the cups provided for the soda machine. The price using your own container will be substantially less.

Each new hire’s card is pre-loaded with 800 points, equivalent to \$8.00 (\$0.01 = 1 point). The employee can put money on the card at any time at the C-Store. Exact change is required or you can use a personal check. There will be a \$25 service fee for all returned checks and your card will be inactive until the issue is cleared.

To view your points balance, go to www.Roadys.com and select “Roady’s Rewards” at the bottom, and then enter your Card # found on the back of your card.

LUNCH ROOM SOP

The Companies are honored to provide a lunch benefit for all employees.

- Hours of Operation are 11am-1:30pm. It is imperative that all employees spread out their lunchtimes between these hours of operation to ensure food readiness and not overwhelm the lunchroom staff.
- The beverage stations and dessert are available between 11am-1:30pm.
- Guests are welcome; cost is \$4.00 each.
- Meal suggestions are welcomed; send an email to lunch_room@truckstop.com.

The menu varies and is posted for several days at a time on the SharePoint home page. All meals should be eaten in the lunchroom; however, employees are permitted to eat their lunch in the break room or at the picnic tables provided by the Company in the back parking lot. Employees must throw their lunch trash into the lunchroom trash can. There is no lunch service on Company or federal holidays.

NEW PLYMOUTH DAYCARE

The daycare is available to Internet Truckstop Group employees (including Roady's Truck Stop) who work at the New Plymouth location.

Old Schoolhouse Childcare & Preschool

- Old Schoolhouse is operated by Shannon and Kurtis Hansen; Old.schoolhouse@hotmail.com or 360-286-8762.
- Location: 103 N Plymouth Avenue
- Hours: 6a to 6p. Closed for 7 holidays and up to 5 Education days.
- Ages: newborns to 10 years old. Before/After School programs are also available.
- Monthly Rates: Full-Time \$300; Part-Time \$200; Daily \$25.
- Registration Fee paid by Employee: \$50
- Flexible Spending Account is an account you contribute pre-tax payroll dollars into for daycare (and/or medical) expenses. (It is available to all employees, whether or not they participate with this daycare provider.)
- ❖ Truckstop contribution to FSA (excludes Roady's): \$75 per full-time child per month (max 5 children = \$4500/yr).
 - This contribution is ONLY for employees who use the daycare in New Plymouth.
 - The employee is required to set up the FSA account in order for the employer to make contributions. The employee is not required to make contributions. Current IRS limits are \$5000 a year for employee/employer contributions. Amounts over \$5000 will be taxable to the employee.

This daycare is not contracted by Truckstop; they are not our employees; they run their own operation; Truckstop is not responsible for the daycare. We have asked that they provide our employees priority enrollment. If we cannot provide enough children, they will open up enrollment to the community.

Please contact Human Resources if you have further questions.