

**EMPLOYEE BENEFITS**  
**Hawaii**

San Juan Construction, Inc. is pleased to offer its Employees a wide range of benefits. Employees may think of these benefits as an “invisible paycheck”. This “invisible paycheck” pays for, or contributes to these benefits. Benefits for Employees assigned to projects in Hawaii include:

- Airfare for Relocation to Jobsite
- Per Diem
- Transportation
- Paid Vacation Time Off
- Holidays
- Health (Medical and Dental) Insurance
- Short Term Disability Insurance
- Basic Group Term Life and AD&D Insurance
- Optional Group Life and AD&D Insurance
- Retirement Savings Plans (Roth and Traditional 401(k))
- Flexible Spending Accounts (FSA's)
- Emergency Travel Assistance
- Workers' Compensation Insurance

**Airfare for Relocation**

San Juan Construction, Inc. will coordinate and pay for airfare for the Employee to relocate to Hawaii at the start of their assignment and for their return to their point-of-origin at the completion of the assignment as applicable.

**Per Diem**

The Company provides per diem payments for employees assigned to projects in Hawaii in order to cover expenses including housing, meal and incidental out-of-pocket expenses. The per diem amount an employee receives will be outlined in their assignment letter.

**Transportation**

Depending on the Employee's position, they may be provided with a company vehicle while assigned to projects in Hawaii. The Employee's assignment letter will outline what if any transportation will be provided.

**Vacation Time Off**

San Juan Construction, Inc. encourages its Employees to take vacation time off as the Company recognizes the importance of and need for time off to relieve stress and maintain a positive health status, which in turn reduces the number of work related injuries and increases productivity.

Exempt/salaried status personnel assigned to projects in Hawaii will be eligible for paid vacation time off based on the following schedule:

<b>Continuous Active Service from Hire Date with no more than a two (2) month break in service</b>	<b>Days of Paid Vacation</b>
First Year of Employment	Fifteen Days/year
Second Year and subsequent years of Employment	Twenty Days/year

The maximum amount of vacation is limited to the employee's annual vacation allowance plus five (5) days. The Employee will not receive any additional vacation time after this maximum is reached. The vacation time that an employee would normally receive on their anniversary date

in excess of this maximum will be forfeited without pay, except where prohibited by law. For example: a regular full-time corporate office employee in their first year of employment receives five (5) days of paid vacation after completing 90 days of employment. That employee does not use any of the five (5) days available to them and upon their anniversary date of the start of their 2<sup>nd</sup> year of employment they receive their 10 days of paid vacation according to the policy, for a total of 15 days of paid vacation time available to use during their second year of employment. If during their second year of employment they do not use any of their 15 days of paid vacation time available and upon their third anniversary date they receive 15 days of paid vacation according to the policy, they will only be allowed to carry over five (5) of their previous 15 days available for a total of 20 days of paid vacation time during their third year of employment and forfeit the 10 days of paid vacation that are in excess of the maximum allowance.

All vacation leave requests must be submitted in writing to the Employee's direct supervisor at least two (2) weeks in advance of the dates requested or as soon as practical under emergency situations and forwarded to the Human Resources and Payroll departments for processing and filing. Approval of vacation requests will depend on project status and scheduling and the approval of vacation requests will be at the discretion and approval of the Project Manager or Operations Manager.

Eligible employees, who resign or are terminated, will be paid for any earned, unused vacation.

### **Holidays**

San Juan Construction, Inc. recognizes the following as paid holidays for Exempt employees assigned to Hawaii projects:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

### **Health (Medical and Dental) Insurance**

Employees assigned to Hawaii projects, who work at least 30 hours per week, are eligible for medical and dental insurance for themselves and their family as well as group term life and accidental death and dismemberment insurance for themselves. Should the employee elect to participate in any of these insurance benefits, coverage would begin on the first day of the month following the month after the Employee completes four (4) weeks of employment with San Juan Construction, Inc. Eligibility for coverage in all plans is governed by the specific Insurance Plans and to the extent it differs from this benefit statement, the specific Insurance Plan documents control.

Insurance benefits do not begin automatically when the Employee becomes eligible. Employees must properly submit all required information and documentation for enrollment and receive notice of approval for coverage before the benefit will become active. At that point, the employee will be responsible to pay for their portion of any premiums.

Employees and their dependents may have the right to pay for continuation coverage under the Consolidated Omnibus Budget Reconciliation Act (COBRA) upon the occurrence of a qualifying event that would otherwise entitle them to lose group medical insurance coverage. Please contact the Human Resources Manager with questions regarding your COBRA rights.

### **Short Term Disability Insurance**

San Juan Construction, Inc. provides Group Short Term Disability (STD) Insurance to eligible full-time employees who work a minimum of 30 hours per week and who have completed 30 days of

work with the Company. STD Insurance pays 60% of an employee's weekly earnings to a maximum of \$2,000 per week for employees who are unable to work due to a non-work related accident or sickness. Benefits begin on the 8<sup>th</sup> day of absence from work and can continue for up to 12 weeks. STD benefits begin automatically when the employee meets the eligibility requirements.

Eligibility for coverage in all plans is governed by the specific Insurance Plans and to the extent it differs from this statement, the specific Insurance Plan documents control.

### **Basic Group Term Life and Accidental Death and Dismemberment (AD&D) Insurance**

San Juan Construction, Inc. provides Basic Group Term Life and Accidental Death and Dismemberment (AD&D) Insurance to full time employees working at least 30 hours per week and who have completed 30 days of employment with the Company. This insurance helps protect the financial security of you and your family and the premiums are 100% paid for by San Juan Construction, Inc.

Coverage under the Basic Group Term Life Insurance equals two (2) times the employee's basic annual earnings up to a maximum of \$200,000. AD&D Insurance pays an additional benefit, up to the amount of the Life benefit, if the employee suffers a loss due to an accident. Employees also receive Basic Life Insurance for their spouse in the amount of \$5,000 and \$1,500 for each eligible child.

Basic Group Term Life and Accidental Death and Dismemberment (AD&D) Insurance coverage begins automatically when an employee meets the eligibility requirements. Eligibility for coverage in all plans is governed by the specific Insurance Plans and to the extent it differs from this statement, the specific Insurance Plan documents control.

### **Optional Life and Accidental Death and Dismemberment (AD&D) Insurance**

Eligible employees may increase their Life and AD&D Insurance coverage by enrolling in the Company's Optional Life and AD&D policies. Employees may purchase additional Life and AD&D Insurance for themselves, their spouse and dependent children at affordable group rates conveniently deducted from their paycheck.

### **Retirement Savings Plan**

San Juan Construction, Inc. is pleased to offer all Employees both Traditional and Roth 401(k)-retirement savings plans. Employees become eligible to contribute to the plan(s) on the first day of the following month, after 90 days of employment. San Juan Construction, Inc. will usually contribute a matching percentage on behalf of each participating Employee into the Plan once the Employee has completed one (1) year of service. San Juan Construction, Inc's 401(k) plan is administered by ING Life Insurance and Annuity Company. If you have questions or would like to enroll please contact the Human Resources Manager. The 401(k)-retirement savings plans control eligibility and determination of other issues, and to the extent that the Plans differ from this policy, the Plans control.

### **Flexible Spending Accounts (FSA's)**

Flexible Spending Accounts, allow employees the opportunity to use pre-tax dollars to pay for certain expenses including, but not limited to, Health Care flexible spending accounts for expenses not reimbursed under any other health plan (such as deductibles, office visit co-pays, prescription co-pays, vision care) and dependent day care flexible spending accounts. Contributions to FSA's are made by an employee through payroll deductions on a pre-tax basis to pay for the qualified benefits, thereby reducing their taxable income and increasing their take home pay. Employees are eligible to participate in the Company's FSA's the first day of the month following the completion of two (2) full months of service. San Juan Construction, Inc's FSA is administered by Total Administrative Services Corporation (TASC). If you have questions or would like to enroll, please contact the Human Resource Manager. The FSA plan controls

eligibility and determination of other issues, and to the extent that the Plan differs from this policy, the Plan controls.

### **Emergency Travel Assistance**

Employees eligible for the Company's Basic Group Term Life Insurance policy are also eligible for Emergency Travel Assistance which provides medical and personal emergency assistance for employees and their dependents traveling 100 or more miles away from home. This unique program provided by Assist America protects employees and their family members 24 hours a day, 365 days per year.

Key benefits include medical consultation, evaluation and referral; hospital admission guarantee; emergency medical evacuation; critical care monitoring; medical repatriation; prescription assistance; emergency message transmission; emergency trauma counseling; compassionate visit; care of minor children; legal and interpreter referrals; and return of mortal remains. Assist America pays for all of the assistance services it provides.

### **Workers' Compensation Insurance**

- **Eligibility.** Employees who suffer job-related injuries or disease may be entitled to workers' compensation benefits for medical expenses and lost wages, in accordance with applicable State laws.
- **Verbal Report.** Hawaii Employees must immediately report the injury or disease to their immediate supervisor, Project Manager or on-site Safety Manager. Failure to report the injury and to submit to timely testing could result in discipline or discharge.
- **Treatment.** All Employees should tell their physician that they have an industrial injury, and ask the physician to send the medical reports and bills to San Juan Construction, Inc.'s insurance carrier. Employees should contact the Human Resources Department to obtain the name and contact information of the insurance carrier.
- **Limited Duty:** The treating physician may recommend that an injured Employee return to work on limited duty. In such event, San Juan Construction, Inc. may require the Employee to return to work performing duties within the medical restrictions even if such work is different than the Employee's regular job duties. An Employee's refusal of limited duty may result in termination of benefits.
- Employee's entitlement to workers' compensation benefits may also be lost or reduced if:
  - a. Employee's injury is self-inflicted.
  - b. Employee's actions, which led to the injury, were in violation of a safety rule.
  - c. Employee's injury results from intoxication or drug impairment of the employee.

NOTE: The preceding section of the Employee Handbook briefly summarizes the benefits currently available to eligible Employees assigned to Hawaii projects. Please contact the Human Resources Manager for additional information regarding any benefit plans. San Juan Construction, Inc. retains full discretionary authority and control to terminate or amend any or all benefits at any time.