



## POLICY 301 OVERVIEW OF EMPLOYEE BENEFITS

<b>Implementation Date:</b>	September 2, 1999
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<b>Revision Date</b>	12/1/2021

COMSO provides for two classes of employee benefits: company-offered fringe benefits and benefits required by law. Both company-offered and required benefits are provided on a fair and equal basis in full compliance with the law and with Policy 103, Equal Employment Opportunity.

### Company-Offered Benefits

Company-offered benefits are provided by COMSO for eligible COMSO employees. To review COMSO's company-offered benefits, reference the applicable policy shown in Table 301-1. For employee benefits covered under the Service Contract Act (SCA), please see Policy 320.

<b>Table 301-1. Company-Offered Benefits</b>					
<b>Benefit</b>	<b>Employee Category</b>				
	<b>Full-Time Regular</b>	<b>Full-Time SCA</b>	<b>Independent (full-or part-time)</b>	<b>Part-Time</b>	<b>Policy Reference</b>
<b>Health Insurance</b>	✓	X <sup>1</sup>	X	X	302
<b>Life Insurance</b>	✓	✓	✓ <sup>2</sup>	X	303
<b>Dental Insurance</b>	✓	X <sup>1</sup>	X	X	304
<b>401(k) Savings Plan</b>	✓	✓	✓	✓	305
<b>Short-Term and Long-Term Disability</b>	✓	✓	X	X	306
<b>Jury Duty and Court Appearances</b>	✓	✓	✓ <sup>2</sup>	X	307
<b>Sabbatical</b>	✓	X	✓ <sup>2</sup>	X	308
<b>Educational/ Training Assistance</b>	✓	X	✓ <sup>2</sup>	X	309
<b>Flexible Benefits Account</b>	✓	X	X	X	310

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	<b>Full-Time Regular</b>	<b>Full-Time SCA</b>	<b>Independent (full-or part-time)</b>	<b>Part-Time</b>	<b>Policy Reference</b>
<b>Personal Leave</b>	✓	✓ <sup>3</sup>	X	X	311
<b>Bereavement Leave*</b>	✓	✓	X	X	312
<b>Leave for Other Emergency Situations*</b>	✓	✓	X	X	313
<b>Holiday Leave</b>	✓	✓	✓ <sup>2,4</sup>	X	314
<b>Emergency Facility Closure Leave</b>	✓	✓	✓ <sup>2</sup>	X	319
<b>Parental Leave</b>	✓	✓	X	X	321
<b>Bonuses &amp; Awards</b>	✓	✓	✓	✓	N/A
<b>Non-profit Donation Match</b>	✓	✓	✓	✓	N/A
* Benefit determined at Management discretion <sup>1</sup> Health & Welfare benefit in lieu of COMSO's Health Insurance plan <sup>2</sup> Full-time only <sup>3</sup> Subject to SCA regulations <sup>4</sup> Birthday holiday only					

## Benefits Required by Law

To review the benefits that are required by law, reference the applicable policy shown in Table 301-2.

<b>Table 301-2. Benefits Required by Law</b>					
<b>Benefit</b>	<b>Employee Category</b>				
	<b>Full-Time Regular</b>	<b>Full-Time SCA</b>	<b>Independent</b>	<b>Part-Time</b>	<b>Policy Reference</b>
<b>Benefits Continuation (COBRA)</b>	✓	X	X	X	315
<b>Workers' Compensation Insurance</b>	✓	✓	✓	✓	316
<b>Family and Medical Leave</b>	✓	✓	✓	✓	317
<b>Military Leave</b>	✓	✓	✓	✓	318