



1. Paid Time Off (PTO):

- **Exempt:** Unlimited PTO
- **Full Time Hourly:**
 - 1 week (for all new employees) up to 4 weeks – Renews work anniversary
 - Paid Sick time – 1 week (40 hours) for current employees – Renews calendar year
 - Sick time will be prorated for FT employees hired once the year has begun
- **Part Time Hourly:**
 - Paid Sick time – 1 week (20 hours) for current employees – Renews calendar year
 - Sick time will be prorated for PT employees hired once the year has begun

2. 10 Paid Holidays:

- New Year Day
- Good Friday or Floating Holiday
- Juneteenth or Floating Holiday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day & Day After
- Christmas Eve & Christmas Day

3. Medical Insurance: Excellus BCBS (New Rates effective 12/1/2022)

- OTM pays between \$267.61 - \$396.05/mo. towards medical coverage. Below are the rates:
- Single - \$465.79/mo. - (Weekly Cost - \$45.74)
- Subscriber & Spouse - \$931.58/mo. - (Weekly Cost - \$137.20)
- Subscriber & Child(ren) - \$791.84/mo. - (Weekly Cost - \$109.76)
- Family - \$1,327.50/mo. - (Weekly Cost - \$214.95)

4. Dental Insurance: Principal (New Rates effective 12/1/2022)

- OTM pays 50% towards dental coverage. Below are the rates:
- Employee - \$27.27/mo. - (Weekly Cost - \$3.08/wk.)
- Employee + 1 - \$55.35/mo. - (Weekly Cost - \$6.39/wk.)
- Employee + Child(ren) - \$61.71/mo. - (Weekly Cost - \$7.12/wk.)
- Family - \$93.91/mo. - (Weekly Cost - \$10.83/wk.)
- Delta Dental: Add-On Coverage. Rates are based on which tier you choose. It is fully sponsored (paid for) by the employee.



5. Vision: Davis Vision

- OTM pays 75% of each coverage.
- Employee Only - \$4.00/mo. - (Weekly cost - \$0.23/wk.)
- Employee + One - \$7.20/mo. - (Weekly cost - \$0.42/wk.)
- Employee + Child(ren) - \$7.60/mo. - (Weekly cost - \$0.44/wk.)
- Employee + Family - \$12.00/mo. - (Weekly cost - \$0.69/wk.)

6. NYS Short Term & Long-Term Disability

- Cash benefits are 50% of a claimant's average weekly wage, but no more than the maximum benefit allowed, currently \$170 per week

7. Enhances Short & Long-Term Disability (for supervisors/managers)

- 60% of weekly wage up to \$1200/wk. Company pays for this at no cost to employee

8. Life Insurance: Unum Life

- OTM will be paying for \$20,000 of coverage for each full-time employee.
- Rates for additional coverage are based on age and is fully sponsored (paid for) by the employee.

9. 401k: Charles Schwab

- OTM will make a matching contribution of 50% of the employee's contribution up to a total employee contribution of 10% (of weekly wages). So, if you contribute 4%, OTM will contribute 2%. If you contribute 10%, OTM will contribute 5%. If you contribute 12%, OTM will contribute 5%.
- After a 3 month probationary period, all new employees are automatically enrolled at 4% but can change their enrollment percentage, up or down if they so choose.

10. Supplemental Benefits from Aflac

- **Aflac Cancer Care** specified-disease insurance
- **Aflac Short-Term Disability Income Insurance**
- **Aflac Accident Advantage**
- **Aflac Choice** Fixed indemnity hospital confinement indemnity insurance – option 1

Policy specifics and rates dependent upon selected choices, annual wages, etc.



11. Additional Employee Benefits:

All OTM employees receive discounts on the following services:

- **Red Wings Boots Discount**
 - 20% discount for in store purchase
 - 40% up to \$75 annual reimbursement by company
 - Purchase receipt must be submitted to OTM HR

- **Valvoline Oil Change Discount**
 - 25% off general services (except Batteries)
 - 25% off Oil Changes (Including Full Synthetic)
 - fuel system cleaning, tire rotation, AC service

- **Dirty Burd Car Cleaning/Detailing Discount**
 - 18% off on all interior Vehicle services
 - 18% off on all exterior services
 - Shampoo, Waxing, Leather Conditioning, etc.

- **Mavis Discount Tire discount**

- **Delta Sonic Car discount**

- **End of Vehicle Lease Purchase Program**

- **IT End of Life Purchase Program**