



## Benefit Guide for the Part -Time Employees of Oak Harbor Freight Lines, Inc.



**Effective: January 1, 2021 Through December 31, 2021**

## Introduction

Oak Harbor values our Employees and believes in offering competitive compensation packages that include wages and benefits. This Benefits Guide will outline the benefits we offer to you, as a Part Time Employee. Benefits may change during the length of your employment and you will be notified of any change as it is known. Frequently Asked Questions, and informational flyers can be accessed by yourself and family members at [www.oakharborbenefits.com](http://www.oakharborbenefits.com). If you have questions about any benefit outlined in this guide, please visit the site above, see your Manager or contact the Human Resources Department by emailing [benefits@oakh.com](mailto:benefits@oakh.com)

This guide is not a guarantee and the company holds the right to make changes to any benefit in part or in whole at any time deemed necessary for business purposes.

## Time Off Benefits

### Sick Leave

Oak Harbor acknowledges and abides by each state laws regarding sick pay. Please refer to your state for details on what you are allowed per year. Current balances can be viewed on Dayforce or on your pay stub.

## Employee Assistance Program - Wellspring

All Employees and their household members may access our Employee Assistance Program (EAP) through Wellspring Family Service. Please be assured that the services provided to you through our EAP are completely confidential. The names of individuals who seek services through the EAP will not be shared with Oak Harbor Freight Lines.

When you need help with work, home, personal or family issues, the EAP is here at no charge to you. The purpose of an EAP is to talk with the individual to define their problem, suggest short-term problem- solving steps and refer to other community resources if necessary. You and your family members are provided with 3 in-person visits...per person...per year and per situation, with a counselor at no cost to you. The EAP can assist you with the following types of issues:

- Aging/Caregiving Issues & Referral
- Depression
- Parenting Support
- Marital and Family Conflicts
- Job Stress
- Anxiety
- Alcohol and Drug Abuse
- Grief and Loss

Wellspring Family Services is available 24 hours a day at: [www.wellspringeap.org](http://www.wellspringeap.org)  
Username: Oak Harbor Freight Lines and 800-553-7798

## Profit Sharing – Bonus Program

Oak Harbor Freight Lines offers a bonus program to all eligible employees. We believe that sharing profits when the company performs well is a great way to incentive to you. When you do your part, the company is successful and wants to share those profits. The bonus amount is based on the Operating Ratio (OR) results for the reported quarter and are paid the following month, once results are available. Bonuses are considered earnings and will be subject to normal payroll taxes, 401k contributions and medical premium calculations. We will attempt to pay out bonuses separate from the normal payroll dates. Oak Harbor reserves the right to determine whether to pay quarterly bonuses based on other business factors.

### Eligibility

Part-Time Employees must have concluded your 90-day probationary period prior to the start of the designated quarter. Must be employed when the payment is made. Must have worked (actual on duty time) during the designated quarter (no minimum hours). If Employee worked during designated quarter, but is on leave when

payment is made, they are eligible. Employee must have been employed for one year prior to the designated quarter.

- For Example: to be eligible for the 2nd quarter bonus (Apr – Jun), the employee must have completed their 90 days prior to April 1st.

### Profit Sharing – Bonus Amounts

For the 1st and 4th quarters of the year, Profit Sharing will be triggered if the Company Operating Ratio is below 96%. Payouts as follows:

• 94.00%-95.99% OR = \$150.00	• 90.00%-91.99% OR = \$250.00
• 92.00%-93.99% OR = \$200.00	• 89.99% or better OR = \$300.00

For the 2nd and 3rd quarters of the year, Profit Sharing will be triggered if the Company Operating Ratio is below 94%. Payouts as follows:

• 92.00%-93.99% OR = \$200.00	• 88.00%-89.99% OR = \$300.00
• 90.00%-91.99% OR = \$250.00	• 87.99% or better OR = \$350.00

### 401(k) Plan – Brighton Jones/Northwest Plan Services

Save for retirement through the Oak Harbor Freight Lines 401(k) Plan. Employees, age 18 or older are eligible to participate in the Company 401(k) plan. Employees can choose the Traditional (Pre-Tax) or the Roth (Post Tax) deduction. All deduction amounts must be in whole number percentages.

The maximum contribution for 2021 is \$19,500. Participants that are 50 years of age or older by the end of the calendar year may defer an additional \$6,500 as a catch-up contribution. These dollar limits may be changed periodically by IRS.

### Matching Contributions

The Company match will kick in after you have been employed for 90 days. The employer match on the 401(k) contribution varies by your contribution, but has a max of 5%. For example:

- If you contribute 4% of your wages, you will be matched 2%, providing a 6% contribution to your 401(k) account.
- If you contribute 10% of your wages, you will be matched 5%, providing a 15% contribution to your 401(k) account.

### Vesting

You are always 100% vested in contributions you make to the plan. All company matching contributions will adhere to the following vesting schedule based on Years of Service:

Less than 2 years	0%
2 – 3 years	20%
3 – 4 years	40%
4 – 5 years	60%
5 – 6 years	80%
6 or more years	100%

\*For example: if you left the company after two years, you would receive the full value of your Employee contributions, plus 20% of the value of your company matching account.

\*You must work 1,000 hours in a calendar year for that year to count towards vesting.

For questions or assistance with your 401(k) account, Please reach out to Brighton Jones with any questions by e-mail: [AdvisorSupport@brightonjones.com](mailto:AdvisorSupport@brightonjones.com), through phone appointment: <https://go.oncehub.com/AdvisorSupport> or call 206-258-5137. You can also register for and access your personal 401(k) account through Northwest Plan Services <https://www.yourplanaccess.net/nwps/> or call 800-700-0808.

## Supplemental Benefits

### Eligibility

Part-Time Employees are eligible for benefits the first of the month following 60 days of employment. You must work at least 20 hours per week in order to maintain these benefits. Children are eligible for benefits up to age 19. If they are full time students, or an unmarried handicapped dependent child, you can enroll them up to age 26. You are responsible for dropping them when they age out, this is not automatically done. Legal Spouses may also be eligible for any benefit you also signed up for.

### When Can you Enroll?

You can sign up for Benefits at any of the following times:

- After completing initial eligibility period
- During the annual open enrollment period
- You must notify Human Resources within 30 days of your life event for a qualified family-status change

If you do not enroll at the above times, you must wait for the next annual open enrollment period. Enrollment for all plans must be completed electronically through Dayforce. The Oak Harbor Benefit Website contains additional information, video's and FAQ's to assist. Please visit [www.oakharborbenefits.com](http://www.oakharborbenefits.com)

### Making Changes

Generally, you can only change your benefit elections during the annual benefits enrollment period. However, you may be able to change some of your benefit elections upon the occurrence of certain change in status events, provided you properly notify your Employer. These changes in status events may include:

- Your marriage
- Your divorce or legal separation
- Birth or adoption of an eligible child
- Death of your spouse or covered child
- Change in your spouse's work status that affects his or her benefits
- Change in your work status that affects your benefits
- Change in residence or work site that affects your eligibility for coverage
- Change in your child's eligibility for benefits
- Receiving Qualified Medical Child Support Order (QMCSO)

If you have a family status change, you must timely notify your HR Department and complete the necessary steps through Dayforce. Please email [benefits@oakh.com](mailto:benefits@oakh.com) with any questions.

## Supplemental Voluntary Life and AD&D Insurance - Unum

Oak Harbor Freight Lines offers Voluntary Life and AD&D insurance to all eligible Employees...paid by Employees via monthly payroll deductions on a post-tax basis. This amount is typically deducted on your 22<sup>nd</sup> paycheck each month. This plan offers the ability to port your coverage should you no longer work with Oak Harbor. Please be sure to select a beneficiary. Your beneficiary may be updated at any time.

Benefit Amount	
Employee	Up to \$500,000 in \$10,000 increments not to exceed 5 times your earnings*
Spouse	Up to \$500,000 in \$5,000 increments, not to exceed Employee amount
Child(ren)	Birth to 6 months: \$1,000 6 months to age 19, or 26 if full-time student: Up to \$10,000 in \$2,000 increments. <b>You are responsible for dropping your dependent at 19 or 26 yrs. of age. This is not done automatically by UNUM.</b>
Guarantee Issue Amount	
	Employee: \$150,000; Spouse \$25,000; Child(ren): \$10,000

**\*Your amount of life insurance will begin to reduce when you reach age 70. The amount of your spouse's life insurance will reduce by the same percentage and at the same time your life insurance reduces.**

### Guarantee Issue

All Employees have a one-time opportunity to enroll up to certain limits without providing health information. These are referred to as "Guarantee Issue" limits. If you want coverage over the amount you are guaranteed, you will need to provide answers to health questions. If you do not enroll up to the guarantee issue amount when first eligible, you may be subject to an Evidence of Insurability questionnaire when you do decide to enroll or increase your amount. Life and AD&D rates are based on your age immediately prior to and including the plan effective date of 1/1/2021. AD&D Rates are per \$10,000 of coverage for Employee; per \$5,000 of coverage for Spouse and per \$2,000 of coverage for child(ren).

## Voluntary Short-Term Disability Insurance - Unum

Oak Harbor Freight Lines offers Short Term Disability insurance to all eligible Employees...paid by Employees via monthly payroll deductions. Deductions will be taken out on a post-tax basis. This amount is deducted monthly on the 22<sup>nd</sup> paycheck. This plan offers the ability to port your coverage should you no longer work with Oak Harbor.

Benefit	
Waiting Period	Benefits begin after a 14-day elimination (waiting) period of disability from the day your disabling condition occurs
Benefit	60% of your weekly income, up to a maximum benefit of \$2,000 per week
Duration	Up to a maximum of 24 weeks

### Guarantee Issue

All Employees have a one-time opportunity (when hired) to enroll without providing health information. If you and do not enroll during your eligibility enrollment period, you will have to wait for a future annual enrollment period to apply. At that time, you will need to answer health questions on an Evidence of Insurability form.

### Note

In the event of a disability claim, payments received under this plan would not be considered taxable income.

### For Washington Employees

Your monthly rates are lower as Washington State has implemented a state paid family and medical leave program.

## For Washington and California Employees

These two states offer disability and paid leave; as such, any benefit allowed under this STD plan will work together with the state benefits. The two plans will offset each other, you will not receive 100% of both benefits.

STD rates are based on your age immediately prior to and including the plan effective date of 1/1/2021.

## Voluntary Accident Insurance – Unum

This policy can pay a set benefit amount based on the type of injury you have and the type of treatment you need. It covers accidents that occur on and off the job, and includes a range of incidents, from common events to more serious events. It can help with out of pocket costs such as co-pays and deductibles. There are no pre-existing clauses or wait periods with this plan. Deductions will be taken out on a post-tax basis. This amount is deducted monthly on the 22<sup>nd</sup> paycheck. This plan offers the ability to port your coverage should you no longer work with Oak Harbor.

### Guarantee Issue

You are guaranteed base coverage, without answering health questions. If you do not enroll during your eligibility enrollment (when hired) period, you will have to wait for a future annual enrollment period to apply.

Coverage is available for you, your spouse and your dependent children to age 26. You must enroll in order to also enroll any dependents.

## Critical Illness Insurance – Unum

This policy can pay you a lump-sum benefit at the first diagnosis of a covered illness. It can be used however you choose – even for expenses life co-pays, mortgage, rent or childcare. Deductions will be taken out on a post-tax basis. This amount is deducted monthly on the 22<sup>nd</sup> paycheck. This plan offers the ability to port your coverage should you no longer work with Oak Harbor. Your benefit begins 30 days after the coverage effective date.

### Guarantee Issue

All Employees have a one-time opportunity (when hired) to enroll without providing health information. If you do not enroll during your eligibility enrollment period, you will have to wait for a future enrollment period to apply. At that time, you will need to answer health questions on an Evidence of Insurability form.

#### Covered illnesses under the base plan include:

- Heart attack
- Stroke
- Major organ failure
- Dementia, including Alzheimer's disease
- Multiple Sclerosis (MS)
- Parkinson's disease
- Amyotrophic Lateral Sclerosis (ALS)
- End-stage renal (kidney) failure
- Coronary artery bypass surgery

#### Illness covered by the additional Cancer Benefit include:

- Invasive and Non-Invasive Cancer
- Skin Cancer - \$500

### Benefit Amount

Employee	Choose \$10,000, \$20,000 or \$30,000 of coverage with no medical questions.
Spouse	As long as the Employee is enrolled, you can enroll for the same coverage...not to exceed what the Employee is enrolled in.
Child(ren)	Birth to age 26 are automatically covered at no extra cost. The coverage amount is 50% of what the Employee is enrolled in.

## Pre-Existing Conditions

No benefits are payable for a covered loss that occurs in the first 12 months of the coverage effective date and the covered loss is caused by, contributed by or occurs as a result of a pre-existing condition or complications arising from treatment or surgery for, or medications taken for, a pre-existing condition.

An Employee has a pre-existing condition if, within the 12 months just prior to their coverage effective date, they have an injury or sickness, whether diagnosed or not, for which:

- medical treatment, consultation, care or services were received or recommended
- drugs or medications were taken, or prescribed during the period or symptoms existed.

## Hospital Insurance – Unum

This policy helps you cope with the financial impacts of a hospitalization. You can receive benefits when you are admitted to the hospital for a covered accident, illness or childbirth. The money is paid directly to you – not to a hospital or care provider. The money can also help you pay the out-of-pocket expenses your medical plan may not cover, such as co-insurance, co-pays and deductibles. Deductions will be taken out on a post-tax basis. This amount is deducted monthly on the 22<sup>nd</sup> paycheck. This plan offers the ability to port your coverage should you no longer work with Oak Harbor. This plan offers a Wellness Benefits and can pay you \$50 per calendar year per insured individual for health screening tests.

## Guarantee Issue

All Employees have a one-time opportunity (when hired) to enroll without providing health information. If you and do not enroll during your eligibility enrollment period, you will have to wait for a future enrollment period to apply. At that time, you will need to answer health questions on an Evidence of Insurability form.

The following are included under Hospital insurance

- \$1,500 for each covered hospital admission – once per year
- \$200 for each day of your covered hospital stay, up to 15 days – once per year
- \$400 for each day you spend in intensive care, up to 15 days – once per year

## Eligibility for Coverage

Employee	As long as we are able to payroll deduct from you, you are eligible to enroll.
Spouse	As long as the Employee is enrolled, Spouses over the age of 17 are eligible.
Child(ren)	Birth to age 26 regardless of marital or student status are eligible as long as the Employee has enrolled.

## Pre-Existing Conditions

Benefits for a pre-existing condition (defined as sickness or injury, or symptoms of a sickness or injury, whether diagnosed or not, for which you received medical treatment, consultation, medical advice, care or services, including diagnostic measures, took prescribed drugs or medicine, or had been prescribed drugs or medicine to be taken during the 12 months prior to your effective date) will not be paid if the date of the covered loss occurs during the first 12 months after your effective date.

## Carrier Contact Information

Carrier	Plan	Website	Phone Number
UNUM <i>Co. Paid Life #617170</i> <i>STD #617856 – 001</i> <i>STD WA #617856-002</i> <i>Vol Life #617857</i> <i>Critical Illness # 694020</i>	Company Paid Life & Supplemental Life/AD&D, Short Term Disability, Accident, Critical Illness and Hospital	<a href="http://www.unum.com">www.unum.com</a>	800-421-0344
Wellspring Family Services	Employee Assistance Program	<a href="http://www.wellspringeap.org">www.wellspringeap.org</a> Username: oak harbor freight lines	800-553-7798
Brighton Jones <i>(financial advisor)</i>	401(k)	<a href="mailto:AdvisorSupport@brightonjones.com">AdvisorSupport@brightonjones.com</a>	206-528-5137
Northwest Plan Services <i>(investment options)</i>	401(k)	<a href="http://www.yourplanaccess.net/nwps">www.yourplanaccess.net/nwps</a>	888-700-0808

**You can also contact your Human Resources Department by emailing [benefits@oakh.com](mailto:benefits@oakh.com) or calling 253-288-8300 and asking for a benefits representative. You are also encouraged to visit [www.oakharborbenefits.com](http://www.oakharborbenefits.com) and check out the FAQ's.**