



## Benefit Guide for the Part Time Employees of Oak Harbor Freight Lines



**Effective: January 1, 2025 Through December 31, 2025**

## Table of Contents

<b>Time Off Benefits</b> .....	<b>1</b>
Sick Leave .....	1
Military Leave.....	1
<b>Cell Phone Stipend</b> .....	<b>1</b>
<b>Employee Assistance Program (Canopy)</b> .....	<b>1</b>
<b>Profit Sharing – Quarterly Bonus Program</b> .....	<b>2</b>
<b>401k Plan (NWPS/RBC Wealth Management)</b> .....	<b>2</b>
Matching Contributions .....	2
Vesting .....	2
<b>Supplemental Voluntary Benefits</b> .....	<b>3</b>
Eligibility & Enrollment .....	3
Life Events .....	3
<b>Voluntary Life and AD&amp;D Insurance (Unum)</b> .....	<b>3</b>
<b>Voluntary Short Term Disability Insurance (Unum)</b> .....	<b>4</b>
<b>Voluntary Accident Insurance (Unum)</b> .....	<b>4</b>
<b>Voluntary Critical Illness Insurance (Unum)</b> .....	<b>5</b>
<b>Voluntary Hospital Insurance (Unum)</b> .....	<b>5</b>
<b>Benefit Resource Center</b> .....	<b>6</b>
<b>Carrier Contact Information</b> .....	<b>6</b>

## Introduction

Oak Harbor values every Employee and believes in offering competitive compensation packages, which include wages and benefits. This guide outlines the benefits offered to Part Time Employees. Benefits may change during the length of employment, and Employees are notified of any change as it is known. Frequently Asked Questions, and informational flyers can be accessed anytime at [www.oakharborbenefits.com](http://www.oakharborbenefits.com). Employees can also contact the Oak Harbor Human Resources Department by emailing [benefits@oakh.com](mailto:benefits@oakh.com) or call 206-865-0167. This guide is not a guarantee, and Oak Harbor holds the right to amend 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. Employees can refer to state details on what Employees are allowed per year. Current balances can be viewed on Dayforce or on Employee pay stubs.

### Military Leave

Oak Harbor appreciates those that have volunteered to serve in our armed forces and thank all Employees for this service. Oak Harbor abides by the rules of the Uniformed Services Employment and Reemployment Right Act (USERRA) and provides a job guarantee for active military duty, in a comparable position (location, duties, pay, etc.), for up to 5 years from the date of active-duty status, unless a greater period is required by state or federal law. Employees must notify Management and provide a copy of the orders received, as early as possible of the requirement to report for military duty.

## Cell Phone Stipend

All Employees required to use their cell phone for work purposes, are offered a semi-monthly cell stipend. This stipend is paid on each regular paycheck every month. Employees may opt out of receiving this stipend by emailing speaking to Management. The amount of the stipend may vary depending on the Employees position, and Oak Harbor reserves the right to cancel or change the stipend at any time.

## Employee Assistance Program - Canopy

All Employees, and eligible family members, may use the Employee Assistance Program (EAP) through Canopy. Please be assured that the services provided through the EAP are completely confidential. The names of individuals who seek services through the EAP will not be shared with Oak Harbor. When Employees need help with work, home, personal or family issues, the EAP is available at no charge. The purpose of the EAP is to talk with the Employee, or family member, to define the problem, suggest short-term problem-solving steps and refer to other community resources if necessary. Employees can select a professional based on a unique need such as language, ethnicity, LGBTQIA+, racial trauma, religion, veterans, accessibility and more. Employees and family members are provided with 3 sessions per incident, per year: face-to-face, on the phone or via text. The EAP can assist with the following types of inquiries:

• Counseling	• Life Resources	• Legal Consultations/Mediation
• Financial Coaching	• Identity Theft	• Home Ownership/Housing Support
• Pet Resources	• Wellbeing Tools	• Discounts on travel, self-care and more!

**Canopy counselors and resources are available by phone 24/7/365**

Call: 800-433-2320 ~ Text: 503-850-7721 ~ Visit: [my.canopywell.com](http://my.canopywell.com) with company name Oak Harbor Freight Lines

## Profit Sharing – Quarterly Bonus Program

Oak Harbor offers a bonus program to all eligible Employees. Oak Harbor believes that sharing profits when performance is good, is a great way to incentive Employees. When Employees do their part, Oak Harbor 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 and 401k contributions. Oak Harbor 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 been employed and worked for one year prior to the of the designated quarter. Employees must be employed when the payment is made. Employees must have worked (actual on duty time) during the designated quarter (no minimum hours). If an Employee worked during the designated quarter, but is on leave when payment is made, the Employee is eligible.

### Profit Sharing – Bonus Amounts

Profit Sharing will be triggered if the Company Operating Ratio is below 95.99. Payouts as follows:

• 95.99 - 94.00 OR = \$87.50
• 93.99 - 92.00 OR = \$112.50
• 91.99 - 90.00 OR = \$150.00
• 89.99 - 88.00 OR = \$187.50
• 87.99 - 86.00 OR = \$225.00

For every 2 points of improvement below 86, the bonus will increase by another \$100.00.

## 401(k) Plan – RBC Wealth Management/NWPS

Save for retirement through the Oak Harbor 401(k) Plan. Employees, age 18 or older, are eligible to participate in Oak Harbor's 401(k) plan. All contribution amounts must be in whole number percentages. Employees can choose the Traditional (Pre-Tax), the Roth (Post Tax) contribution or both. If enrolled in both, the combined contribution can't exceed the limit. The contribution limit for 2025 is \$23,500. Employees over the age of 50 have an additional catch-up contribution limit of \$7,500.

### Matching Contributions

The Oak Harbor match will begin after Employees have been employed for 90 days. Oak Harbor will match 100% of Employee contribution's up to a max of 5%. For example:

- If Employees contribute 2% of wages, Employees are matched 2%, providing a 4% contribution to the 401(k) account.
- If Employees contribute 10% of wages, Employees are matched 5%, providing a 15% contribution to the 401(k) account.

The Oak Harbor match will apply to both the Traditional and Roth contributions. For example, Employees contributing 3% Traditional and 3% Roth will receive the full 5% Oak Harbor match.

### Vesting

Employees are always 100% vested in Employee contributions made to the plan. All Oak Harbor matching contributions will adhere to the following vesting schedule based on Years of Service:

Less than 2 years	0%	*For example: if Employees left Oak Harbor after 2 years, Employees would receive the full value of Employee contributions, plus 20% of the value of Oak Harbor matching account.
2 – 3 years	20%	
3 – 4 years	40%	*Employees must work 1,000 hours in a calendar year for that year to count towards vesting.
4 – 5 years	60%	
5 – 6 years	80%	
6 or more years	100%	

For questions or assistance with Employee 401(k) investment options, please reach out to RBC Wealth Management by calling 1-800-759-4029 or register your account at [www.rbcwealthmanagement.com/en-us/](http://www.rbcwealthmanagement.com/en-us/) For questions about your 401(k) account(s), or to discuss a 401(k) loan, please contact NWPS by calling 888-700-0808 or log into your account at [www.yourplanaccess.net/nwps/](http://www.yourplanaccess.net/nwps/).

## Supplemental Voluntary Benefits

### Eligibility

Part Time Employees are eligible for benefits the first of the month following 60 days of employment. Employees must work at least 20 hours per week to maintain these benefits. Children are eligible for benefits up to age 19, in some cases, this may extend to age 26. Please see each policy description below for details. Employees are responsible for dropping dependents when they age out, this is not automatically done. Legal Spouses may also be eligible for any benefit the Employee also signed up for.

### When Can you Enroll?

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

- After completing initial eligibility period (when hired, rehired, or return from a leave of absence)
- During the annual open enrollment period
- During a qualified Life Event (see below)

If Employees do not enroll at the above times, Employees 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, videos, and FAQs to assist. Please visit [www.oakharborbenefits.com](http://www.oakharborbenefits.com)

### Making Changes

Employees may be able to change some benefit elections upon the occurrence of certain life events. Employees must notify the HR Department within 30 days of the event and complete the necessary steps through Dayforce. These changes in status events may include, but are not limited to:

- Marriage or Divorce
- Birth or adoption of an eligible child
- Change in Employee or Dependent work status that affects his or her benefits.
- Employee or Dependent becoming eligible for Medicare.
- Change in Spouse or Dependent Employment Status (obtaining insurance through his or her employer)

If Employees have a family status change, Employees must notify the HR Department within 30 days of the event and complete the necessary steps through Dayforce. Please email [benefits@oakh.com](mailto:benefits@oakh.com) with any questions.

## Voluntary Life and AD&D Insurance - Unum

Oak Harbor offers Voluntary Life and AD&D insurance to all eligible Employees. This is paid by Employees via monthly payroll deductions on a post-tax basis. This amount is typically deducted on Employees 22<sup>nd</sup> paycheck each month. This plan offers the ability to port coverage should the Employee no longer work with Oak Harbor. Employees must select a beneficiary, which may be updated at any time. Employees can view and download the policy book for this plan on the Oak Harbor Benefit Website [www.oakharborbenefits.com](http://www.oakharborbenefits.com).

Benefit Amount	
Employee	Up to \$500,000 in \$10,000 increments not to exceed 5 times Employee 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 unmarried & full-time student: Up to \$10,000 in \$2,000 increments. <b>Employees are responsible for dropping 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

**\*Employee amount of life insurance will begin to reduce when Employees reach age 70. The amount of Employee spouse's life insurance will reduce by the same percentage and at the same time Employee 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 Employees want coverage over the guaranteed amount, Employees may need to provide answers to health questions. If Employees and dependents do not enroll up to the guaranteed issue amount when first eligible, Employees and dependents may be subject to an Evidence of Insurability questionnaire when enrolling or increasing the amount currently enrolled later. Life and AD&D rates are based on the Employees age immediately prior to and including the plan effective date of 1/1/2025. If enrolling for the first time, the rates are based on the Employee or Spouse age at the time of enrollment.

Life and 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). An Evidence of Insurability form is not required for AD&D enrollments.

### **Voluntary Short-Term Disability Insurance - Unum**

Oak Harbor offers Short Term Disability insurance to all eligible Employees on a post-tax basis. This is paid by Employees via monthly payroll deductions on a post-tax basis, typically deducted on Employee's 22<sup>nd</sup> paycheck each month. This plan offers the ability to port coverage should the Employee no longer work with Oak Harbor. Employees can view and download the policy book for this plan on the Oak Harbor Benefit Website [www.oakharborbenefits.com](http://www.oakharborbenefits.com).

<b>Benefit</b>	
Waiting Period	Benefits begin after a 14-day waiting period of disability from the day Employees disabling condition occurs
Benefit	60% of Employee 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 Employees do not enroll during the eligibility enrollment period, Employees may have to wait for a future annual or life event enrollment period to apply. At that time, Employees may need to answer health questions on an Evidence of Insurability form. Rates are based on the Employees age immediately prior to and including the plan effective date of 1/1/2025.

### **For Washington California, and Oregon Employees**

If you reside in these states, the Short-Term Disability rates will be lower as these states offer disability and paid leave benefits. Any benefit allowed under this plan will work together with any applicable state benefits. The plans will offset each other, Employees will not receive 100% of both benefits.

### **Voluntary Accident Insurance – Unum**

This policy can pay a set benefit amount based on the type of injury the Employee has, and the type of treatment needed. 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 waiting periods with this plan. This is paid by Employees via monthly payroll deductions on a post-tax basis, typically deducted on Employee's 22<sup>nd</sup> paycheck each month. This plan offers the ability to port coverage should the Employee no longer work with Oak Harbor. Employees must select a beneficiary, which may be updated at any time. Employees can view and download the policy book for this plan on the Oak Harbor Benefit Website [www.oakharborbenefits.com](http://www.oakharborbenefits.com).

### **Guarantee Issue**

If Employees do not enroll during the eligibility enrollment period, Employees may have to wait for a future annual or life event enrollment period to apply. Coverage is available for Employees, spouse, and dependent children to age 26. Employees must enroll to enroll any dependents.

## Voluntary Critical Illness Insurance – Unum

This policy can pay Employees a lump-sum benefit at the first diagnosis of a covered illness. It can be used however Employees choose – even for expenses life co-pays, mortgage, rent or childcare. This is paid by Employees via monthly payroll deductions on a post-tax basis, typically deducted on Employee's 22<sup>nd</sup> paycheck each month. This plan offers the ability to port coverage should the Employee no longer work with Oak Harbor. Employees can view and download the policy book for this plan on the Oak Harbor Benefit Website [www.oakharborbenefits.com](http://www.oakharborbenefits.com)

### Guarantee Issue

All Employees have a one-time opportunity (when hired) to enroll without providing health information. If Employees do not enroll during the eligibility enrollment period, Employees may have to wait for a future annual or life event enrollment period to apply at that time.

#### 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	If the Employee is enrolled, Spouses can enroll for the same coverage...not to exceed what the Employee is enrolled in.
Child(ren)	Birth to age 19 (or 26 if unmarried & a full-time student) 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 because 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.

## Voluntary Hospital Insurance – Unum

This policy helps Employees cope with the financial impacts of a hospitalization. Employees can receive benefits when admitted to the hospital for a covered accident, illness, or childbirth. The money is paid directly to the Employee – not to a hospital or care provider. The money can also help pay the out-of-pocket expenses the medical plan may not cover, such as co-insurance, co-pays, and deductibles. Deductions will be taken out on a post-tax basis. This is paid by Employees via monthly payroll deductions on a post-tax basis, typically deducted on Employee's 22<sup>nd</sup> paycheck each month. This plan offers the ability to port coverage should the Employee 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. Employees can view and download the policy book for this plan on the Oak Harbor Benefit Website [www.oakharborbenefits.com](http://www.oakharborbenefits.com).

### Guarantee Issue

All Employees have a one-time opportunity (when hired) to enroll without providing health information. If Employees do not enroll during the eligibility enrollment period, Employees will have to wait for a future enrollment period to apply.

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	If we can payroll deduct from the Employee, Employees are eligible to enroll.
Spouse	If 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 if 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 the Employee 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 the effective date) will not be paid if the date of the covered loss occurs during the first 12 months after the effective date.

### Benefit Resource Center

The Benefit Resource Center is designed to provide Employees with a responsive, consistent, hands-on approach to benefit inquiries. Benefit Specialists are available to research and solve elevated claims, unresolved eligibility problems, and any other benefit issues with which an Employee or dependent might need assistance. The Benefit Specialists are experienced professionals, and their primary responsibility is to assist.

The Specialists in the Benefit Resource Center are available Monday through Friday 8:00 AM to 5:00 PM (Pacific Time). If assistance is needed outside of regular business hours, please leave a message and one of the Benefit Specialists will promptly return the call or e-mail message by the end of the following business day.

Phone: 866-468-7272; Fax: 877-678-5840; Email: [brcwest@usi.com](mailto:brcwest@usi.com)

### Carrier Contact Information

Carrier	Plan	Website	Phone Number
UNUM STD #: 617856-001 STD WA #: 617856-002 Life/AD&D #: 617857 Critical Illness #: 694020 Accident/Hospital: E0758425	Life/AD&D, Short Term Disability, Accident, Hospital, Critical Illness	<a href="http://www.unum.com">www.unum.com</a>	800-421-0344
Canopy	24/7/365 Employee Assistance Program	<a href="http://www.my.canopywell.com">www.my.canopywell.com</a> Company name: oak harbor freight lines	Call: 800-433-2320 Text: 503-850-7721
RBC Wealth Management ( <i>financial advisor</i> )	401(k)	<a href="http://www.rbcwealthmanagement.com/en-us">www.rbcwealthmanagement.com/en-us</a>	800-759-4029
NWPS ( <i>investment options</i> )	401(k)	<a href="http://www.yourplanaccess.net/nwps">www.yourplanaccess.net/nwps</a>	888-700-0808

Employees can contact the Human Resources Department by emailing [benefits@oakh.com](mailto:benefits@oakh.com) or calling 206-865-0167 and asking for a benefits representative. Employees are also encouraged to visit [www.oakharborbenefits.com](http://www.oakharborbenefits.com) and check out the FAQ section.