

# Town Pump, Inc.

## Summary of Benefits

Updated 09/06

### **Career Opportunities**

The large majority of management and supervisory positions in Town Pump Inc. have been filled from within the company with employees who started out in entry level positions such as store cashier, casino runner or motel room attendant. Our growing company currently has over 2200 employees throughout the State of Montana. These include over 160 managers of our stores, casinos, and motels, and over 25 management and supervisor positions at our Butte corporate office. We are a growing company with many opportunities for rewarding and enjoyable careers.

### **Employee Benefits**

**Vacation** - vacation days are based on hours actually worked and years with the company, once the eligibility criteria of one year and 1000 hours worked is met. For example, if an employee works a 40-hour workweek, the vacation is 5 days after one year of employment, 10 days from two to nine years of employment, and 15 days for ten plus years of employment. For employees who work less than 40 hours per week, the amount of vacation is prorated based on the hours worked per week. Refer to Policy #1501.

**Sick Leave** – All location managers and corporate office personnel receive 8 days per year of paid sick or personal emergency leave.

**Holiday** – Town Pump observes the following holidays: New Year's Day, Memorial Day, Independence Day (July 4th), Labor Day, Thanksgiving Day and Christmas Day. All non-exempt employees, except those at the Corporate Office, who work on the holiday's regular business day (as defined by each location), will receive holiday pay at the rate of one and a half (1.5) times their regular pay for the hours they actually work on the holiday. If they do not work the holiday, they do not receive any pay.

**Health Insurance** – Health benefit or medical insurance program is available to provide assistance for hospitalization and medical expenses for you and your family. The company shares in the cost of the insurance premiums along with the employee, and premiums are deducted from your pay before taxes are withheld. To be eligible for this program you must be employed for at least 6 months and work an average of at least 30 hours per week.

### **Flexible Savings Accounts.**

**Medical** - allows eligible employees to set aside pre-tax dollars to pay for medical, dental, and eye care expenses not covered by health insurance. This can be used with or without the company health insurance.

**ChildCare** – allows eligible employees to set aside pre-tax dollars to pay for childcare expenses. This can be used independently of any other benefit.

**Payroll Savings Plan - 401(K).** Eligible employees (one year/1000 hours/age18) may have up to 25% of their monthly pay (pre-taxed dollars) deducted and invested in different mutual fund accounts. The company matches these deductions dollar for dollar up to 6%. In addition, a company profit sharing program deposits 3% of annual pay into the employee's 401(K) account at the end of the calendar year.

**Education Assistance Program** – eligible employees may be reimbursed for the cost of tuition and books for business related courses at any accredited educational institution including colleges, vocational programs, adult education classes, etc. One course per semester with a maximum of three courses per year is provided. Refer to Policy #1512 for eligibility requirements.

**Employee Assistance Program** - a 24-hour and 7 days per week confidential and free counseling service provided to all employees and their families to help deal with a wide variety of personal, family or work related issues. The program addresses issues such as stress, grief, marriage, aging, depression, parenting, finances, child and spousal abuse, drugs and alcohol related problems, eating disorders, or other personal issues. It also provides counseling to supervisory personnel on how to handle employees with workplace issues. Financial counseling and legal referral services are also available.