

AWTEC U.S.A., Inc.
GENERAL INFORMATION – Hourly Positions

Thank you for applying for employment at AWTEC. We have a great team and are looking forward to a future of growth. The following information provides an overview of our current benefit plans and work arrangements. AWTEC reserves the right to change these plans and work arrangements to meet business needs. The pre-employment process begins with the application you will complete today. Your application will be reviewed carefully and if your experience matches our needs we will contact you for an interview. Following the interview, if a contingent offer of employment is made, AWTEC will require your authorization to conduct a background check. This background check will cover your employment, education, and criminal and vehicle records. You will also be required to complete an employment physical, and successfully pass a drug test.

❖ **Hours**

- Shift 7:00 a.m. – 3:30 p.m. Monday - Friday
- Overtime as required
- 2 paid 10-minutes breaks
- ½ hour lunch
 - Coin-operated snack machines
 - Free vending on hot beverage machine
 - Microwaves
 - Lunch truck

❖ **Wage & Incentives**

- \$10.50/hour starting; time and one – half after 40 hours
- Raise based on performance at successful completion of 90 days
- Semi-annual performance evaluations with raises based on performance and budget
- Incentive plan up to \$400 per quarter if targets met; possible total of \$1600 per year
- Discretionary year-end bonus based on company performance, individual performance and seniority
- Perfect attendance cash awards
- \$1.00 to \$1.00 match on 401(k) up to 3% of salary

❖ **General Requirements**

- Mechanical ability in production
- Good work ethic
- Ability to lift up to 50 lbs. required for some assignments
- Ability to stand 8 to 10 hours/day required for most jobs

❖ **Personal Equipment Provided**

- Uniforms (mandatory) – provided and cleaned weekly
- Steel-toed safety shoes (mandatory)
- OSHA standard safety glasses (mandatory)
- Gloves (mandatory at some work stations)
- Back support belts (mandatory at some work stations)
- Wrist supports (optional)

❖ **Other**

- In – house, on-the-job training
- On – site, lighted parking
- Non-smoking facility

AWTEC U.S.A., INC. – BENEFIT PACKAGE

- ❖ Health Insurance
 - Premium – fully paid by AWTEC
 - Eligibility – at successful completion of 90-day evaluation period
 - Covered – full time employees and dependents
 - Medical
 - PPO - \$20.00 per office visit
 - Non – PPO - \$500 deductible (\$1,500/family)+ 80% / 20% co-pay + anything over ACR
 - Prescription - \$10 generic, \$20 preferred, \$40 non-preferred
 - Dental - \$25 deductible (\$75 per family)
 - Vision – once every 24 months + co-pay
- ❖ Life Insurance
 - Premium – fully paid by AWTEC
 - Eligibility – at successful completion of 90-day evaluation period
 - Covered – full – time employees
 - Life Benefit - \$20,000
 - Accidental Death & Dismemberment - \$20,000
 - Option – employee may purchase additional life insurance for self and/or spouse
- ❖ Short Term Disability
 - Premium – fully paid by AWTEC
 - Eligibility – at successful completion of 90-day evaluation period
 - Covered – full – time employees
 - Benefit –
 - Covered up to 26 weeks
 - Paid 66 2/3% of wages to a maximum of \$600 per week
- ❖ Long Term Disability
 - Premium – fully paid by AWTEC
 - Eligibility – at successful completion of 90-day evaluation period (+180 days)
 - Covered – full – time employees
 - Benefit –
 - Paid 66 2/3% of wages to a maximum of \$2,400 per month
- ❖ Employee Assistance Program – LIFE BALANCE
 - Premium – fully paid by AWTEC
 - Eligibility – at successful completion of 90-day evaluation period
 - Covered – full – time employees
- ❖ 401 (k) Retirement Plan
 - Eligibility – first of month after six months full – time employment
 - Employee Contributions – 1% to 100%
 - Employer Contributions – matching dollar for dollar up to 3%
 - Vesting – percentage scale to 100% after six years of employment
- ❖ Vacation
 - One through four years of employment – 10 days per year
 - Five through nine years of employment – 15 days per year
 - Ten through fourteen years of employment – 20 days per year
 - Fifteen or more years of employment – 25 days per year
- ❖ Holidays

New Year's Day	Thanksgiving Day
Good Friday	Day After Thanksgiving Day
Memorial Day	Christmas Eve
Independence Day	Christmas Day
Labor Day	Winter Holiday (Days between Christmas & New Year's)