



EMPIRE  
PROMOTIONS & ADVERTISING  
1401 S. Grand Avenue Santa Ana, California 92705

We put **YOUR** brand in peoples hands



## *Empire Promotions & Advertising...*

is a destination for growing companies who are in need of promotional services. We source promotional items, supporting the business industry and creating meaningful relationship with those around us. We exist to help 22 million small businesses who struggle to obtain recognition for their brand by creating a connection where a companies passion and purpose touches the people's hands. Our mission is to provide businesses and entrepreneurs the publicity resources necessary to help their company succeed in the market. We will help such companies advertise their products and services in an abundant amount of ways.

### **12.0.28 Violation of Company Policies:**

If a department leader feels that they need to take action on an employee for violating company policies the employee could face Demotion or Termination.

## **Section 13: Customer Service**

### **13.01 Customer Service:**

We expect every employee to be aware of our customer service. We highly encourage our customers to report any problems they may encounter in our store from faulty merchandise to rude or unhelpful employees. Our customers are important and we want our customers to receive the gratification that is promised through our company.

### **13.02 Faulty Merchandise:**

If a customer receives a faulty item we expect them to ship it back along with the receipt to our main facility or a customer can call our company on the number provided on our receipts in order to talk to one of our customer service employees who will then give a step-by-step procedure on how to ship the item back to our facility.

### **13.03 Customer Interactions:**

If an employee is being rude or being unhelpful in anyway to our customers then we highly encourage our customers to file a complaint on the employee. From there the Human Resources Department will further investigate the problem in order to resolve the issue.

### **Employer-Employee Agreement**

I have read the manual and I will acknowledge and abide by the company's policies set forth.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



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## 12.0.20 Personal Cell Phones & Mail:

EMPIRE only allows emergency phone calls during office hours. Our company would not like for employees to side track or get off topic to the cause of personal reasons that are not important while working. This also includes answering emails that are not work related.

## 12.0.21 Personal Property:

If an employee loses personal property EMPIRE is not responsible. It is important that each employee takes care of their personal items and have the items on them so they won't get stolen or lost.

## 12.0.22 Personal Use of Company Property:

If an employee loses or damages any of the company items while borrowing them they must pay for the damages and or replace the lost items.

## 12.0.23 Property & Equipment Care:

EMPIRE employees are obligated to adhere to the following conditions regarding the use of company property. Employee is required to maintain the property in the conditions they were received or used in. If anyone outside of EMPIRE damages company property they will have to consider any consequences given to them.

## 12.0.24 Reinstatement:

There will be times in EMPIRE where an employee is removed or suspended from their position. This occurrence can be caused because of a mistake and employee made and investigation are being made.

## 12.0.25 Resignation:

If an employee is planning on leaving the company they must give a written two week notice to the department leader where he/she will give human resource a copy. Than will schedule an exit interview.

## 12.0.26 Restricted Areas:

EMPIRE has area where employees are not allowed. For example, the Personal Files is a restricted area where only Human Resources is allowed.

## 12.0.27 Visitors:

When EMPIRE has any visitors it is our job to make them feel welcomed. All employees must be on their best behavior and make them feel apart of the company and are to help out with any confusion the visitor is having and answering any questions that they might have.





## Section 1: Introduction

### 1.01 Introduction:

EMPIRE is a promotional organization to advertise products. We are located in Santa Ana, California. EMPIRE was launched by; Sandra Gutierrez our current Chief Executive Officer, Linbert Castelan our current Chief Operations Officer, and Karla Escobedo our Chief Financial Officer. The company management includes chief officers and department leaders from Human Resources, Marketing, Sales, Arts and Publications, Digital Media, and Communications.

### Mission Statement

EMPIRE mission is to promote branded high quality products to meet customer needs and satisfaction, with our amiable customer service.

We are dedicated to provide services that will advertise branded labels to help to expand a vast amount of audience worldwide. When people buy the products, not only does it help us as a company but it also is beneficial for the originated brand itself.

As an employee of EMPIRE, our expectation is to have a sanitized environment and maintained safely. Discrimination by race, religion, gender, or belief will not be tolerated in EMPIRE. A guaranteed biweekly paycheck will also be provided.

EMPIRE expects employees to gain personal experience and be proficient in their working environment. We expect every employee to dress appropriately, show on time, and taking his or her work pensively. Employees will have a good work ethic by communication with others in all honesty. Everyone must be treated equally so they can feel confident and can be open minded about what his or her job entails. These qualities are expected in our employees so that we can achieve success.

The purpose for this employee manual is designed to inform and familiarize employees with our policies, conditions, and benefits that affect your time of employment in EMPIRE.

### 1.02 Personnel Administration

Personal Files: Our company, EMPIRE has confidential files where employee records and information are kept. It is used for employees documents based on performance and duties. The personal files are located in the personnel filing cabinet.

### 12.0.12 Fire Drills:

If there is a fire drill all the employees and members of our company will have to remain calm, do not panic, do not run scream, and remember to take the first aid backpack. All employees are to gather at the baseball field. Once everyone has meet over there a representative from human resources will see who is missing or hurt.

### 12.0.13 First Aid:

Near the communications department there is a first aid kit that is administered by the communication department. Including different sized bandages , sterile gauze pads, non-latex gloves, antiseptic wipes, adhesive tape, distilled water, spray or cream for burns or cuts, and a cold pack.

### 12.0.14 Grievances & Suggestions:

If an employee has any suggestions or request on how to improve their work space or the company they can leave their comment in the suggestion box next to human resources.

### 12.0.15 Off premises Activities:

Outside of EMPIRE employees are students but must follow the rules , dress appropriately, and have respect for others. Their behavior outside the company also has affect on them in the company.

### 12.0.16 Open Door Policy & Counseling:

EMPIRE has the open door policy where the company sells and merchandises throughout the company.

### 12.0.17 Outside Activities:

EMPIRE employees must be well behaved outside of the company. EMPIRE is a team, everyone's actions reflect on each other so we expect everyone to act appropriately so the company has a very good reputation to the public's eye.

### 12.0.18 Parking Lot:

The CEO and COO of the company are the only two who have a designated parking space. Visitors as well have a certain parking section. The rest of the EMPIRE staff can park in the company parking lot.

### 12.0.19 Payroll Advances:

EMPIRE does not give advance pay under any circumstances.

### **12.0.6 Company Meetings:**

In EMPIRE the CEO and COO of the company hold a meeting once a week with all the department leaders. In the meeting the department leaders discuss and keep the company owners updated on how their department is doing after every department leader finish discussing how their department is doing the company owners talk about how the company is doing than the department leaders discuss any ideas that they or their department associates have to better the company.

### **12.0.7 Computer Software:**

All of the computer software must be authorized our company also has restrictions for downloading software computer system.

### **12.0.8 Discounting:**

Every EMPIRE employee has a 25% discount on all EMPIRE merchandise.

### **12.0.9 Dress Code/ Personal Appearance:**

**Males:** All male EMPIRE employees must have clean shave or well-groomed with any facial hair and hair. They must wear a collared shirt, tie, slacks, dress shoes with black or dress socks (if not wearing a company uniform). NO jeans, baggy pants, sandals, sneakers, sport socks, T-shirts, shorts, hat, chains, facial jewelry(includes pierced ears), exposing tattoos, at trade shows, formal presentations, or formal events.

**Females:** All female EMPIRE employees must have nice properly groomed hair, appropriate day-time makeup a properly length skirt that has 2” after passing your fingertip. NO capris,shorts, low cut dress or blouse showing any cleavage, nothing shorter than your finger tips, exposing tattoos, excessive earrings, body glitter, facial piercings, lace or sheer clothing, revealing bra straps, excessive nail art, or any abnormal colored hair at trade shows, formal presentations, and formal events.

### **12.0.10 Employee Referral/ Recruitment Bonus:**

Before referring anyone for an open position the person must talk to the person being referred and make sure they have proper qualifications for the open position. Referral bonus paid is to provide an incentive award to a current full-time employee.

### **12.0.11 Exit Interviews:**

When an employee is leaving the company they must let their department leader know 2 weeks before their leave giving the department leaders time to find a replacement. As for the employee that is leaving will have an interview with the Department leader and a Human Resources explain the reason for their leave.

### **1.2.1 Employment Classification:**

In EMPIRE all employees work full time and momentarily do not have part time employees.

## **Section 2: Employee Policies**

### **2.01 Business Hours:**

Business hours are from 8:00 a.m. to 3:00 p.m.

### **2.02 Confidential Information:**

Empire has information that is to remain confidential from our employees. If an employee releases any confidential information that they might have obtained, they would be reported to Human Resources to discuss consequences.

### **2.03 Harassment:**

Empire will not allow any employees to be harassed by another employee. If an employee feels harassed in any way, they are encouraged to report it to Human Resources. If an employee is the one harassing another employee then they are to speak with the Vice President of Human Resources to discuss what actions should be taken. No employee is to feel uncomfortable working for EMPIRE.

### **2.04 Employee Relations:**

EMPIRE expects all employees to have a positive attitude towards one another. If an employee feels offended or feels that they are any less than other co-workers by means of their supervisor then it is highly recommended to report this to Human Resources as actions will be taken into place to resolve the issue. However if two employees are to bicker amongst each other then both employees are expected to meet with the Vice President of Human Resources individually to resolve the issue.

### **2.05 Non-Compete Agreement:**

All Empire employees agree to not share any information or ideas from the company with anyone other than co-workers. All information within EMPIRE is to remain confidential.

### **2.06 Outside Employment:**

Employees are allowed to have another job as long as it does not interfere with their current job in the company. The job must not be in competition with EMPIRE and it cannot interfere with company regulations.



### **2.07 Citizenship and Right to work:**

EMPIRE requires that our employees provide the right documentations in order to work. The employee must provide proof that they are a citizen of the United States and the employee must also provide a birth certificate along with their social security number. Any employee who has an immigration card is also accepted.

### **2.08 Relatives:**

Empire employees may have coworkers who they might be related to. There are no restrictions as to working with relatives however if this becomes an issue and continues on for a period of time then both will be reported to Human Resources to discuss whom who switch to a different department in order to resolve this problem.

### **2.09 Salesperson Agreement:**

This agreement is for any Empire employee who gets a commission on 1-3% on what they have sold.

### **2.10 Security Checks:**

All EMPIRE employees must undergo a background check in order to view if any employees have committed a felony in the past.

### **2.11 Claim Policy:**

Every department in Empire have certain tasks to complete that are considered important aspects to our company. The catalog, banner, employee manual and invoices etc. are done inside the company which makes them company property and are expected to stay within EMPIRE. Employees that work on side projects outside the company have every right to make their own decisions on which they would want to do with their project.

### **2.12 Disciplinary Actions:**

We expect all employees to follow these policies as it does affect the work area. Failure to do so will result in consequences that may or may not demote or terminate an employee.

## **Section 3: Conducts and Standards**

### **3.01 Unacceptable Activities :**

3.1.1 Tardiness: EMPIRE employees are expected to be on time everyday, ready to work

### **11.0.8 Transfers:**

An employee is allowed to transfer departments within the company but must follow certain procedures. They must go to Human Resources to schedule a meeting with their current department leader and the leader of the department they wish to be transferred to. After Human Resources will then meet with COO of EMPIRE than if everyone comes to an agreement the employee will be transferred within a week of acceptance.

### **11.0.9 Transportation:**

Our company vehicle is to be used for the company use only.

### **11.0.10 Uniforms:**

It is mandatory to dress for success when the company has a special occasion or event. As for the academy shirt we expect all employees to wear it at least once a week.

## **Section 12: Other Company Policies**

### **12.0.1 Bonuses:**

All bonuses are to be determined depending on the employee's behavior and their working ability.

### **12.0.2 Borrowing Tools & Equipment:**

Any equipment that is borrowed from the company is to be put back before offices hours end. If the borrower losses or damages the items they must pay or replace the item.

### **12.0.3 Bulletin Board:**

The company bulletin board is managed by our Communications department. The bulletin board keeps all employees updated on any of EMPIREs upcoming events for the month. If an employee has a request for putting something up on the board they must talk to the Communications department leader.

### **12.0.4 Clean Desk Policy:**

All employees are expected to keep their work area clean at all times. No food or beverages besides water is allowed on your desk. Only employees in the Human Resource department are allowed to access the company cabinet and employee files. All cabinets and files are expected to maintain clean and organized at all times.

### **12.0.5 Communication:**

All EMPIRE employees are expected to be able to communicate with each other. If EMPIRE does not communicate in the company it will turn into a catastrophe.



## Section 10: Other Benefits

### 10.0.1 Annual Party or Outgoing:

EMPIRE will usually have a company potluck for the holidays. An employee has the option to bring food so they have the opportunity to celebrate their birthday.

### 10.0.2 Employee Purchases:

The employees of EMPIRE will have a 25% discount when purchasing from the company

### 10.0.3 Employee Policy:

EMPIRE employees are allowed to receive flowers, balloons, or personal items delivered during office hours.

## Section 11: Safety Rules

### 11.0.1 Safety Rules During Office Hours:

Being safe is an important policy, in which EMPIRE does not allow any aggressiveness.

### 11.0.2 Security:

EMPIRE has security cameras around the office for the safety of all employees and to check that no violation is being committed within the company.

### 11.0.3 Department Service Awards:

Is given to the department who has followed all the rules throughout the year.

### 11.0.4 Smoking:

EMPIRE does not permit smoking in the office. However there are places 50 feet away from the office where employees are allowed to smoke tobacco.

### 11.0.5 Substance Abuse:

NO illegal drugs of any kind are allowed. If an employee is caught with illegal drugs in the office they will suffer the consequence of determination. Any employee abusing illegal drugs will be given an immediate suspension, sent home, and asked to take a drug test.

### 11.0.6 Theft:

If an employee is caught stealing company products, the employee will be reported to the police and will be fired from the company.

### 11.0.7 Traffic Violations:

Applies for employees who drive the company vehicle. If they ever get a ticket the driver will pay for the ticket they received. If the driver gets involved in a car crash the company will cover the expenses.

3.1.2 Failure to meet Requirements: leads to the employee getting a warning

3.1.3 Harassment: EMPIRE will not allow any form of harassment if an employee is feeling uncomfortable working with another employee they should report to Human Resources to find a way to resolve the problem. If the employee is still feeling harassed the harasser would report to the Vice President of Human Resources so appropriate actions would be taken to this subject.

3.1.4 Intoxication and Drug Use: No employee should be under the influence of Drug Use nor be intoxicated. If any EMPIRE employee is suspected to be under the influence they would be asked to take a drug test on a Breathalyzer phone application.. If the employee fails the test they would get an immediate suspension.

3.1.5 Office Expectation: Workplace is expected to be clean at all times. No food or drinks should be in your workplace except beverages

3.1.6 Use of Materials: All materials Provided to the employee by EMPIRE is expected to be taken care off and be put back by the end of the work day.

3.1.7 Use of Internet: Internet should not be used for personal use. Internet is to be used for work purpose only.

3.1.8 Personal Devices should not be used in workplace unless for work purposes. Once given a warning and the employee continues using their personal devices they will be required to meet with a Human Resource representative and discuss the personal device policy as excessive use of personal devices can lead to low productivity

3.1.9 Stealing: EMPIRE has a zero tolerance policy for stealing. If caught stealing the employee would be on an immediate suspension.

3.1.10 Insubordination: Employees should never refuse to do the work that they are assigned to, If so consequence will be given.

3.1.11 Appropriate Dress: Every EMPIRE employee should be dressed appropriately and neatly groomed. Females, should not be showing excessive skin and everything should be appropriately dressed. Males, Attire should not be baggy or saggy.

3.1.12 Tattoos and Body Piercing: Tattoos or piercing should not be showing, tattoos must be covered and piercing must be taken off.

3.1.13 Customer Service expectations: All employees are expected to keep a positive and calm attitude so that the customer is always satisfied.



### **3.0.2 Disciplinary Actions :**

3.1.2 First and Second consequences: The first two consequences are a verbal warning by your department leader.

3.2.2 Third and Fourth consequences : Third and fourth lead to to written warning. These written warnings will be held in the employees personal files.

3.2.3 Five or more: if all of the steps above have been taken and the problem keeps on occurring the employee would have a meeting with the Vice President of Human Resources, their department leader, and either the CEO or COO to discuss on the ongoing issue.

3.2.4 Suspension: When actions lead to suspension the following steps will be taken.

STEP 1: Employee will be sent home for the day

STEP 2: Employee must have a meeting with their supervisor and an hr representative.

STEP 3:Required to go to counseling or treatment program if its drug or alcohol abuse and will be evaluated ever two weeks.

## **Section 4: Compensation and Performance**

### **4.01 Wage and Salary Policies:**

4.1.1 We researched salaries for the employee's job title and got the average of a usual pay for the employee's job title.

4.1.2 All employee's will have a mandatory deduction from their paychecks due to federal tax and state taxes.

4.1.3 If an employee notices an error in their paycheck they must report to the accounting department and explain what it is that they found wrong than the accounting department would look into the problem and should have the problem fixed.

4.1.4 For every hour the employee puts in overtime they get paid 50 cents more than their usual pay.

4.1.5 A part time employee is to work 34 hours a week or less(any more than that will be considered overtime), As for a full time employee is to put in 35+ hours a week

### **7.05 Personal Leave:**

Our company understands that the employees have personal reasons to be out. Such reasons can be sickness/pregnancy, funerals, disabilities and education leaves. If an employee suffers from an injury outside of the work place that prevents employees from working they will be provided with state disability insurance that provides them with a percentage of their salary while they are unable to work. If an employee has an injury or illness that is work related they might be eligible for worker's compensation. If an employee is affected by illness or disability resulting from pregnancy conditions, they will be treated the same way.

### **7.06 Medical Leave:**

This policy explains how Empire contributes to the federal Medical Leave Act of which requires Empire to permit each eligible employee to take up to a period of 12 workweeks of Medical Leave in any 12 month period for the birth or adoption of a child. For purposes of this policy, all leave taken under child care in prior time of birth or adoption will be marked under Medical Leave.

## **Section 8:Government Required Coverage**

### **8.0.1 Workers Compensation:**

All Employees that have worked over a year with the company are eligible to receive compensation insurance which is when an employee has been injured or either has medical expenses they must report their injury immediately to the vice president.

### **8.02 Unemployment Compensation:**

In case there is any misconduct or an employee has been let it go, then there will be no more compensation available for that employee.

## **Section 9:Profits Sharing & Retirement**

### **9.0.1 Profit Sharing Plan:**

The profit sharing plans are all located to all employees based on the workers compensation.

### **9.0.2 Retirement Plan:**

This plan provides tax advantages for retirement savings made in the United States.



## Section 7: Benefits Holiday & Leave

### 7.01 Eligibility of Benefits:

All employees of the company will be getting health insurance. If an employee has lost their job they will still be eligible for unemployment for a period of 30 weeks. In order for that to occur, the employee must have worked at least one year at EMPIRE.

### 7.02 Holidays:

Our company only observes these most important holidays each year for ex: New Year's Day, Martin Luther King Jr. Birthday, Washington's Birthday, Memorial Day, Independence Day (4th of July), Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, and Christmas Day. When a holiday falls on a Saturday the entire company will have the day off the previous Friday. If the holiday happens to fall on a Sunday, the day off will be the upcoming Monday. These holidays will be payed for the employees at their regular rate.

### 7.03: Illness:

When an employee will not be present to work, they will still be payed, if they are sick. Each employee has 11 days of paid sick leave available to them after one year of service. If an employee is out of work due to illness for 3 days they are required to bring a doctor's note.

### 7.04 Vacation Leave:

Empire recognizes that all of our employees work hard and deserve to take some time off to relax, rest and enjoy some vacation or attend any personal events. this is why the company offers a paid vacation system. If the employee is planning on taking some days off and would like to get paid, the employee must have accumulated hours to get the pay of the day the employee will be out. According to the Under California Law , vacation time has to be earned by an employee, vacation pays will add up. The employee will be able to earn five days of vacation if they have been working for the company for up to six months.

4.1.6 Every employee must time in on our virtual time sheet as well as to time out every day. This is to record how many hours an employee worked if you do not clock in nor clock out there will be no way to know if you worked that day or how long you worked.

### 4.0.2 Performance and Compensation Reviews:

4.1.2 Every employee gets evaluated by the end of every week by the department Vice President

4.2.2 Every month we recognize an employee that has shown outstanding achievement and has excelled in their daily tasks. The employee of the month will receive a gift card and a custom designed EMPIRE certificate signed by the CEO and COO of the company.

### 4.03 Store Performance:

We expect every employee to work in store with a satisfying attitude. Empire does not tolerate any employees to be rude or inefficient at our store. Every employee must be on task and must be efficient in our sales. Failure to do so will result in consequences based on the severity on the situation.

## Section 5: Work Schedule

### 5.01 Absence and Tardies:

If an employee knows they will be absent, they are expected to call work to inform us on their absence. If an employee is tardy, they must report to a representative of human resources to explain their tardy. If the employee continues to be tardy, then they must suffer the consequences.

### 5.02 Attendance:

Empire expects great attendance from every employee as it does affect the amount of work we complete. Empire allows all employees to receive 11 days of paid leave a year.

### 5.03 Excessive Absence or Tardiness:

Empire allows a warning for any unacceptable absence or tardies however there are consequences for any excessive absences or tardies.

5.1.3 The first consequence is a verbal warning from the employee's supervisor letting the employee know the importance of being at work and communicating with our company and stating any future consequences that may unfold for the employee.



5.2.3 The second consequence will be a written warning from the employee's supervisor which the employee will then sign stating they are aware of the penalties for being absent or late as well as they agree to being at work and on time. This written warning is also proof that the employee has been talked to by a supervisor and that the employee is aware of the terms. This is also to be kept in the employee's personal file.

5.3.3 The third consequence will be a meeting with a Human Resources representative to validate that the employee has agreed to be at work and on time based on their last consequence and how the employee has violated the written warning. The employee will have to then sign another written warning stating that they indeed have met with a representative from Human Resources.

5.4.3 The fourth consequence will lead to suspension from work which means the employee will not work on that day and will not get paid. The employee will then meet with the Vice President of Human Resources to discuss about the ongoing issue.

**5.4 Lunch Period:**

Lunch periods should be held halfway through an employee's workday. During this lunch period the employee is free from all work. Lunch periods should not exceed 45 minutes. An employee is not allowed to work during lunch periods.

**5.5 Breaks or Rest Periods:**

As an employee, you are entitled for rest periods throughout your work day. Employees are entitled to 2 breaks per workday. One break should be held before lunch and the last break should be held after lunch. Breaks should not be any longer than 15 minutes. Employees have the option to be at their work area or somewhere else during their rest periods as long as they return to work on time. Employees also have the option to continue working during their rest periods but this is on their own free will.

**5.6 Lunchroom Facility:**

The lunch room is an area where all employees are able to use during their lunch break. The lunch area is also a place where you can keep your food in as long as you do label your food with your name. Proper manners and respect is expected to be used while in the lunchroom.

**6.06 Dental Plan**

Applying for delta insurance you are cover with the features listed below. Being covered every month you will be deducted the certain amount of money that the insurance didn't cover from your paycheck. Not having dental insurance and need dental care if you will have to pay the whole amount by yourself.

**Dental Plan: Delta Dental**

• Service	• Plan Pays	• Limitations
• Exam	• 100%	• Twice in a calendar year
• Bitewing X- rays	• 100%	• Twice in a calendar for a children through age 18, or more • In a calendar year for adults 19 and over
• other x- rays	• 80%	• Full-mouth X-rays, single X-rays, and panoramic X-rays once in any 5 year period
• Prophylaxis	• 100%	• Twice in a calendar year
• Fluoride Treatments	• 100%	• only for children up to age 19, twice in a calendar year
• palliative care	• 80%	• Usual, Customary, and reasonable
• Denture Relines	• 80%	• Twice in a calendar year
• Space Maintainers	• 100%	• Usual, customary and Reasonable
• Fillings	• 80%	• Usual, Customary and reasonable
• Stainless steel crowns	• 80%	• Primary teeth only
• Oral Surgery	• 80%	• Usual, Customary
• Crowns and Cast Restorations	• not covered	• Includes replacements in 5 years
• Prosthodontics	• not covered	• Standard removable prosthetic appliances
• Orthodontics	• not covered	• For eligible dependent children, \$1,500 lifetime maximum per insured
• Deductible	• \$25	• Per person, per calendar year, up to a family maximum of \$25
• Maximum	• \$1,000	• Per person, per calendar year

  

• Employee	• Employee + One	• Employee + 2 or more
• \$12.83	• \$21.48	• \$38.56

Please select the plan you would like:

- Employee only
- Employee + one
- Employee + two or more

By signing this document i agree and accept the term for Delta Dental Insurance and will like to have their services for dental insurance.

Name (Print): \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_



### 6.05 Vision Plan

If you are applying for VSP Vision Care Insurance you are covered with all the features listed below. If you are covered every month you will be deducted the certain amount of money that the insurance didn't cover from your paycheck. If you do not have vision insurance and need vision care you will have to pay the whole amount of money by yourself.

• Preferred Provider Network	• Choice
• Employer-paid Plan Option	• Minimum of 10 enrolled employees
• Choice of Copays	• YES
• Well Vision Exam	• Covered in Full
• Basic Lenses	• Covered in Full
• Discounts on Additional Pairs of Glasses	• 20% off
• Contact Lens Exam • (Fitting and evaluation)	• Standard and premium fit: covered in full after copay (15% off contact lens exam services; copay will never exceed \$60)
• Prescription Contact Lenses	• Materials covered in full up to \$130. Exclusive mail-in rebate savings on eligible
• (In lieu of glasses)	• Bausch+Lomb and ACUVUE contact lenses
• VSP Laser VisionCare Program • Discounts on LASIK, custom LASIK, and PRK, plus patient education.	• Average 15% off or 5% off promotional offer.
• Low vision • For people with extremely limited vision, not fully correctable by glasses or contacts	• Exam and allowance for low vision aids two years.

• Employee	• Employee and Spouse	• Employee and Children	• Employee and Family
• \$9.39	• \$15.02	• \$15.33	• \$24.72

Please select the plan you would like:

- Employee Only
- Employee and Spouse
- Employee and Children
- Employee, Spouse, and Children

By signing this document I agree and accept the term for VSP Vision Care Insurance and will like to have their services for vision insurance.

Name (Print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Section 6: Benefits

### 6.01 The Benefits Package:

The benefits package includes all benefits provided by an employer. These benefits include child care, health insurance, paid vacation leave, and personal leave. Health insurance provides assistance with medical costs. Determined on the company policy, employees can pay a fee.

### 6.02 Eligibility for Benefits:

Employees must work a total of at least 40 hours in order to be eligible for our benefit packages. Employees must also be a U.S Citizen to receive our benefits.





### 6.03 PPO Benefit Plan

#### PPO (Anthem Blue Cross) Monthly Plan

Anthem Blue Cross	Deductible 500 PPO
Yours choices	<ul style="list-style-type: none"> <li>Affordable office visit copay</li> <li>Comprehensive health benefits</li> <li>Generic Premium drug benefits</li> </ul>
• Annual Deductible	• \$500 per member; Two-member maximum
• Annual Out-Of-Pocket Maximum • Includes deductible	• \$7,000 per member; Two-Member maximum
• Office Visits	• \$49 copay (not subject to deductible)
• Professional Services • Including maternity, diagnostic lab and X-rays	• 40% after deductible
• Hospital Inpatient	• 40% after deductible
• Prescription Drugs • Amount shown are for a 30-day retail supply. • Home-Delivery Program is available	<ul style="list-style-type: none"> <li>Generic Premium Prescription Drug Formulary</li> <li>Tier 1 \$10 copay</li> <li>Tier 2 \$35 copay</li> <li>Tier 3 30% of prescription drug maximum allowed amount up to a maximum \$200 per \$3500 Tier 3 prescription drug annual out-of-pocket maximum per member \$500 annual pharmacy deductible per member (waived for Tier 1 drugs)</li> </ul>
• Preventive Care • This includes physical exams, preventive screenings and additional preventive care for women provided for in the guidelines supported by the Health Resources and Services Administration	• No copay (not subject to deductible)
• Physical Therapy, Occupational Therapy and Chiropractic Services • (limited to 24 visit/calendar year)	• 40% after deductible

Employee Only	Employee and Spouse	Employee and Children	Employee, Spouse, and children
\$276	\$927	\$708	\$1,083

Please select the plan you would like:

- Employee Only
- Employee and Spouse
- Employee and Children
- Employee, Spouse, and Children

Yes, I agree to enroll with this PPO (Anthem Blue Cross) Plan.

By signing this form I accept this plan and understand it. Empire will contribute \$50 of each employee benefit but the employee is responsible for the extra cost of their own medical plan.

Name(Print) \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### 6.04 HMO Benefit Plan

#### HMO (kaiser Permanente) Monthly Plan

	HMO Deductible Plan
• Features	• \$40/\$4,000 Plan Member pays
• Calendar - Year Deductible • Individual/ Family	• \$200/\$400
• Pharmacy Calendar Year Deductible	• N/A
• Annual out-of-pocket Maximum • Individual/Family	• \$4,500/\$9,000
• In the Medical Office • Office Visits • Preventive Exams • Maternity/Prenatal Care • Well-child preventive visits • Vaccines (Immunizations) • Allergy Injections • Infertility services • Occupational, physical, and speech therapy • Most labs and Imaging • MRI/CT/PET • Outpatient Surgery	<ul style="list-style-type: none"> <li>\$40</li> <li>\$40</li> <li>\$0</li> <li>\$0</li> <li>\$0</li> <li>\$5 (after deductible)</li> <li>Not covered</li> <li>\$40 (after deductible)</li> <li>\$10 (after deductible)</li> <li>\$50 (after deductible)</li> <li>30% (after deductible)</li> </ul>
• Emergency Services • Emergency Department visits (waived if admitted directly to hospital) • Ambulance	<ul style="list-style-type: none"> <li>30% (after deductible)</li> <li>\$100 (after deductible)</li> </ul>
• Prescriptions • Generic • Brand-name	<ul style="list-style-type: none"> <li>(up to 30-day supply)</li> <li>\$10</li> <li>\$35</li> </ul>
• Hospital Care • Physicians' services, room and board, test, medications, supplies, therapies • Skilled nursing facility care (up to 60 days per benefit period)	<ul style="list-style-type: none"> <li>30% per admission (after deductible)</li> <li>30% per admission (after deductible)</li> </ul>
• Mental Health Services • In the medical office (up to 20 visits per calendar year) • In the hospital (up to 30 days per calendar year)	<ul style="list-style-type: none"> <li>\$40 (for individual therapy)</li> <li>\$20 (for group therapy)</li> <li>30% per admission (after deductible)</li> </ul>

Employee Only	Employee and Spouse	Employee and Children	Employee, Spouse, and Children
\$61	\$255	\$202	\$317

Please select the plan you would like:

- Employee Only
- Employee and Spouse
- Employee and Children
- Employee, Spouse, and Children

Name (Print): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

