

Vend-Inc

Need An Item, We Provide Them

Employee Manual 2016



1401 S. Grand Ave
Santa Ana, California 92705

WELCOME TO THE VEND-INC. FAMILY



Welcome new employee!

On behalf of you fellow employees, I welcome you to Vend-Inc. and wish you every success here. We believe that each employee contributes directly to Vend Inc's growth and success, and we hope you will take pride in being a member of our team. This handbook was developed to describe the expectations of our employees and to outline the policies, programs, and benefits available to eligible employees. Employees should familiarize themselves with the contents of the employee handbook as soon as possible, for it will answer many questions about employment at Vend-Inc. We hope that your experience here will be a enjoyable, rewarding, and an opportunity for you to grow.

Jasmin Diaz
Vice President Of Human Resources

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Section 1.1

What the company expects from the employee:

Vend-Inc. expects you to be responsible for your own actions in the working environment. Certain characteristics that you must acquire for this company.

employees must demonstrate dependability such as arriving on time, well-dressed appropriate for the work environment, and working in a professional manner.

Employees must be motivated to accomplish the work required and be able to do the unexpected.

Employees must demonstrate a positive presentation of the company:

- Trustworthiness & Good work ethics
- Positive attitude towards peers and self
- Work efficiently in a team

SECTION 1.2 ABOUT THE COMPANY

Vend-inc is a worldwide company that delivers vending machines with products that you desire. Our company provides you with anything that you want to have in your vending machine. You can order a vending machine with various options of snacks. Our company will be expanding in having more variety of products.

1.3 What we expect from our company:

In our company we will be expecting several basic things from our members. This company will anticipate on respect, responsibility, communication, organization, dress code etc. Vendi-inc company members will have to respect members with no negativity. Responsibility is very important norm because it will bring success and growth to Vend-inc

SECTION 2.1 PERSONNEL ADMINISTRATION

Your Personnel File - We will have your address location and records with files such as:

- full name
- employee social security
- home address, including zip code
- date of birth
- gender
- job title
- basic payroll records

Employment Classifications- Monday- Friday from 10:00a.m.- 6:00p.m. Everyone is expected to be in their workplace at 10:00a.m. and ready to work.

Section 3.1 EMPLOYMENT POLICIES

Employees must do as they are told they will receive instructions from their leaders and will have to follow the instructions that are given.

3.2 Anniversary Dates

Celebrating the day we opened the company.

3.3 Aptitude Testing

Has two parts, first part will be multiple choice, second part will be a descriptive writing about a policy issue.

3.4 At Will Employment

The company has the right to terminate employees at any time for any reason.

3.5 Bonding Requirements

Employees are required to bond with each other, if employees have any personal issues outside the office.

3.6 Business Hours

Employees are required to work 8 hours per day

3.7 Confidential Information- Records included but are not limited to :

- payroll records and information regarding salary
- personal records
- computer system password and security codes
- employee medical records
- employee training records

3.8 Customer Relations

The way that our company communicates and interacts with our customers will cultivate a good customer relation. We will focus on having a good attitude when communicating with customers and we will try to help them in the best way possible. If any misunderstanding or accident occurs with an employee and a customer, we will have the customer directly in communication with one of our Vend Incs supervisors and if the customer is still unhappy the supervisor will have the Human Resources figure out a solution with both the customer and employee and will investigate by taking a report of both statements and analyze it thoroughly to come to an agreement.

3.9 Equal Employment Opportunity

All employees are equal no discrimination will be tolerated. Supervisors must give positive feedback to employees. If employees work is under expectations the supervisor has the right to pull the employee aside and talk to them about their concern of work. If the employee wants to stay anonymous the human resource department will have a meeting with their supervisor about the interaction with their employees.

3.10 Former Employees

The HR department can not give personal information about an employee to another formal employee.

3.11 Harassment

Harassment will not be tolerated in our company . Ifharassment occurs you will have consequences.

3.12 Health Examinations

All information regarding the medical condition or history of an employee must be kept in files

separate from the employee's personnel records and treated as confidential information.

3.13 Introductory Period

Is a period where an employee has the chance to prove to the company if they are an employee that will bring success.

3.14 Job Descriptions

There are 9 departments in our company : CEO, COO, accounting, sales, marketing, human resources, communications, digital media, arts, and publication.

Section 4.1 STANDARDS OF CONDUCT

4.2 UNACCEPTABLE ACTIVITIES - THESE ARE THE ACTIVITIES THAT WILL NOT BE TOLERATED IN VENDI-INC

- HARASSMENT/DISCRIMINATION
- TARDINESS
- ATTENDANCE
- VIOLATIONS FOR MORAL STANDARDS
- DRUG/ALCOHOL USE
- FOUL LANGUAGE
- DISRESPECT TOWARD PEERS OR ANY MEMBERS IN THE COMPANY

4.3 DISCIPLINARY ACTIONS -

- WHEN BEING HARASSED BY ANOTHER MEMBER REPORT TO YOUR SUPERVISOR, MANAGER, THE HARASSMENT WILL THEN GO UNDER INVESTIGATION BY THE HR DEPARTMENT AND FIND A REASONABLE SOLUTION FOR BOTH EMPLOYEE SUCH AS HARASSMENT TRAINING SEMINAR, FOR THE ONE HARASSING THE OTHER EMPLOYEE OR MEMBER
- KEEP YOUR CRITICISMS FREE OF NON-WORK RELATED MATTERS
- IF ANY PHYSICAL CONDUCT WITH ANY EMPLOYEE BOTH WORKERS WILL BE SENT HOME FOR THE REST OF THE DAY

4.4 DISMISSAL -

- ONLY WHEN IT IS EMERGENCY

SECTION 5.1 COMPENSATION & PERFORMANCE

- EACH DEPARTMENT HAS A DIFFERENT SALARY

5.2 WAGE AND SALARY POLICIES

- COMPUTING PAY - YOU WILL RECEIVE A SALARY PAYCHECK

5.3 Mandatory Payroll Deduction

Under our company the accounting department may deduct from an employee's wage Deductions that are required are for income taxes

5.4 Voluntary Payroll Deduction

- Voluntary payroll deductions are based on the choice of the accounting department

5.5 Error In Pay

- If there is an error in the amount of pay, the employee must talk to the accounting department.
- Once a pay error is discovered, the department will look for what caused this mistake

5.6 Overtime Pay

- in our company it is mandatory to work 8 hours a day after 8 hours you will be paid overtime

5.7 Pay Period and Hours -

- work hours are from 10 a.m - 6 p.m

5.8 Time cards / Records - all payroll records will be maintained in the accounting department

5.9 Performance and Compensation- Employees will be evaluated for their performances. Employees will be compensated if working well.

5.10 Objectives

- have employees with good qualities
- trustworthy
- employers who will bring success

5.11 EMPLOYEE OF THE MONTH

Our procedure of choosing an employee of the month, will be that each leader will get a month and in that month they will have the opportunity to give a recognition to an employee in their department that has given dedication, Positive attitude, and excellence in their everyday workshop

Section 6.1 Work Schedule:

6.1 Work hours are from 10a.m- 6p.m Monday- Friday

6.2 Tardy Policy

Three Tardies = Step 1: Verbal Warning

Five Tardies = Step 2: Written Warning

Seven Tardies = Step 3: Final Warning, employee will be put under Performance Improvement Plan

Nine Tardies = Step 4: Boss will interfere, final meeting with employee and their supervisor

6.3 Absences or Lateness

A absence occurs when an employee misses more than three hours of work within a normal workday. An absence of multiple days due to the same illness, injury, or other incident will be counted as one occurrence for the purpose of this policy. If not following this section employee will be put under an attendance contract.

- Must phone in early with reasonable notice to work of absences or lateness

6.4 Attendance

Employees must attend work on their regular work time schedule. Unless the following:

Legitimate Illness

Family Scenario

Jury Duty

Religious Reason

Holidays

6.5 Break and Rest period

California law does not pay employees during break, lunch or resting periods. However, the law doesn't require these breaks for employees.

California requires employers to provide employees who have worked five hours a 30-minute break. Employees who have worked more than 10 hours you're entitled to a second 30-minute break.

California does require employees have a resting period, at least 10-minutes for the four hours worked.

- May not take early arrive time to work for external lunch time

6.6 Excessive Absenteeism or Lateness

Three federal laws critical to employee absenteeism issues are: the Family and Medical Leave Act (FMLA), the Americans with Disabilities Act (ADA), the Uniformed Service Employment and Reemployment Rights Act (USERRA) and Title VII of the Civil Rights Act of 1964 (Title VII)

6.7 Closure after starting time

Employees must not work after 6:00p.m due to custodian work cleaning up the company office unless working overtime

6.8 Record of Absences and Lateness

Time, Attendance, Lateness, and Work Schedule will be recorded on the employee's personal file of the company.

6.9 Lunch Period

Serves a different purpose than a break or rest period. California entitles employees a 30-minute break for five hours worked.

6.10 Lunch Room

The cafeteria is available to all employees during lunch time or break period.

Section 7 Benefits Policy

7.1 Benefits are important to the employee's life, benefits are provided by Vend-Inc that are based upon your decision of choice from the options provided by the company benefits.

Eligibility for Benefits- In order to receive eligibility benefits you have to pay the following:

Must pay social security taxes.

Must pay unemployment state taxes.

7.2 Paid leave for Absences

Leave can fall under different categories, the most common being annual leave and sick leave.

Leave can be charged in 15 minutes.

7.3 Annual leave

Annual leave is paid time off at the regular rate of pay. It is intended for any personal use. (Vacation/ Sick Leave) Full-time employees accrue annual leave at the following rates:

An employee with less than 3 years of service earns 4 hours of annual leave each pay period(104 hours. per leave per year)

An employee with 3 to 15 years of service earns 6 hours each pay period (160 hours per leave year)

An employee with 15 years of service or more earns 8 hours each pay period

7.4 Holidays paid for only the following:

New Year's Day
Memorial Day
Independence Day
Labor Day
Thanksgiving Day
Christmas Day
Martin Luther King Jr. Day
President's Day
Columbus Day
Veterans Day

7.6 Vacation-

FLSA does not require payment for time not worked such as Sickness, Vacation, Federal, or other holidays. The benefits are an agreement between the company and their employees.

7.7 Amount of vacation

Employees will receive at least a minimum of 2 weeks paid vacation time after a year of employment.

7.8 Vacation Policies- Vacation is required to be paid by the state law also a policy agreement between the company and employees. The following should be done if planning to go on a vacation: A month in advance request for vacation time should be made. (verbally or written)

7.9 Accumulation Policy

California Labor Law protects your right to keep vested vacation pay. Under California Law, vacation and PTO are wages that have been earned, but not yet paid to the employee. As such, once you earn the vacation, it can not be taken away, and "use it or lose it" policies are illegal.

7.10 Payment in Lieu of Vacation

If a payment in lieu of vacation is made to an employee under a vacation agreement such payment shall not constitute remuneration with respect to any particular day or days. A payment under a vacation agreement shall be regarded as in lieu of vacation if:

- (1) The payment is made at the end of the vacation year to an employee who did not take his vacation during such year
- (2) The payment is made after the employee's death, or after he ceased service for the purpose of receiving an annuity, and the payment is credited to the employee's last day of service; or
- (3) It is otherwise established that the parties intended the payment to be in lieu of vacation, without reference to any particular period.

7.11 Funeral (Bereavement) Leave

Allows receive pay because of the death of a close relative, friend or associate. The amount of leave days may vary on the individual.

An employee is allowed for three days of duty pay of the death of a spouse, brother, sister, stepparent, or stepsibling

An employee allowed one day off duty with pay due to a deceased employee, brother or sister in

law, aunt, uncle, grandparent or grandchild.

An employee is allowed to leave up to four hours due to death of employee or retiree. Provide absence of duty without interfering with the operation of the company

7.12 Jury Duty

California pays jurors \$15 on your second day of jury service and jurors receive \$0.34 for each mileage traveled to court. Therefore while serving on a jury the state laws don't require to pay employees of a company.

Mileage is only paid one way, for the way to court and travel starts on the second day.

7.13 Personal Leave

California state law of personal leave absences are legally required in the following situation:

Family leave enforced by DFEH and CFRA

Sick leave enforced by FMLA

Jury Duty state's employee is not required to compensate employees time off during the jury service.

Emergency Volunteer duty of emergency is not required to pay, all employees are provided a leave of absences due to volunteering in emergency duty as a Firefighter, Police Officer etc..

7.14 Sick Leave

California employers must provide paid sick leave to employees:

Any employee whose worked 30 consecutive days or worked for a year of the company.

7.15 Unpaid Sick Leave

Drug and Rehabilitation-

Employer with more than 25 documented sick days must communicate with an employee participating in a Drug and Alcohol Rehabilitation program. If employee is caught intoxicated while working, employee must do the breathalyzer and must go to Drug Classes, have a record of their attendance.

- Employer must safe-guard the employees privacy regarding their enrollment in the program
- Employer may terminate or refuse to hire the employee because the enrollment in the program affects their ability to perform their duties, or can't perform duties in a manner that won't endanger their own health or safety or others.

7.16 Disability Leave

The term "disability leave" is used to refer to a leave from work for one of a variety of reasons. It is used to refer to leave taken by a disabled employee as a reasonable accommodation under the Americans with Disabilities Act. The term may be used loosely also to refer to sick leave; time off from work for health reasons, whether paid or unpaid, that is not covered under an employer's disability policy. Finally, the Family & Medical Leave Act (FMLA) permits certain employees with a "serious medical condition" to take a leave.

7.17 The Pregnancy Discrimination Act

Passed down in 1978 which gives pregnant women the same rights as others with "medical conditions" by prohibiting job discrimination. This is a discrimination law that protects you

from being treated differently than other employees. If your company doesn't provide job security or benefits to other employees, it means that they also aren't provided for you. This applies to companies with 15 or more employees

Employer may not fire nor mandate maternity leave

Must be granted same benefits as another employee who has a medical condition

May be given modified, alternative assignments, disability leave or leave without pay this depends on the company policies

Allowed to work as long as you perform your job

Guaranteed job security during your leave

During your leave, can accrue seniority and remain eligible for pay increase and benefits

7.18 Educational Leave

FMLA allows the employee a leave of absences for school of their child. California state law does not require pay leave. The employee must give a reasonable notice to employer

Time off to visit the school of a child, at least the employers with 25 employees working at the same location and must allow caregiver to take at least 40 hours off per year to attend their child's school if mandatory to appear in school or optional for activities.

Employees must utilize vacation/person or compensatory time off for this purpose.

7.19 Election Day

if employees don't have enough time to vote, they may take the time off during work hours in the beginning or the end of their shift.

Best time to vote is during free time.

2 hours only provide with no pay loss

Must notice at least two days before voting time.

The Benefit Plan information will be provided at the end of the manual.

Section 8 Government Required Coverage

8.2 Workers Compensation

The state system that pays economic benefits to workers who become injured or disabled in the course of their employment. Sick pay may qualify as workers' repayment under certain conditions. (California Insurance Company)

8.3 Unemployment Compensation

Money for replacement, wages or salary, paid to recently unemployed workers under a program administered by a government. After unemployment compensation you will need to fulfill the following criteria:

Physically able to work

Be available for work

Be ready and willing to immediately accept work

Be actively looking for work

8.4 Social Security- (United States federal program of social insurance and benefits requires that in order to be a Vend-inc employee payment into social security will be required).

Section 9 Profit Sharing & Retirement

9.1 Profit Sharing- Employee has the right to determine when and how much the company pays into the plan, the amount chosen for every individual account is based on the salary level of the contributor.

9.2 Retirement Plan- 9% of your base salary up to the integration level plus 14% of your base salary above the integration

Section 10 Other benefits

10.1 Apprenticeship Program

This program is given to all future employees for on-the-job training.

10.2 Credit Union Membership

This membership is a non-profit devising money conjunctive whose members can acquire deposits at low interest rates. The benefits are: higher interest rates, lower rates, fees and credit card rates.

10.3 Employee policy- Vend-Inc does accept delivery of flowers, balloons, etc. During office hours as long as they are not a distraction for employees.

Section 11 Other Company Policies

11.1 Bonuses- Bonuses include base salary, bonus plans, benefits, and non-cash compensation.

11.2 Borrowing tools and equipment -All tools and equipment from the office must be returned.

11.3 Bulletin boards- Employees' birthdays are posted on the bulletin board each month, employees of the month and upcoming events are also posted on the bulletin board.

11.4 Clean desk policy- Food cannot be brought to the office due to incidents that can damage our electronics and paperwork. Our environment is expected to be clean, organized, and professional looking.

11.5 Communications- Employees need to communicate in order to succeed like responding to

other employees emails and messages.

11.6 Community activities- Donations supporting persons with disabilities, science, and technology, social welfare, disaster aid and other areas is part of our community activities.

11.7 Company meetings- When there is a company meeting it is mandatory for all employees to attend.

11.8 Computer software- If you make a copy of protected work without the owner's permission it is considered a violation.

11.9 Contributions - Employees have option to join a company plan. With this plan employees may choose whether to contribute whole paycheck or a portion of it.

11.10 Conversion Privileges- Employees must notify human resources if their home address , phone number, or if insurance policy changes.

11.11 Department Meetings- Each week we have a supervisor from each department meet to discuss how each department and employee is doing.

11.12 Dress Code/Personal Appearance

Employees must be dressed in a formal professional attire when attending the company or doing formal presentations. When attending trade fairs employees will wear our company attire. They will be asked to dress in a professional manner if they don't follow the company expectations they will be counseled on appropriate business attire for office. If these regulations are violated the following will occur

1 step = Verbal Warning to employee

2 step = Written Warning added to personnel file

3 step = Boss will have to interfere and meet with employee

11.13 Employee Referral/Recruitment Bonus- Employees will be given a referral by their supervisor if their supervisor feels like it's necessary.

11.14 Entering and Leaving the Premises- Employees enter work at 10 a.m and leave at 6 p.m

11.15 Fire Drills- When the fire drill goes on everyone is to evacuate the building and exit through the back doors.

11.16 Food in office- Food is not permitted in the office due to incidents that can damage our electronics.

Section 12 Safety Policies:

The company seeks to minimize the risks to employees and expects each employee to act responsibly by:

Complying with Federal, State, and Local regulations

- Encouraging safety and security practices among peers
- Adhering to departmental safety procedures
- Reporting violations of safe practices to the Environmental Health and Safety (EHS) office which is the Human Resource Department
- Reporting on-the-job accidents in a timely manner in accordance with the Vend-Inc. Company guidelines to the Workers' Compensation Office
- Reporting crimes and suspicious situations to Protective Services
- Reporting personal injury from an on-campus accident requiring immediate attention

KAISER PERMANENTE \$35 POS PLAN RATE AREA 5

EFFECTIVE 1/1/10-6/1

Our point-of-service plan gives employees the flexibility to choose physicians and services inside or outside the Kaiser Permanente network.

Monthly rates for groups new to Kaiser Permanente

16 to 50 enrolling employees RAF ²² .90					6 to 15 enrolling employees RAF ²² 1.00					5 or fewer enrolling employees RAF ²² 1.10				
\$35 POS PLAN					\$35 POS PLAN					\$35 POS PLAN				
Age	EE only	EE+S	EE+C	EE+S+C	Age	EE only	EE+S	EE+C	EE+S+C	Age	EE only	EE+S	EE+C	EE+S+C
<30	\$336	\$982	\$966	\$1,239	<30	\$373	\$1,057	\$962	\$1,276	<30	\$111	\$1,168	\$1,059	\$1,314
30-39	\$385	\$1,056	\$972	\$1,383	30-39	\$428	\$1,174	\$1,002	\$1,342	30-39	\$471	\$1,292	\$1,103	\$1,397
40-49	\$503	\$1,119	\$982	\$1,440	40-49	\$539	\$1,243	\$980	\$1,600	40-49	\$615	\$1,368	\$1,078	\$1,760
50-54	\$663	\$1,303	\$1,034	\$1,684	50-54	\$737	\$1,536	\$1,149	\$1,871	50-54	\$811	\$1,690	\$1,264	\$2,058
55-59	\$830	\$1,744	\$1,156	\$1,987	55-59	\$923	\$1,936	\$1,330	\$2,208	55-59	\$1,015	\$2,132	\$1,462	\$2,429
60-64	\$1,045	\$2,024	\$1,317	\$2,292	60-64	\$1,161	\$2,289	\$1,397	\$2,546	60-64	\$1,277	\$2,475	\$1,646	\$2,801
65+	\$1,264	\$2,767	\$1,679	\$2,909	65+	\$1,404	\$3,026	\$1,365	\$3,232	65+	\$1,345	\$3,406	\$2,052	\$3,356

Employee/Dependent codes	EE only = eligible employee only	EE+C = eligible employee plus child or children
	EE+S = eligible employee plus spouse	EE+S+C = eligible employee plus spouse and child or children

Rates listed are for new Kaiser Permanente contracted employer groups with at least 2 but no more than 50 full-time employees worldwide (working at least 30 hours per week). Rates are not applicable to groups currently enrolled with Kaiser Permanente. Final rates are contingent upon actual enrollment and review of applications.

Kaiser Permanente plans do not include a pre-existing condition clause.

*Based on maximum allowable charge for covered services

Payments are based upon the maximum allowable charge for covered services. Maximum allowable charge means the lesser of the usual, customary, and reasonable charges; or the negotiated rate; or the actual billed charges. The maximum allowable charge **may be** less than the amount actually billed by the provider. Covered persons may be responsible for payment of any amounts in excess of the maximum allowable charge for a covered service. Deductible amounts are combined for services provided by PHCS network and nonparticipating providers. Deductibles do not count toward satisfying the out-of-pocket maximum. This plan carries an embedded deductible. Each family member becomes eligible for benefits after meeting the individual deductible, or when the family deductible is satisfied.

¹The annual out-of-pocket maximum (OOPM) is the limit to the total amount that an individual (self-only) or family must pay for certain services in a calendar year (as discussed in the Evidence of Coverage and the Certificate of Insurance). A family member can meet the individual annual out-of-pocket maximum before the family out-of-pocket maximum is satisfied.

²Covered charges incurred to satisfy the out-of-pocket maximum at the PHCS network level will not be applicable toward satisfaction of the out-of-pocket maximum at the nonparticipating providers level. Likewise, covered charges applied to satisfy the out-of-pocket maximum at the nonparticipating providers level will not be applicable toward satisfaction of the out-of-pocket maximum at the PHCS network level. Covered charges incurred to satisfy the out-of-pocket maximum at the Kaiser Permanente in-network providers level will not be applicable toward satisfaction of the out-of-pocket maximum at the PHCS network or nonparticipating providers level. Covered charges at the PHCS network and nonparticipating providers level will not be applicable toward the satisfaction of the out-of-pocket maximum at the Kaiser Permanente in-network providers level.

³The family out-of-pocket maximum equals three times the individual out-of-pocket maximum for family contracts of three or more members. Family contracts with two members will require each member to satisfy the individual out-of-pocket maximum.

⁴Maximum benefit while insured is \$2 million combined for services provided by PHCS network and nonparticipating providers.

⁵Scheduled prenatal visits and the first postpartum visit.

⁶Well-child care is covered by Kaiser Permanente Plan providers (HMO) through age 20 months.

⁷Well-child care (ages 0 to 18) is exempt from deductibles from PHCS network providers and includes immunizations.

⁸In accordance with California law, health care plans and insurers are required to offer contract holders and policyholders the option to purchase coverage of infertility treatment (including in vitro fertilization). For details regarding this optional coverage, including how you may elect this coverage and the amount of additional rates, please contact your broker or the Account Management Team at 1-800-790-6661.

⁹All outpatient therapies are limited to 62 days per calendar year for services from PHCS network and nonparticipating providers combined.

¹⁰Kaiser Permanente Insurance Company (KPIC) pays a maximum of \$400 per procedure for outpatient surgery services from nonparticipating providers.

¹¹A few drugs have different copayments; please refer to the Evidence of Coverage for detailed information about prescription drug copayments. Nonformulary prescriptions that are not covered as an HMO benefit are underwritten by Kaiser Permanente Insurance Company (KPIC), a subsidiary of Kaiser Foundation Health Plan Inc.

¹²Participating MedImpact pharmacy copayments and deductibles are not subject to, nor do they contribute toward satisfaction of, the calendar-year deductible or the OOPM. Select prescription medications are excluded from coverage. Please consult your participating pharmacy directory for a current list of participating pharmacies.

¹³Care in a skilled nursing facility is limited to 100 days per benefit period.

¹⁴Kaiser Permanente Insurance Company pays a maximum of \$600 per day combined for all hospital care received from nonparticipating providers, excluding physician, surgeon, and surgical services.

¹⁵Visit or day limits do not apply to serious emotional disturbances of children and severe mental illnesses as described in the Evidence of

Vend-Inc Employment Agreement

1.) Attendance/Tardy to the office

Employers are free under federal and state law to establish their own policies subject to minimum wage and overtime rules. Absences and tardiness can occur for many reasons and some reasons are protected by family and medical leave act. Everyone needs to be here on time.

2.) Internet use for personal work

Internet and computers are only to be used for personal work. You will have 3 warnings. After those 3 warnings if you continue to be off task each incident will be put in your personal file, this will affect your quarterly performance review. Human resources will contact you to have a meeting and discuss the problem.

3.) Use of personal music device

Shut off your personal device and place it somewhere where it will not be seen and will not distract you from working. If you are seen using it you will be asked to put it away. If you continue to use it you will be written up and put it in your personal file. If there is an emergency please contact your supervisor or Human resources if you need to use your phone.

4.) Eating at your desk in the office

Food cannot be brought to the office due to incidents that can damage our electronics and paperwork. The only drink allowed in the office is water. Our environment is expected to be clean, organized, and professional looking.

5.) Working in your assigned department

All employees are assigned a workspace within your department. You are expected to work in your department unless authorized to work in another workspace. Employees who are failing to do so will be written up and have a meeting with Human resources and Department leader.

Employee signature _____

Date _____

KAISER PERMANENTE HSA-QUALIFIED DEDUCTIBLE HMO PLANS RATE AREA 5

EFFECTIVE 1/1/10-6/1/10

These deductible plans feature lower monthly premiums and optional employee-owned savings accounts.

Monthly rates for groups new to Kaiser Permanente

16 to 50 enrolling employees RAF ¹ .90					6 to 15 enrolling employees RAF ¹ 1.00					5 or fewer enrolling employees RAF ¹ 1.10				
\$30/\$3,000 PLAN WITH HSA					\$30/\$3,000 PLAN WITH HSA					\$30/\$3,000 PLAN WITH HSA				
Age	EE only	EE+S	EE+C	EE+S+C	Age	EE only	EE+S	EE+C	EE+S+C	Age	EE only	EE+S	EE+C	EE+S+C
<30	\$92	\$251	\$208	\$302	<30	\$102	\$279	\$231	\$336	<30	\$112	\$307	\$253	\$370
30-39	\$108	\$289	\$218	\$338	30-39	\$120	\$321	\$242	\$376	30-39	\$132	\$353	\$267	\$413
40-49	\$146	\$298	\$229	\$379	40-49	\$163	\$332	\$255	\$422	40-49	\$179	\$365	\$280	\$464
50-54	\$195	\$405	\$267	\$448	50-54	\$217	\$451	\$297	\$499	50-54	\$239	\$496	\$327	\$549
55-59	\$243	\$505	\$315	\$554	55-59	\$270	\$561	\$350	\$615	55-59	\$297	\$617	\$385	\$676
60-64	\$311	\$622	\$384	\$688	60-64	\$345	\$691	\$427	\$765	60-64	\$380	\$761	\$470	\$842
65+	\$377	\$860	\$447	\$902	65+	\$419	\$955	\$497	\$1,002	65+	\$461	\$1,051	\$547	\$1,103



Performance Review

Monthly Salary increases

65-70 - 10% increase

40-64 - 5% increase

20-39 - 2% increase

0-19 - 1 Month

Re-Evaluation To Improve

Employees Name _____

Supervisors Sig. _____

Evaluation Period _____

Date _____

NORMS	UNSATISFACTORY 0-2	BELOW EXPECTATIONS 3-4	MEETS EXPECTATIONS 5-6	EXCEEDS EXPECTATIONS 7-8	OUTSTANDING 9-10	Employee	Supervisor
Responsibility	Doesnt do the work she/he has assigned	Work is always incomplete often or requires revision	Work is complete within the time its due	Work is finished in an good quality. With a few errors and routinely on time	Exceeds work and is always complete or due before its deadline		
Productivity	Produces very little	Not as productive as needed from an employee needs to improve	Satisfactory amount of production, but needs to improve	Very productive and gets all work done	Productive effort towards work and other employees, puts in extra time		
Attendance	Over 5 absences and over 3 unexcused and 7 tardies	More than 3 tardies/2 absences/1 unexcused	Less than 2 tardies & 1 absence	Small issues on attendance, rarely late or absent	Never absent or tardy		
Attitude	Unacceptable attitude towards employees and supervisor	Frequently having a bad attitude, employee gets angry quickly	Only one or two times there was an attitude problem	Always has a pleasant attitude	Great attitude and motivation towards peers and company		
Communication	Never communicates with other employees	Only social with one or two peers	Interacts with a few workers in their department	Always communicating with others at Vend-Inc	Postive attitude when it comes to communication in the company		
Initiative	Only works when he/she is told	Frequently needs help and guidance to start working	Does what is required	Steps up when they see thing that need to be done	Does things to help company without even asking		
Teamwork	When grouped with others he/she doesnt participate or communcate	Requires extra effort to work as a team	tries to participate or communicate	Always participates in a teamwork task	Always looking to help team and the company		

Comments: _____ **TOTAL** _____

Vend-inc's Performance Review is an examination and discussion of an employee's performance of assigned duties and responsibilities twice a year. Each member of the Human Resources Department will discuss the score that the employee gave herself or himself and the score he/she received by their supervisor. The seven norms every employee is examined on are; responsibility, productivity, attendance, attitude, communication, initiative, and teamwork. Each category is a score from 0-10 points with a maximum average of 70 points. When having a total score of 20-39pts. you may receive a 2% raise on your monthly salary, 40-64pts. will put you at a 5% raise, and a 65-70pts. total score could put you at a 10% raise. If having a total score besides ones mentioned employees will have one month to improve on their re-evaluation. A change we would perform on the Performance Review is changing the scores that match up with the increase of a monthly salary.

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