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Knowledge • Commitment • Success

PAID LEAVE

- ~ Holidays: 6 paid holidays are observed per calendar year
- ~ Sick Leave: Starts accumulating after 6 months of employment
 - ≈ Employees receive six (6) paid sick leave days per calendar year
- ~ Vacation: Starts accumulating after 6 months of employment
 - ≈ Employee receives five (5) work days year 1
 - ≈ Employee receives ten (10) work days years 2-9
 - ≈ Employee receives fifteen (15) work days after 10 years
 - * Only regular part time and full time employees are eligible for holiday pay *
 - ** Only regular full time employees are eligible for sick and vacation leave **

INSURANCE BENEFITS

- ~ Health Insurance
 - ≈ Employees are eligible the first of the month following the start date
 - ≈ Company pays 75% of family plans; 65% of single plans
- ~ Dental Insurance
 - ≈ Employees are eligible the first of the month following the start date
 - ≈ Company pays 50% of premium.
- ~ Vision Insurance
 - ≈ Employees are eligible the first of the month following the start date
 - ≈ Employee pays 100% of premium.
- ~ Group Life Insurance
 - ≈ Employees are eligible the first of the month following 30 days of employment
 - ≈ Company covers 100% up to \$50,000. Additional coverage available.
- ~ 125K Cafeteria Plan
 - ≈ Employees are eligible the first of the month following 30 days of employment
 - ≈ Pre-Tax contributions for non-reimbursed medical expenses and childcare
 - * Only regular full time employees are eligible for insurance benefits *

RETIREMENT PLANS

- ~ Co-Op Retirement (Defined Benefit Pension plan)
 - ≈ Required by all employees and begins after 1,000 hours of employment
 - ≈ Contribution and accrual rate may vary ~ current employee contribution rate is 3%
- ~ 401k Plan (Defined Contribution plan)
 - ≈ Enrollment begins after 90 days of employment ~ 1,000 hours for part-time
 - ≈ Traditional pre-tax and Roth after-tax plans available
 - ≈ Company currently matches 100% of employee contribution up to 4%
 - ≈ Immediate vesting of company contributions