



## EMPLOYEE BENEFITS OVERVIEW



### PAID HOLIDAYS

10 PAID DAYS PER YEAR; 30-DAY WAITING PERIOD.

### PAID TIME OFF

ALL FULL-TIME EMPLOYEES ARE ELIGIBLE TO EARN PTO ON A BI-WEEKLY BASIS CONSISTENT WITH THE PAYROLL SCHEDULE. PTO IS ACCRUED BY WORKING AT LEAST 40 HOURS PER WEEK. SCHEDULED PTO AND COMPANY HOLIDAYS WILL BE CONSIDERED HOURS WORKED FOR PURPOSES OF ACCRUING TIME.

AAON, INC. REALIZES THAT NEWLY HIRED PERSONNEL MAY ALSO HAVE EMERGENCIES, ILLNESSES, OR OTHER UNEXPECTED EVENTS REQUIRING TIME OFF. THEREFORE, UP TO 40 HOURS OF UNPAID TIME OFF IS PROVIDED UNTIL THEY BECOME ELIGIBLE FOR PAID TIME OFF.

### 401K

IMMEDIATE ELIGIBILITY. AUTO ENROLLMENT AT 6%; COMPANY MATCHING 175% UP TO 6%.



### UNIFORMS

CINTAS CORPORATION PROVIDES RENTAL UNIFORMS FOR EMPLOYEES WHO ARE ENROLLED IN THE UNIFORM RENTAL PLAN. EMPLOYEES ARE ELIGIBLE TO ENROLL AFTER 60 DAYS OF EMPLOYMENT.

### SAFETY GLASSES

\$100 or 65% OF COST FOR PRESCRIPTION SAFETY GLASSES; 60-DAY WAITING PERIOD FOR NEW HIRES.

### STEEL-TOED SHOES

\$20 ALLOWANCE; 60-DAY WAITING PERIOD FOR NEW HIRES.

### TUITION

REIMBURSEMENT FOR **ELIGIBLE** TUITION & MANDATORY FEES (IN ACCORDANCE WITH COMPANY POLICY).

### PROFIT SHARING

QUARTERLY BASIS AFTER WAITING PERIOD AS PER POLICY. (**\$6,223.00** WAS PAID TO EACH ELIGIBLE PERSON IN 2016.)

### DIRECT DEPOSIT

NET PAYROLL PROCEEDS DEPOSITED TO FINANCIAL INSTITUTION OF YOUR CHOICE.



### JURY DUTY

PAID, AS DEFINED IN THE HANDBOOK.

### BEREAVEMENT LEAVE

PAID UP TO 24 HOURS, AS DEFINED IN THE HANDBOOK.



**HEALTH INSURANCE**

ELIGIBLE THE 1<sup>ST</sup> OF THE MONTH FOLLOWING 30 DAYS.

**VISION CARE**

INCLUDED WITH HEALTH INSURANCE. UP TO \$200 PER YEAR FOR EYE EXAM, AND \$200 PER PLAN YEAR FOR EYE GLASSES OR CONTACTS.

**DENTAL CARE**

INCLUDED WITH HEALTH INSURANCE (ANNUAL LIMIT).



**HSA**

**175% Health Savings Account Match. Matching funds are only available to employees enrolled in one of AAON, INC.'s health care plans and contributing to their Health Savings Account through our payroll system.**



**SHORT-TERM DISABILITY** OPTIONAL VOLUNTARY BENEFIT (EMPLOYEE PAYS PREMIUM).

**LONG TERM DISABILITY:** COMPANY PAID; SUBJECT TO WAITING PERIOD.

**\$50,000 LIFE LIFE INSURANCE** COMPANY PAID; SUBJECT TO WAITING PERIOD.

**EMPLOYEE ASSISTANCE PROGRAM (EAP)** COMPANY PAID; UNUM – 1-800-854-1446.

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***ABOUT BENEFITS***

When you consider the value of your job, you should not limit your thoughts simply to the dollar amount of your paycheck. The benefits listed above amount to a sizable number of dollars, both in costs to the Company and value to you. For benefits to you paid by AAON, Inc., you may view your total compensation package as constituting an additional 40% to your base pay in order to obtain a more accurate value of your compensation package. AAON's benefits are paid at the Company's discretion according to its plans and policies. Benefit plans and policies are subject to change by AAON without prior notice.