

# *An Employee Guide to Benefits and Services*



# Welcome!



*Welcome to Digital Cog Technologies.  
It is great to have you on board.*

Our company has recently experienced phenomenal growth, and we hope that your contributions as an employee will help us to achieve future success.

This employee guide was designed to quickly familiarize you with company benefits and procedures. Please read it carefully and keep it in a safe place. If you have any questions, do not hesitate to contact the Human Resources department.

—Stephen H. Doyle, CEO

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# Benefits...

As a full-time employee of Digital Cog Technologies, you are entitled to a full benefits package, which is outlined below.

## Health Insurance

Choose one plan from the three different health insurance plans offered. They are as follows:

### 1. Major Medical:

Pays 80 percent of all medical expenses after satisfying a yearly deductible. You are free to choose any doctor, medical facility, or pharmacy. Check the policy to check on specific coverages or exclusions.

### 2. Participating Physician's Office Plan:

Pays 100 percent of all covered medical expenses, less a small co-payment. You may choose any doctor, medical facility, or pharmacy that is approved by the plan and that is on the list of qualified medical providers. If you wish to use a medical provider not listed, associated expenses will be subject to a deductible and will be covered at 80 percent.



### 3. Health Maintenance Organization:

Pays 100 percent of all covered medical expenses, less a small co-payment.

Emphasis is on preventive care. HMO approved facilities must be used. Expenses incurred through non-plan providers are not covered, unless during a life-threatening emergency.

## Dental Coverage

Dental Coverage is also provided, which covers two examinations per year at no charge. Covered examination charges include dental cleaning and x-rays. Other

services such as extractions, root canals, and periodontal work are covered, less a co-payment. Associated costs and co-payments are outlined in the policy.

## Vision Coverage

Vision Coverage is provided, which covers one standard eye examination per year at no charge. In addition, one pair of glasses or one pair of contact lenses are covered per year, minus a deductible.

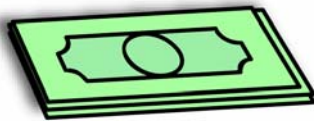
## Life Insurance

A standard term life insurance policy is provided. The death benefit is equal to twice your annual salary. The policy is updated upon notice of an increase in salary. The standard life insurance benefits are terminated if you leave the company. This policy does not require any preliminary medical examination.

You may also opt for a more personalized life insurance policy that will continue even if you leave the company. A variety of policies are available, and any additional fees can be deducted directly from your payroll. Depending on the plan you choose, a medical exam may be required. You can choose from a variety of term or whole life policies.

## Retirement Plans & Profit Sharing

There are several retirement plans available to



Digital Cog Technology employees. These include a 401K plan, an Employee Stock Ownership Plan, and several others. An employee is eligible to participate in these plans after six months of employment. Full descriptions of the plans are provided in the booklet “Digital Cog Technologies: Planning For Your Future.” It is available from Human Resources.

## Human Resources are Our Most Valuable

Digital Cog Technologies began less than a decade ago, and in that time, has achieved phenomenal growth. That growth occurred partly due to insightful corporate planning as well as the personal drive of founder Stephen H. Doyle. However, this company would not exist at all, nor would it have achieved its current growth and success, without the hard work and talent of the Digital Cog Technologies staff.

Recognizing that the company’s success is due to the hard work of the entire staff, the Human Resources department also recognizes that hard work must be balanced with a personal life that includes time spent with family, friends, and in the pursuit of other individual interests. That’s why Digital Cog Technologies has chosen to double annual sick leave and personal leave. And we insist that all employees use their personal leave each year. We appreciate dedication and hard work, but without time off, it’s difficult to reach our full potential.

*(Continued on page 5)*

# Holidays and Leave

## Paid Holidays

The following days are paid holidays for all employees.

- New Year's Day
- Martin Luther King Jr. Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving day
- Thanksgiving Friday
- Christmas Eve day
- Christmas day

## Personal/Sick Leave

At Digital Cog Technologies, we believe that hard work is rewarding. But we also realize that it's important to take time off for family vacations and to pursue other goals and interests. Life is all about balance, and we're very happy to announce that we're increasing the amount of sick leave and vacation time for our employees. In addition, we're adding maternity and paternity leave to allow you to spend more time with that precious addition to your family.

There are three major changes in the policy, which are effective February 15:

- Sick leave time has been increased from five days to ten days per calendar year. Unused sick days can either be carried over to the following year, or can be "traded in" for 75% of your daily salary.
- Vacation time has also been increased from five days to ten days per calendar year. Employees are eligible for their first vacation days after one year with the company; however, five days may be "borrowed" after six months of service.
- Maternity leave has now been added to our policy. Maternity leave will be six weeks off with pay. In addition, new fathers are eligible for two weeks off with pay. Additional leave may be granted according to the following schedule.

## Extended Maternity/Paternity Leave

Extended Leave Time	% of Salary	Approval Needed
1-3 Weeks	75%	None
4-6 Weeks	50%	Manager's Signature
7-12 Weeks	33.3%	Human Resources
Medically Necessary Extended Leave	100%	Human Resources

# Employee Wellness

In addition to providing comprehensive benefits for our employees, we also offer programs that promote healthy lifestyles.

Although we want to make sure that you receive quality medical care when you're sick or injured, we think that avoiding sickness and injury is even better. So how can we help you to maintain a healthy lifestyle?



- We've added a new cafeteria that offers a variety of healthy foods to help keep you energetic and feeling good all day.
- We've updated our health insurance plans to include a free annual physical examination for you and each covered member of your family.
- We've added an exercise room, complete with modern exercise equipment and aerobics classes. The aerobics classes are available three times daily (check the exercise room bulletin board for times).
- We've upgraded all our office chairs, computer accessories, and other equipment to promote ergonomic health. If you have any medical issues that require additional ergonomic changes to your work environment, please contact the Human Resources department.



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In addition, when a family welcomes a new member through birth or adoption, it is important that the family have time to care for their newest addition. That's why Digital Cog Technologies has added maternity and paternity leave for birth and adoption. Extended maternity/paternity leave is available as described in the table on page 4.

Finally, it's important to refresh yourself continually through good nutrition and exercise. That's why Digital Cog Technologies has added a new cafeteria with the kind of healthy food selections that satisfy your palette and your body. We've also constructed a new exercise room with plenty of modern equipment and aerobics sessions that run three times daily. We encourage all our employees to take advantage of these free facilities before work, after work, or during lunch hour.

At Digital Cog Technologies, we recognize that physical and emotional health will benefit the company, as well as the individual. So here's to your health, and the continued health and success of our team.

## Human Resources Staff

### Office of the Director

Andrea Richards, Director .....	x208
Danielle Gibbons, Assistant to the Director .....	x207

### Compensation and Benefits Department

Scott Kim, Department Manager .....	x204
Amari Rogers, Compensation and Benefits Analyst .....	x203
Reginald Donaldson, Benefits Representative.....	x205
Linda Watson, Benefits Assistant .....	x200
Dana White, Administrative Secretary .....	x202

### Employee Relations Department

Margaret Kohler, Department Manager.....	x201
Martin Webb, Career Development Specialist .....	x211
Kris McGreevy, Employee Relations Representative .....	x206
Terrell Evans, Personnel Specialist.....	x210
Laura Murray, Administrative Secretary .....	x209