

	<b>HUMAN RESOURCES</b>		
	POLICIES AND PROCEDURES		
SUBJECT	ISSUED	REVISED	NO.
<b>Employee Benefits Policy</b>	03/01/2007		H-317
APPROVED			
<i>Approved with Policy A-100</i>			
President			

**Purpose:** The purpose of this policy is to communicate the benefit programs available to eligible team members, such as healthcare, 401(k), and paid time off.

**Policy:** D. W. Tower, Inc. provides all eligible team members benefit programs, including healthcare coverage at minimal cost for team member coverage. This Policy identifies benefit offerings currently offered and eligibility requirements.

**Scope:** This policy applies to all D. W. Tower, Inc. team members. Generally, regular full-time team members who have completed the initial Introductory Period are eligible for Company and legally required benefits. Regular part-time, seasonal and temporary team members are eligible for legally required benefits.

**Procedures:**

1. All regular, full-time D. W. Tower, Inc. team members who have met eligibility requirements may be eligible for the following benefits, in addition to legally mandated benefits:
  - Employee Healthcare Plan
  - Employee Dental Plan
  - Life Insurance Plan
  - 401(k)
  - Holiday Pay
  - Vacation
2. D. W. Tower, Inc. provides two levels of team member coverage for the Healthcare, Dental, and Life Insurance to team members. Hourly (non-exempt) employees who have completed 180 days of continuous service are eligible to participate in these benefit programs. D. W. Tower, Inc. pays 80% of the premiums for these employees. At their expense, team members may cover eligible dependents for the Healthcare and Dental Plans, and purchase additional life insurance. Deductions from the team member's paycheck must be authorized in writing.
3. Exempt employees are eligible to participate in healthcare, dental and life insurance plans following 90 days of continuous employment. D. W. Tower, Inc. pays 80% of premiums for exempt employee and dependents.
4. Regular, full-time D. W. Tower, Inc. team members who have completed 6 months of employment are eligible for vacation benefits.

5. Regular, full-time D. W. Tower, Inc. team members who are Age 21 or greater are eligible to participate in the D. W. Tower, Inc.'s 401 (k) Plan.
6. All regular part-time, seasonal and temporary team members are eligible for all legally required benefits.
7. Former team members who are rehired within 12 months are considered to be new team members for benefits and other Company program purposes.

The Company reserves the right to amend or change the benefits offered to team members at any time, but will make every effort to notify team members prior to the effective date of the change.

See the Plan Summary Plan Descriptions, the Vacation Policy, and the Observed Holidays for further information.

**Anyone found violating any portion of this policy may be subject to disciplinary procedures, up to and including termination.**

No changes will be made to this policy or any deviations authorized without the express written permission of President.