Employment Benefits At NELLA Oil Company!

At NELLA Oil Company, we make available a generous benefits package to those Team Members that qualify. Both exempt and non-exempt employees can take advantage of the many available options after completing the probationary period associated with the position.

But what does *exempt* and *non-exempt* status mean?
Exempt versus Non-Exempt Status Exempt status Team Members are those who are paid on a salary basis instead of on an hourly basis. Exempt Team Members do not receive overtime pay.

BENEFITS HIGHLIGHTS

HOLIDAYS:

Retail (Store) Team Members: Exempt status Team Members are eligible for 6 paid holidays in each calendar year. If the Manager works the holiday, he/she can take an additional day off two weeks prior or two weeks after the holiday. Non-Exempt team members will be paid one and one-half times their normal wages for holiday hours worked. Holiday hours are considered to be 6 a.m. the day of the holiday to 6 a.m. the following day.

Headquarters & Transportation Team Members: Full time team members are eligible for 6 paid holidays (Transportation) or 7 paid holidays (Headquarters) in each calendar year. Non-Exempt team members who work the holiday will be paid one and one-half times their normal wages for holiday hours worked.

SICK PAY:

Retail (Store) Team Members: Exempt status Team Members receive up to a maximum of 32 hours of sick time per calendar year.

Non Retail (Headquarters, Transportation) Team Members: Full time team members receive up to a maximum of 32 hours of sick time per calendar year.

401K RETIREMENT PLAN:

You will be eligible to participate in the plan when you have completed one (1) year of service, worked 1000 hours in that year, and have attained the age of 21. You will be able to participate on the first payroll following your eligibility date. You may elect to have up to 20% of your compensation deducted from your paycheck and deposited in your 401K account. NELLA Oil Company will make a contribution of 50 cents for every dollar you defer up to the first 10% of your election.

VACATIONS:

Full Time (F/T) Team Members accrue vacation time based on their F/T status date. This may or may not be their hire date. F/T Team Members do not accrue vacation time during their first six months of F/T employment status. Each time a F/T Team Member reaches his/her anniversary date, the accrued vacation will be available for use. You have one year from your F/T status anniversary date to take your vacation. Team Members who average 38 hours per week or more will accrue at a rate that is equivalent to 40 hours for every week of vacation eligible. Team Members who average less than 38 hours per week will accrue at a rate that is equivalent to 32 hours for every week of vacation eligible. The following is the vacation accrual schedule:

- After 1 year continuous service — 1 week
- After 2 years continuous service — 2 weeks
- After 10 years of continuous service — 3 weeks
- After 15 years of continuous service — 4 weeks

INSURANCE BENEFITS:

You may be eligible for some or all of the insurance benefits listed below on the first day of the month following 90 days of continuous employment and if you work at least 30 hours per week. The Company pays a portion of the premium in some cases.

• MEDICAL • DENTAL • LIFE • FLEXIBLE SPENDING ACCOUNT • LONG TERM DISABILITY

GASOLINE DISCOUNT:

All team members receive a 7 cent per gallon discount on gasoline bought at your worksite location.

NIGHT PREMIUM PAY:

All non-exempt team members who are scheduled to work the night premium shift shall receive a pay premium in the amount of 50 cents per hour. If your store's 8 hour graveyard shift is from 11pm to 7am or 10pm to 6am, you will get night premium pay. You must work at least 4 hours during this period to be eligible for night premium pay.

TEAM MEMBER ASSISTANCE PROGRAM (EAP):

Provides access for any NELLA Oil Company team member and his/her dependents to a network of professional advisors at no cost to the team member. Use of the EAP is strictly confidential.

LEAVE OF ABSENCE:

NELLA Oil Company may grant a leave of absence in certain circumstances.

For further information, restrictions, eligibility, or details, consult the personnel handbook, Human Resources or your supervisor.

NELLA OIL COMPANY RESERVES THE RIGHT TO REVISE, MODIFY, DELETE, OR ADD TO ANY OF THE ABOVE POLICIES.