

# TIME OFF

Annual Leave is available to employees to provide opportunities for vacation, illness, personal business, and general time off from work. Trinity also provides the option to bank a holiday.

- 0 – 3 years of service: 120 hours/15 days
- 3 – 5 years of service: 136hours/17 days
- 5 – 15 years of service: 160 hours/20 days
- 15+ years of service: 200 hours/25 days

Trinity Technology Group observes the following Holidays:

- |                  |              |
|------------------|--------------|
| New Years        | Labor day    |
| Martin L. King   | Columbus day |
| Presidents day   | Veterans day |
| Memorial day     | Thanksgiving |
| Independence day | Christmas    |

# PAYROLL

Trinity Technology Group processes payroll for salaried employees twice a month (15th and last day) and for hourly employees on a bi-weekly basis.

**Direct Deposit:** Employees have their paychecks directly deposited into a financial institution of their choice.

# EDUCATION

Education reimbursement is available to full-time employees who have completed 90 days of employment. The Company will reimburse qualified educational expenses up to \$3000 per employment year. The employee is expected to remain with the company for one year following reimbursement.

# 125 PLAN

Flexible Spending Accounts allows eligible employees to set aside a specific pretax dollar amount for un-reimbursed medical, dental, and dependent care expenses.

# EAP

The Company, through INOVA, provides confidential employee counseling services, work life referral services, convenience services and financial & legal resources.



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# BENEFIT PACKAGE

*Because Top Quality Employees  
 Deserve Top Quality Benefits...*

# INSURANCE

The company sponsors insurance programs for medical, dental, short- and long-term disability coverage and life insurance.

**Health, Dental and Vision** care coverage is available on a contributory basis. The company pays for ninety (90) percent of the employee's coverage and sixty-five (65) percent of dependent's. Coverage is effective on the first day of the month following one (1) month of employment. Employees electing health care coverage will pay for the coverage through payroll deduction.

## MEDICAL

Carrier:	Care First/Blue Cross
Type:	PPO – Nationwide HMO – DC Metro only
OCONUS Only	CIGNA International PPO

## DENTAL

Carrier:	United Concordia
Type:	PPO - Nationwide

## VISION

Carrier:	VSP
Type:	PPO - Nationwide

Employee **Life Insurance** coverage is provided for all full-time employees. Coverage is a flat \$50,000. Coverage is effective on the first day of the month following one (1) month of employment and is provide without cost to the employee. Supplemental life insurance coverage is available to employees in \$10,000 increments. The employee is responsible for the full cost of this benefit.



**Short-term** disability (STD) coverage is provided without cost to the employee. Benefits under the policy are effective the 15<sup>th</sup> day following an accident or illness. Employees are required to use their personal and vacation leave before starting STD. The plan provides replacement income of 60 percent of base compensation, to a maximum of \$1,000 per week for up to eleven (11) weeks

**Long-term** disability (LTD) insurance is provided without cost to the employee. Coverage becomes effective immediately following Short-term disability at the same 60 percent of base compensation, to a maximum of \$1,000 per week. Long-term disability benefits may be paid up to age 65 in the event of a continuing total disability.

# RECRUITING BONUS

This is an incentive for employees to assist Trinity in its recruitment efforts by referring qualified candidates to the company's Human Resource Department.

# RETIREMENT

All Trinity Technology Group employees over the age of 21 are eligible to participate in the 401(k) program after 60 days of successful employment.

The Company provides a matching contribution of up to four (4) percent of the employee's contribution.

**Investment Options:** Employees may elect from a variety of investment options for their own contributions and the Company's contributions.

Provider	Merrill Lynch
Employee Deferral Limit	2009 \$16,500

