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## **FRINGE BENEFITS**

Like vacations? Of course you do! At Gainor we offer 1 week's (35 hours) paid vacation after 1400 hours of continuous employment. The following conditions apply:

1. You have 1 anniversary year to accrue and use your vacation hours. For example, if you began working with us on April 2<sup>nd</sup>, you have until April 1<sup>st</sup> of the following year to work 1400 hours and to take your vacation.
2. You are responsible for notifying Gainor when you have accrued 1400 hours and are ready to take your vacation (you may either take the week off with pay or take an extra week's pay). Your request must be made in writing and must be accompanied by your most recent pay stub as well as the year-to-date pay stub for the previous year to indicate 1400 hours have been accrued.
3. You will be paid for a standard 35-hour workweek at your average hourly rate.
4. A maximum of one (1) week's paid vacation per calendar year is allowed.

### **Client Referral Bonus**

When you refer a new client to Gainor and that client utilizes our services - you will receive a one-time referral bonus of \$75.00 after they have reached 35 hours of billing with our company. In order to qualify the client must verify that you referred them to Gainor. Please make sure the new client has your name so we can give you your bonus.

### **Overtime Pay**

You are entitled to overtime pay at the rate of 1 1/2% times your regular pay rate for time worked beyond 40 hours per week.

### **Cross Training**

You are eligible for Word Processing Cross Training on a variety of PC software upon completion of 350 hours of work and excellent assignment evaluations, provided you have 55 wpm typing. Please ask for details!

### **Health Benefits**

The health plan coverage will be provided by Empire Blue Cross/Blue Shield, one of the northeast's premier healthcare providers. To qualify you must have a minimum of 1000 hours worked, and work at least 20 hours per week.