

SOUND NATIVE PLANTS EMPLOYMENT COMPENSATION & BENEFITS POLICY

Paid Leave

SNP does not differentiate between “sick leave” and “annual leave”; it is our policy that employees may use paid leave for any purpose. Except in cases of sickness and emergencies, employees must make a good-faith effort to schedule paid leave with the supervisor enough in advance to plan for the absence. Paid leave will accrue at an initial rate of .05 hours per hour worked (equivalent to 1 hour per 20 hours worked). Paid leave cannot be used until 90 calendar days after the first day of employment or until at least 8 hours of paid leave have been accrued, whichever comes first. For employees working at multiple wage scales, leave will be paid at the base rate. Employees eligible to use paid leave will be paid upon resigning for unused leave up to a maximum of 40 hours, if they provide at least two weeks’ notice. Employees who resign without providing at least two weeks’ notice and employees who are terminated for cause will not be paid for unused leave hours. Unused paid leave will roll over from year to year. The paid leave accrual rate will increase according to the following schedule:

Total hours worked at SNP	Hours worked per paid-leave hour	Paid-leave per hour worked
<2,000	20	.05
2,000	18	.055
4,000	16	.0625
6,000	14	.071
8,000	12	.083
10,000	10	.10

Cost-of-living Raises

SNP will award annual cost-of-living raises to all employees who have worked for SNP for at least 3 months. Cost of living raises will be based on the Portland Consumer Price Index for the SNP South crew, and on the Seattle-Tacoma-Bremerton Consumer Price Index for the SNP North crew.

Other Raises

SNP may award raises to individual employees at any time based on performance and changing job duties. SNP bases the decision to award individual raises on such factors as the supervisor’s recommendation, outstanding contributions to the business, demonstrated commitment to the business, increased employee responsibilities, prevailing market wages, and the financial situation of the business.

Bonuses

SNP awards bonuses each year in December, finances permitting. Bonus amounts will be based on the employees’ tenure, level of responsibility, and the financial situation of the business. Bonuses may also be awarded at any time of year to reward specific outstanding efforts.

Retirement Benefits

SNP provides a combined 401(k) and profit-sharing plan to all eligible employees. Basic eligibility requirements are 1 year of service with at least 1,000 hours worked during an “eligibility computation period”. SNP contributes 3% of gross wages to the retirement account for all eligible employees regardless of whether they contribute any pay, plus annual profit sharing contributions at our discretion. Employees may elect to make voluntary contributions from their pay in addition to the company contribution. Employees choose how to invest their retirement funds from a selection of Socially Responsible Investment funds. See the *Sound Native Plants Retirement Plan* for details.

Timing of Wage and Benefit Increases

Cost of living adjustments will be made effective January 1 of each year. Leave rate increases and retirement benefits will be made effective on January 1 or July 1 after eligibility requirements have been met, whichever comes first.