



Prime Shine Benefits Summary

Plan	Purpose	Benefits	Costs
PAID TIME OFF (PTO)	<p>To provide our team with paid time off for vacations, illness or personal business</p> <p>Eligible: Associates Shift Leaders Managers Administration Maintenance Executives</p>	<p><u>Assoc./Shift Leaders</u>: start accruing PTO after 1 year of service, up to 5 days per year <u>Managers/Admin</u>: start accruing PTO after 90 days, up to 15 days per year. <u>Executive</u>: start accruing PTO after 90 days, up to 20 day per year.</p> <ul style="list-style-type: none"> • Accrual is spread over 26 pay periods. • Rolls over 1.5 times the allotted amount • Accrual is based on anniversary date • Employee promotion changes the accrual rate moving forward 	Prime Shine provides this benefit at no cost to you.
BEREAVEMENT	<p>To provide paid time off for bereavement</p> <p>Eligible: Associates Managers Administration Maintenance Executives</p>	<p>Prime Shine grants paid leave of absence to eligible employees in the event of death of the employees' current spouse, child, parent, legal guardian, brother, sister, grandparent, or grandchild; or mother-, father-, sister-, brother-, son-, daughter-in-law.</p> <p>A non-exempt eligible employee with such a death in the family may take two (2) scheduled work day off with pay with the approval of the Company; employee's supervisor may approve additional unpaid time off.</p>	Prime Shine provides this benefit at no cost to you.
HOLIDAY PAY	<p>To provide our employees with time off for company recognized holidays.</p> <p>Eligible: Associates Shift Leaders</p>	<p>The company will grant holiday pay to eligible employees on holidays listed below. Employees who work the below days will be paid time and a half for the hours worked on the holiday, so long as they work their scheduled shift before and after the holiday.</p> <ul style="list-style-type: none"> • New Years Day • Memorial Day • Independence Day • Labor Day 	Prime Shine provides this benefit at no cost to you.
RECRUITMENT BONUS	<p>Prime Shine wants to recruit quality applicants. Therefore, we encourage employees to refer qualified candidates to the company.</p> <p>Eligible: Associates Shift Leaders Managers Administration Maintenance Executives</p>	<p>If your referral is employed by Prime Shine, a recruiting bonus will be paid to employees under the following terms and schedule:</p> <p>Assoc./Shift Leader referral: \$100 Manager referral: \$400</p> <ol style="list-style-type: none"> 1. Paid only if the original employment application contains the employees name as the referral source 2. After applicant has completed one month of service \$25 (\$100 mgt) 3. After applicant has completed two months of service \$25 (\$100 mgt) 4. After applicant has completed three months of service \$50 (\$200 mgt.) 5. If multiple employees refer the same person, bonus is split equally among referring employees. 	Prime Shine provides this benefit at no cost to you.

For detailed plan information, please refer to the employee handbook.
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MEDICAL INSURANCE	<p>To provide eligible employees and their dependents with medical benefits.</p> <p>Eligible: Managers Administration Maintenance Executives</p>	<p>Medical Insurance is available through the Blue Shield network of providers.</p> <p>Prime Shine currently has eight (8) PPO plans to choose from. Prime Shine currently pays 70% of the monthly premium for your defined family unit while the employee pays 30% of the designated "Prime Shine" plan. Employees are able to buy up or down from the Prime Shine sponsored plan.</p> <p>Benefits and employee participation requirements are subject to change annually.</p> <p>Eligible after three (3) months of service</p>	<p>Medical plan premiums are deducted from bi-weekly payroll.</p> <p>Depends on the plan selected by the employee</p>
DENTAL INSURANCE	<p>To provide eligible employees and their dependents with dental benefits</p> <p>Eligible: Managers Administration Maintenance Executives</p>	<p>Dental insurance is available through Met Life network of providers.</p> <p>Prime Shine currently pays 70% of the monthly premium for your defined family unit, while the employee pays up to 30%.</p> <p>Benefits and employee participation requirements are subject to change annually.</p> <p>Eligible after three (3) months of service</p>	<p>Dental plan premiums are deducted from bi-weekly payroll.</p> <p>30% of the monthly premium plan chosen</p>
VISION INSURANCE	<p>To provide eligible employees and their dependents with vision benefits</p> <p>Eligible: Managers Administration Maintenance Executives</p>	<p>Vision insurance is an affordable voluntary plan currently offered through SafeGuard Vision. Prime Shine does not contribute to the premium.</p> <p>Eligible after three (3) months of service</p>	<p>Vision plan premiums are deducted from bi-weekly payroll</p> <p>100% of the monthly premium</p>
LONG TERM DISABILITY (LTD)	<p>To provide eligible employees with continued income in the event of a long-term disability</p> <p>Eligible: Managers Administration Maintenance Executive</p>	<p>Prime Shine will provide insurance for the first \$1000.00 per month of Long - Term disability insurance. Employee may, at their discretion, add additional insurance and pay the added premiums.</p> <p>Eligible after three (3) months of service</p>	<p>Prime Shine covers the first \$1,000 per month</p> <p>Employee may choose to buy more insurance at their own cost.</p>

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LIFE AND ACCIDENTAL DEATH & DISMEMBERMENT INSURANCE	<p>To provide survivors with financial assistance in the event of untimely death</p> <p><u>Eligible:</u> Managers Administration Maintenance Executives</p>	<p>Prime Shine provides Life/ADD insurance for eligible employees.</p> <p>Benefit Paid: Employee - \$25,000 Spouse - \$2,500 Child – Up to \$2,000</p> <p>Eligible after three (3) months of service</p>	<p>Prime Shine provides this benefit at no cost to you.</p>
SUPPLEMENTAL MEDICAL COVERAGE	<p>To provide eligible employees with medical benefits</p> <p><u>Eligible:</u> Associates Shift Leaders</p>	<p>Prime Shine offers a limited medical plan through Allied network providers.</p> <p>The plan offers a limited outpatient and physician benefits, inpatient facility benefit, accident benefit and prescription drugs.</p> <p>Prime Shine currently pays a portion of the monthly premium for your defined family unit.</p> <p>Benefits and employee participation requirements are subject to change annually.</p> <p>Eligible after three (3) months of service</p>	<p>Premiums are deducted from bi-weekly payroll.</p>
FAMILY MEDICAL LEAVE ACT (FMLA)	<p>To provide all employees that are eligible if work and hour requirements are met with time off.</p> <p><u>Eligible:</u> Associates Shift Leaders Managers Administration Maintenance Executives</p>	<p>State and Federal family and medical leave laws provide up to twelve (12) work weeks of unpaid family/medical leave within a twelve (12) moth period, under following conditions:</p> <ul style="list-style-type: none"> • Employee has more than twelve (12) months of service • Employee has worked at least 1,250 hours during the previous twelve (12) months before leave <p>Leave may be taken for one or more of the following reasons.</p> <ul style="list-style-type: none"> • Birth of employee child, placement of child with employee for adoption or foster care • Employees spouse, registered domestic partner, child or parent has a serious health condition • Employee has a serious health condition that prevents them from working 	
MILITARY LEAVE	<p><u>Eligible:</u> Associates Shift Leaders Managers Administration Maintenance Executives</p>	<p>Employees who wish to serve or currently serve in the military and take military leave should contact personal manager for information about their rights before and after such leave. You are entitled to reinstatement upon completion of military service, provided you return or apply for reinstatement within the time allowed by law.</p>	

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401(k) AND PROFIT SHARING	<p>To provide for and encourage our team to build a financial reserve for retirement</p> <p><u>Eligible:</u> Associates Shift Leaders Managers Administration Maintenance Executives</p>	<ul style="list-style-type: none"> • Employees who have worked for Prime Shine for one (1) year or more and are at least 21 years of age • Plan Entry: participation may begin on the first day of the first quarter after becoming eligible – January 1, April, 1, July, 1 and September 1 • Employee Contributions: employee may defer, on a pre-tax basis, money from each paycheck directly into the plan, subject to IRS rules. • Prime Shine Contributions: <u>Safe Harbor</u>: will contribute an amount of equal to 3% of the employee's gross compensation. Safe Harbor contributions are mandatory and made on a per pay period basis. <u>Profit Sharing</u>: Prime Shine's board of directors may choose to make a voluntary contribution to the profit sharing plan in addition to the safe harbor contribution • Vesting: employees are 100% vested in all personal and safe harbor contributions to the plan. Profit sharing contributions are subject to the vesting schedule, as described in the plan documents. 	<p>Prime Shine contributes to the plan 3% of your payroll each pay period at no cost to the employee.</p> <p>Prime Shine provides 401(k) financial advising through a financial advisor at no cost to the employee.</p> <p>Employee cost is their discretionary contribution to the plan.</p>
TUITION REIMBURSEMENT	<p>Prime Shine encourages higher education that benefits both the company and employee.</p> <p><u>Eligible:</u> Associates Shift Leaders Managers Administration Maintenance Executives</p>	<p>Prime Shine offers a tuition reimbursement program to help offset the cost associated with higher education.</p> <p>Summary of benefits:</p> <ul style="list-style-type: none"> • Prime Shine will reimburse eligible employees \$500.00/semester (\$1,000 per year) towards tuition. • Proof of paid registration is required for reimbursement • A minimum GPA of 2.0 must be attained in order to qualify • Employee must have worked at Prime Shine for entire semester • Reimbursement is for any major <p>Eligible after three (3) months of service Some restrictions apply</p>	<p>Prime Shine provides this benefit at no cost to you.</p>
ACADEMIC PERFORMANCE BONUS	<p>Prime Shine encourages high performance at both work and school.</p> <p><u>Eligible:</u> Associates Shift Leaders Managers Administration Maintenance Executives</p>	<p>Prime Shine rewards employees for outstanding performance at work. We also reward our employees for above average efforts in their studies.</p> <p>Should an employee attain an average of 3.0 GPA for a semester, Prime Shine will reward employee with a \$100 bonus.</p> <p>Employee must be employed with Prime Shine for the full semester in which the 3.0 GPA is earned.</p> <p>Eligible after three (3) months of service</p>	<p>Prime Shine provides this benefit at no cost to you.</p>
JURY DUTY AND WITNESS LEAVE	<p><u>Eligible:</u> Managers Administration Maintenance Executives</p>	<p>Prime Shine encourages employees to serve on jury duty when called. Non-exempt managers/admin who have completed their introductory periods will receive full pay while serving up to three (3) day of jury duty. Exempt employees will receive full salary.</p>	<p>Prime Shine provides this benefit at no cost to you.</p>

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EMPLOYEE WASH DISCOUNTS	<p>It is the intent of Prime Shine to provide employees with an opportunity to have a clean car and regularly enjoy the Prime Shine wash experience on a personal vehicle free of charge</p> <p><u>Eligible:</u> Associates Shift Leaders Managers Administration Maintenance Executives</p>	<ul style="list-style-type: none"> • Associates/ Shift Leaders: Will receive one free PLATINUM wash coupon per pay period, coupon has expiration date. • Managers/Admin: Will receive a Prime Shine Fleet sticker for unlimited wash program for their personal vehicle • Executive: Will receive a Prime Shine Fleet sticker for unlimited wash program for their personal vehicle, spouse vehicle and child(ren) vehicle 	Prime Shine provides this benefit at no cost to you.
GYM MEMBERSHIP ALLOWANCE	<p>To encourage our employees to be healthy and have a physically fit lifestyle</p> <p><u>Eligible:</u> Managers Administration Maintenance Executives</p>	<p>Eligible employees can choose the workout facility of their choice and receive partial reimbursement of monthly dues.</p> <p>Summary of benefits:</p> <ul style="list-style-type: none"> • Prime Shine will reimburse employee 75% of the cost of monthly premiums up to a maximum of \$30/month • Proof of monthly payment is required for reimbursement • Reimbursements are paid quarterly through payroll 	Prime Shine provides this benefit at no cost to you.
UNIFORMS 5.11 TACTICAL PAYLESS SHOE SHOURCE	<p>To give eligible employees a professional consistent uniform</p> <p><u>Eligible:</u> Associates Shift Leaders Managers Maintenance</p>	<p>Each eligible employee will receive the following from 5.11 Tactical.</p> <ul style="list-style-type: none"> • Five (5) pants or shorts per year • Five (5) short sleeve shirts per year • Three (3) long sleeve shirts per year (winter only) • One fleece jacket (winter only, as needed) <p>Each eligible employee will receive a Payless Shoe Source card for the purchase of proper safety shoes at a value of \$30. Employees will receive a card twice a year during safety meetings (March, September).</p>	Prime Shine provides this benefit at no cost to you.
DIRECT DEPOST	<p>To help make life easy</p> <p><u>Eligible:</u> Associates Shift Leaders Managers Administration Maintenance Executives</p>	Prime Shine offers direct deposit to all employees. You may have an unlimited number of direct deposit accounts.	Prime Shine provides this benefit at no cost to you.

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YEARS OF SERVICE BONUS	<p>To thank employees for their years of service and commitment to helping make Prime Shine the premier car wash in the central valley.</p> <p><u>Eligible:</u> Associates Shift Leaders Managers Administration Maintenance Executives</p>	<p>Each employee will receive \$50 for every completed years of service. Example: 1yr = \$50, 2yrs = \$100, etc.</p> <ul style="list-style-type: none"> • Must work the full year to earn bonus • Bonus does not accrue until anniversary date. • Bonus is given on the first check following anniversary date 	<p>Prime Shine provides this benefit at no cost to you.</p>
PRIDE PAYS BONUS	<p>Increase the dollars per vehicle by offering a significant award for the locations earning above a benchmark set by the company.</p> <p><u>Eligible:</u> Associates Shift Leaders Managers</p>	<ul style="list-style-type: none"> • Sites must obtain a percentage, set by the company, and increase their dollars per vehicle to qualify. This is based on the previous year's results for the same time period. • Sites that achieve the percentage goal benchmark will receive a \$100 per employee bonus. • Site with the largest percentage increase in dollars per vehicle over the targeted number would receive an additional bonus starting at \$100. <p>Example: If the sites goal was 5% and ended the time period at 7%, each employee would receive \$100 for reaching the 5% and additional \$150 for reaching 7%, for a total of \$250 per employee.</p>	<p>Prime Shine provides this benefit at no cost to you.</p>

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