

Dear *Fairfield Technologies, Inc* Team Member:

We are pleased to offer a wide array of benefits and human resource services designed to complement the warmth and flexibility of our business work environment. Please take a moment to review the following benefits you will be getting at Fairfield Technologies:



Employee Service Center provides you on-line, up-to-date personal information 24/7. You will be able to access, salary information, salary history, an outline of benefits, tax deductions you have elected, direct deposit information, a copy of your most recent pay check, and make address changes on line with the employee service center.



My Market Place is an online shopping site created exclusively for Administaff's client companies, employees and their families through the Employee Service Center. Selected alliances provide offers specially negotiated on your behalf, often at discounts usually available only to large companies. You'll also find affiliate links to some of the nation's best-known retailers, conveniently gathered to make My MarketPlace a one-stop online shopping center.



Member Source Credit Union provides savings, checking and money market accounts, IRAs, CDs, auto, mortgage, consumer loans, and much more!



401(k) plan is available through Administaff Retirement Services (ARS). You will have on-line access to change funds, make elections, and adjust payroll percentage deductions 24/7.




Health Care Flexible Spending Account is a tax-saving opportunity for full-time employees who are eligible to make health care flexible spending account (health care FSA) contributions on a pretax basis.



Optum Care 24 and the Employee Assistance Program is a great way for employees, family and friends to access professional services 24 hours a day and 7 days a week. Advice...support...information...Administaff's employee assistance and work/life program helps you find solutions for time when life presents a challenge. When you call you can speak with nurses, master's-level counselors and other specialists including attorneys and financial planners. All services are completely confidential.




Training and Development can enhance your performance at work. You may choose from an instructor led course in your area or go on-line with through the Employee Service Center for maximum convenience with on-line courses.

Administaff  **Adoption Assistance** is available for employees that have been full-time with Administaff for at least six months. Employees can receive up to \$1,000 for each adoption after meeting the six months of service eligibility requirement.



Medical, Dental, and Pharmacy Benefits are available through UnitedHealthCare (UHC). UHC offers two options: Choice Plus and Choice Plus 250 and both allow you to see any provider you choose. Details regarding both of these options will be discussed at the orientation allowing you to make an educated decision on what options makes sense for your individual needs. You will find a list of available providers in the [UnitedHealthCare](#) network at www.myuhc.com.

Administaff  **Life and PAI coverage** are available when you elect the medical coverage you will receive basic term life and personal accident insurance (PAI) coverage equal to 1 x basic annual earnings, with a minimum of \$15,000 and a maximum of \$50,000.



Vision Coverage is available through Vision Service Plan (VSP). You can check eligibility, locate network doctors, view plan details, and learn more about Laser Vision Care discounts online as member of the VSP WellVision Plan.



Voluntary Insurance is available through CIGNA at an additional cost, which includes group universal life, personal accident insurance, and short and long-term disability.



529 College Savings Plans can help employees meet the rising college costs. Many parents and grandparents wonder how they'll finance a child's higher education. 529 Plans are tax-advantaged college investment programs sponsored by most states and available to any US resident, regardless of state residency. Plan participants make post-tax contributions to an account on behalf of a beneficiary.

We are excited about our benefits offerings and all hope you will take advantage of the programs and services made available. It is our goal as well to provide excellent service and to maximize your benefits.