

## Why We Offer Our Benefit Package

The Company prides itself on constructing quality buildings for its clients. That quality comes in large measure through the excellence of our employees. From the project superintendents to the engineers, administrative personnel and officers, our staff was, is, and will be the reason for our success.

As an employee, you want to focus on quality work – not on the uncertainties of life and whether you or your families are protected. That is why the Company provides a comprehensive benefit package – to attract and retain the high quality employee we need and one that addresses the needs of our staff and their dependents.

Additionally, the Company is committed to providing programs to assist you in building a solid personal financial future.

This brochure is intended to summarize Company benefit plans and programs. Every effort has been made to accurately summarize these plans. In the event there is a discrepancy between this brochure and the actual plan documents, the actual plan documents will prevail.

## The “Nuts & Bolts” of our Plans

**Eligibility** – All regular, full-time employees working at least 30 hours per week are eligible to participate in our benefit plans. Your spouse and dependent children are eligible up to the age of 19, unless they are full-time students at which time eligibility is then defined by each carrier

**Employee Term Life Insurance** – Insurance is provided to each employee based on his or her job classification. An equal amount of Accidental Death & Dismemberment (AD&D) is also provided. Both are provided at no cost to the employee.

**Dependent Life Insurance** - \$1,500 of term insurance is provided for your spouse and each eligible child at no cost to the employee.

**Voluntary Life** – You may purchase extra group term insurance through payroll deduction for you and your dependents. Available amounts are \$25,000 up to \$500,000 (or 10x annual salary) as an employee and up to

\$250,000 (or up to 5x annual salary) for spouses. Children can be covered for \$5,000 or \$10,000 per child.

**Medical/Dental Coverage Start Dates** – Coverage begins on the first day of the month following your date of hire as a full-time employee. Dependents must be enrolled with the employee on his/her initial effective date. Dependents that do not enroll at that time must wait for our open enrollment which is a one-month period preceding the renewal date of each policy.

**Exceptions** – If the following events occur, you have 30 days from the date of the event to add dependents.

- Marriage
- Birth or adoption of a child
- Loss of spouse’s coverage

**Coverage End Dates** – Coverage ends on the last day of the month following termination of employment for the Health, Dental and Vision. Life and Long Term Disability plans terminate as of the last date of employment.

## Medical Coverage (Mainland)

Each employee can choose between two plan “styles” for medical coverage both currently through Blue Cross of California. Each plan is subject to different employee contributions.

**HMO Plan** – The HMO plan provides: Hospital inpatient care \$250 per admission; \$20 office visit co-payment; outpatient mental health consultation \$35 per visit; and \$10 generic/\$15 brand prescription drug co-payments. With the HMO style plan, you and your dependents choose a primary care physician (PCP) for your medical care. The PCP coordinates referrals to specialists within his/her medical group or IPA.

**PPO Plan** – The PPO plan provides 80% coverage within the provider network and 60% coverage for out-of-network providers, with \$15 office visits. There is a \$500 member deductible for each calendar year. The PPO plan gives you the freedom to choose between a PPO provider and a non-PPO provider, which provides greater flexibility for choosing medical services.

The following web site provides additional information and allows you to search for providers currently accepting new patients in your area: [www.bluecrossca.com](http://www.bluecrossca.com)

## Medical Coverage (Hawaii)

Hawaii employees are covered through the Hawaii Medical Service Association (HMSA). Employees have the choice between two different plan options for medical coverage.

***Health Plan Hawaii Plus (HMO)*** – This qualified “A” plan offers excellent benefits in a managed care environment. This plan includes the largest HMO provider network with health centers located throughout the state. HPHP-Plus members also have access to urgent care benefits throughout HMO Blue USA, the nation’s largest network of HMO health centers. In addition, HPHP-Plus members are covered for emergency care anywhere in the world.

**CompMED** – This plan is a lower priced-plan with comprehensive benefits for employees. Plan benefits include coverage for physician office visits, inpatient and outpatient facility services, and other provider services.

Like PPP, this free-choice plan includes annual visits to Health Pass, and gives member access to over 500,000 Blue Cross and Blue Shield providers nationwide while they’re on the Mainland and emergency care anywhere in the world

***Preferred Provider Plan (PPP)*** – This plan combines freedom of choice with significant cost savings. Features include access to the largest participating Provider Network in the state, including 96% of all physicians and major hospitals. Members can also receive care from nearly 500,000 participating providers nationwide through HMSA’s “Away from Home Program”. Selected medical services are subject to annual deductibles. If an employee’s annual co-payments reach a pre-existing ceiling in eligible charges for covered services, HMSA will cover any additional co-payments for the rest of the year.

## Dental Coverage

**Mainland Employee Dental Plan** – The Company offers a comprehensive dental plan that allows you to see the dentist of your choice. Highlights of the plan include a \$50 deductible and 100% coverage for your two annual preventative check-ups and x-rays. The deductible is waived for preventative care. Other services are subject to scheduled coverage limits. Dependent orthodontia is also an included benefit.

Our dental carrier, Blue Cross has a network of preferred dentists who have agreed to a discounted fee schedule. Although you are free to choose any dentist for your care, your out-of-pocket cost may be reduced using the PPO dentist, as you would be paying your co-insurance percentage on a lower fee.

The following web site provides additional information and allows you to search for providers currently accepting new patients in your area:

[www.bluecrossca.com](http://www.bluecrossca.com)

**Dental Network Program** – Allows each family member to choose their own dental center with offices located conveniently throughout Oahu, Kauai, the Big Island and Maui. All dentists participate in ongoing education programs so that you receive only the most appropriate and efficient dental care.

**Participating Provider Program** – Allows you to receive service from any licensed dentist. However, if you choose an HMSA participating dentist you are guaranteed that your portion of payment will not exceed the amount shown in your plan brochure. If you visit a nonparticipating dentist, your out-of-pocket expenses may be higher.

**Hawaii Employee Dental Plan** – HMSA has two options which employees can choose to participate in.

## Vision Coverage

Our vision plan is through the premier vision carrier in the country, Vision Services Plan (VSP). Over 95% of all optometrists are members of the VSP network. Highlights of the plan include a comprehensive eye exam and new lenses, if needed, every 12 months. New frames are available every 24 months.

Exams and materials, after the deductible, are paid in full when using a VSP Member Doctor.

The following web site provides additional information and allows you to search for providers currently accepting new patients in your area:  
[www.vsp.com](http://www.vsp.com)

## Long Term Disability Insurance

No one plans on not being able to work because of an injury or illness, but the financial repercussions of not having income to cover living expenses are great.

The Company's disability plan is there to replace a large portion of your income if you are totally or partially disabled due to a non-work related injury or illness. Highlights of the plan include income replacement equal to 60% or your pre-disability earnings to a maximum monthly benefit of \$10,000.

The monthly benefits begin 90 days after you have been disabled; most comparable plans contain 180-day eligibility periods. Benefits can be paid until the age of 65 or normal social security retirement age in accordance with ADEA. A cost of living adjustment (COLA) of 2% per year after 12 months of disability helps to keep pace with inflation.

You are also eligible for benefit payments if earnings from partial employment are less than 80% of pre-disability earnings.

## Flexible Spending Accounts

The Company has engaged AFLAC to administer our Flexible Spending Accounts (FSA's). An FSA is an employer-sponsored benefit covered under the Internal Revenue Code Section 125. Under a Section 125 Plan (sometimes referred to as a Cafeteria Plan), the IRS allows employees to make certain payroll deductions "pre-tax". In other words, the deductions are taken before payroll taxes are calculated so that you save federal – and in some cases, state – income tax as well as the FICA taxes. The FSA's can be used for the following:

***Premium Deductions*** – The most commonly used FSA (a real win-win situation), is your share of insurance premium contributions, can be designated as a pre-tax deduction.

***Dependent Care Reimbursement*** – You designate your current cost for dependent care expenses to a licensed facility as a pre-tax deduction and AFLAC will reimburse you when you present them with a receipt. This allows you to pay for this expense with tax-favored dollars.

***Unreimbursed Medical Expenses*** – Even though much is covered by our benefit plans, there are co-pays, co-insurance, etc., that comes out of your pocket with after-tax dollars. You can designate a portion of your paycheck to take a pre-tax deduction. When you incur eligible expenses, AFLAC will reimburse you out of your FSA. Refer to your Section 125 booklet (also known as Flex One) for complete details, paying particular attention to the "Use it or Lose it" section.

## Voluntary Benefits

The Company also provides additional benefits through payroll deduction that can be personally tailored to meet you and your family's specific needs. The four AFLAC voluntary plans offered to employees through pre-tax or post-tax payroll deductions are as follows:

***Personal Accident Expense Plus*** pays you cash benefits in addition to any medical plan coverage. Cash payments are made for emergency room visits, hospitalization, treatment for many specific injuries, and more.

***Personal Cancer Indemnity Plan*** pays you cash benefits for first occurrence of internal cancer, hospitalization, immunotherapy, radiation, chemotherapy treatments and more. Includes cash benefits for wellness screenings.

***Dental Plan*** offers 1 level of coverage designed to supplement one's primary

dental plan. The Dental Plan pays policyholders for 2 (two) annual cleanings, benefits are paid for minor procedures (fillings, etc.), major procedures (crown, root canals, etc.).

***Personal Short Term Disability Insurance*** allows you to choose the level of coverage, the benefit period, and benefit start period on this income replacement policy. This is designed as income replacement before the group Long Term Disability plan begins to pay for non-job-related injuries or illnesses.

***Personal Recovery Plus*** pays you cash benefits for the following life-threatening events:

- heart attack & coronary artery bypass surgery
- stroke
- end-stage renal failure
- major human organ transplant
- major third-degree burns
- coma
- paralysis

## 401(k) Plan

This plan enables you to save for retirement, reduce current taxes and generate tax-deferred earnings, all at the same time. You may enroll in the Pankow Employee's Profit Sharing 401(k) Plan if you meet the following requirements:

- You are 21 years old
- You are not a member of a Labor Union, UNLESS your collective bargaining agreement (or contract) provides for coverage under this plan

You become eligible to participate in the 401(k) plan the first of the month following your hire date. Your participation will be effective on the first day of the month following the date you enroll.

Each year, you can contribute up to 50% of your pay on a pre-tax basis subject to an annual maximum of 15,000 per year. Contributions can be stopped at any time with written notification.

Your contribution to the 401(k) savings plan lowers your taxable income, which

reduces the current tax liability on your earnings.

PLUS, your money is free to grow tax-deferred. You don't pay any taxes on that money (or earnings) until you withdraw it from the plan, such as at retirement, when you may be in a lower tax bracket.

YOU determine how your money is invested. You may choose any one or combination of the many investment funds available in the plan at this time. You may also change your investment allocations 24 hours a day, seven days a week by calling New York Life (800) 253-2287, or log on to [www.bcomplete.com](http://www.bcomplete.com)

The Company will match 50% of your contributions into your 401k account until your contributions equal 6% of your annual compensation or you reach the annual maximum for 401k contributions. This will allow you to receive an additional tax deferred benefit up to 3% of your annual compensation. Your rights to the matching benefit are consistent with the profit sharing vesting schedule.

## Profit Sharing Plan

The Company contributions to this plan are discretionary and dependent upon net profits of the Company.

To become eligible to participate, you must be 21 years of age, have completed 1,000 hours of service during an initial 1 year eligibility period.

If you are eligible to participate at the conclusion of the 1 year period, you may participate the next month following your eligibility date.

Typically, the Company's contributions into your account will be reflected on your second quarter statement.

Contributions to your account will be distributed to the funds you select.

Your vesting rights begin with 20% after two years of credited service from your start date. For subsequent years, the rate of vesting is:

<i>Years of Service</i>	<i>% Vested</i>
2	20
3	40
4	60
5	80
6	100

The following web site provides additional information, including fund alternatives:

[www.bcomplete.com](http://www.bcomplete.com)

## Vacation/Holidays

Vacation – New employees shall accrue one day per each full month of employment with a maximum of 10 days total for the year. This accrued vacation is to be taken in the following year. Subsequently, each employee that has been employed 0 to 5 years, shall accrue two weeks (10 days) vacation annually, 3 weeks (15 days) vacation annually for 5 to 15 years and 4 weeks (20 days) annually for 15 years or more.

Employees may carry over a maximum of 5 unused vacation days.

Additionally, employees who are eligible for 15 or more vacation days (those with over 5 years of service) may elect to receive pay in lieu of days off for up to 5 days annually. This election and

subsequent payments occur in the month of December.

Holidays – There are nine paid holidays per year. Should the holiday fall on a Saturday, Friday is observed as the holiday, Monday is observed if the holiday falls on a Sunday. The holidays are as follows:

- New Year's Day
- Martin Luther King Jr. Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Day

## Professional Organizations

The Company encourages employees to further their professional development and effectiveness on the job by offering financial assistance for professional registrations and professional societies.

*Professional Registrations* – The Company will pay for registration and renewal expenses for professional licenses that the Company may ask the employee to acquire or maintain.

*Professional Society Memberships* – The Company will pay membership expenses in professional societies to which the Company request that the employee belong. These may include, but are not limited to, American Concrete Institute (ACI), the American Society of Civil Engineers (ASCE), Construction Specification Institute (CSI), Design-Build Institute of America (DBIA), American Institute of Architects (AIA), and the Construction Financial Management Association (CFMA).