



## ***Welcome to M2 Property Group!***

Below you will find a summary of benefits currently offered to our employees:

### • Paid Holidays

Full-time, employees are eligible after the completion of 90 continuous calendar days of employment.

- New Year's Eve
- New Year's Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Thanksgiving Day
- Friday after Thanksgiving Day
- Christmas Day
- Christmas Floating Day; day before or after Christmas Day
- Employee's Birthday

Holidays are paid at eight (8) hours straight time. If you work during a holiday, you will be paid for all hours worked at straight time plus holiday pay up to eight (8) hours – whether you work an 8- or 12-hour shift. Additionally, overtime will be paid in accordance with all local, state, and federal laws. Holiday pay does not count towards the calculation of overtime.

Qualified employees who work on a holiday are to receive an extra day off within two weeks of the holiday. For an employee to be eligible for holiday pay, attendance at work on the last scheduled day before the holiday and the first scheduled day after the holiday is necessary. For employees who work Monday-Friday, holidays that fall on a Saturday, will be observed on the Friday prior and holidays that fall on a Sunday, will be observed on the Monday following. Holiday pay or days off may not be accumulated.

Part-time employees who are not eligible for the holiday pay benefit will be compensated at their regular rate of pay for hours worked on the holiday.

### • Paid Vacation

Full-time employees are eligible after completion of 90 continuous calendar days of employment.

The amount of paid vacation time full-time employees receives each year increases with the length of their employment as shown in the following schedule: Vacation days start accruing on date of hire, but cannot be used until the 91st day of employment:

- Upon initial eligibility the employee is entitled to five (5) vacation days each year, accrued biweekly at the rate of 1.54 hours.
- After completing one (1) year of eligible service the employee is entitled to 10 vacation days each year, accrued biweekly at the rate of 3.08 hours.
- After completing three (3) years of eligible service the employee is entitled to 15 vacation days each year, accrued biweekly at the rate of 4.62 hours.

After completing seven (7) years of eligible service the employee is entitled to 20 vacation days each year, accrued biweekly at the rate of 6.154 hours.

Employees may carry unused time forward to the next calendar year up to a maximum of 80 hours.

The company will automatically pay out vacation time over 80 hours as of December 31st. The company will "purchase" this vacation time at a rate of two-thirds or 66.66% of the employee's normal pay on the paycheck following the end of the year. For example, if an employee has 100 hours of vacation time at the end of the year and earns \$15/hour, the 20 hours that cannot be carried forward will be paid out at \$9.99 per hour (\$15 multiplied by 66.66% = \$9.99/hour) for a total payout of \$199.80 less applicable payroll taxes.

Paid vacation time cannot be used during resignation notice dates. Paid vacation time is NOT counted toward hours worked for purposes of determining whether the employee is entitled to overtime pay.

- Paid Personal

Full-time employees are eligible after completion of 60 continuous calendar days of employment.

After 60 days of full-time employment, a new employee will be granted paid personal time during the calendar year that he or she is hired in accordance with the following table:

**PERSONAL TIME ENTITLEMENT TABLE (for initial year of hire)**

Date of Hire	Personal Days*
January-February	7
March	6
April	5
May	4
June	3
July	2
August-September	1
October-December	0

Seven (7) days are awarded on January 1<sup>st</sup> each year. Each personal day consists of eight (8) hours.

Unused personal time will not be paid upon employment termination or accumulated to the following calendar year.

Paid personal time cannot be used during resignation notice dates. Paid personal time is NOT counted toward hours worked for purposes of determining whether the employee is entitled to overtime pay.

- Paid Training Days

Full-time and part-time employees are eligible for up to 4 training days per year, awarded based on position. Each training day consists of eight (8) hours.

Unused training time will not be paid upon employment termination or accumulated to the following calendar year.

Paid training time cannot be used during resignation notice dates.

- **Bereavement** Full time regular employees who have been employed at least 90-days may take up to five (5) days of paid bereavement for the death of a loved one, per year. Available personal or vacation time may be used for bereavement requests longer than five (5) days.

We also offer time to grieve for the loss of a family pet. Full-time regular employees who have been employed at least 90 days may take up to one (1) day per year.

- **Health Insurance** Full-time employees are eligible on the first day of the month after 60 days of service. If you have been a part-time associate for longer than 90 days and become full-time, you are eligible for insurance on the first of the month after your full-time status became effective.

M2 contracts with Blue Cross Blue Shield of IL to provide four medical plans utilizing nationwide PPO.

For all plans, M2 covers 70% of the monthly premium cost of employee only with 30% being reimbursed by the employee through bi-weekly payroll deductions. For spouse, dependents and family being added, the split is 50/50.

In addition, employees have access to several Blue Cross Blue Shield wellness programs.

- 24/7 Nurseline, provides nurses to help answer your health questions. Available 24 hours a day, 365 days a year.
- Virtual Visits are available through MDLIVE for non-emergency medical conditions, pediatric care or behavioral health care, 24 hours a day, 365 days a year.
- Express Scripts, a home delivery (mail order) pharmacy service. Available for your long-term (or maintenance) medicines. No driving to the pharmacy or waiting in line!
- Well, onTarget, which is designed to give you the support you need to make healthy lifestyle choices and reward you for your hard work. This program provides incentives and rewards to BCBS members such as gym discounts or gift card awards.
- Blue365, a discount program which allows you to save money on health and wellness products and services from top retailers that are not covered by insurance.
- Learn to live, a digital mental health program that can help you get your mental health on track.
- ComPsych, an Employee Assistance Program for confidential support, 24 hours a day, 365 days a year.
- Wondr, the weight-loss program that fits you! Wondr is a skills-based digital weight loss program that teaches you skills to be your healthiest self.
- Hinge Health, which offers personalized pain care that gets you moving. Relieve joint and muscle pain with personalized exercise therapy at no cost to you.
- Diabetes Management by Teladoc, a coach-led digital program for Wellbeing Management and Health Advocacy Solutions.

Open enrollment for the plan is December (effective January 1<sup>st</sup>).

- **Dental Insurance** M2 contracts with MetLife to provide two options of PPO plans. Splits in premium work the same as Health.

Open enrollment for the plan is December (effective January 1<sup>st</sup>).

- **Vision Insurance** M2 contracts with MetLife to provide one plan. Vision insurance is 100% employee paid through payroll deductions.

Open enrollment for the plan is December (effective January 1<sup>st</sup>).
- **Life Insurance** Full-time employees are offered a \$40,000 employer-sponsored Life/AD&D plan. Employees are enrolled on their initial benefit enrollment date.
- **Long-term Disability** Property Managers and Maintenance Supervisors are offered an employer-sponsored Long Term Disability plan. Employees are enrolled on their initial benefit enrollment date.
- **Supplemental** M2 contracts MetLife and Equitable to provide supplemental medical coverage for a variety of items; MetLife offers Accident, Hospitalization, Critical Illness and MetLaw. Equitable offers including Short Term Disability, Long Term Disability and Supplemental Life Insurance. Since this is offered through a group plan, premiums are reduced. MetLife and Equitable benefits are 100% employee paid through payroll deductions.

Full-time and part-time employees working 20+ hours per week are eligible to participate after completion of 90 days of employment.
- **Pet Insurance** Full-time and part-time employees working 20+ hours per week can take advantage of Met Life Pet Insurance via direct billing. Employees can enroll at any time after the initial benefit enrollment date.
- **401(k) Plan** Full-time and part-time employees (age 21 or older) are eligible to participate after completion of six (6) months of employment. Our plan provides automatic enrollment of 1%, you may adjust the percentage or opt out if do not wish to participate in the 401(k) plan. *(Employees receive advance notice of enrollment)*

The retirement plan is administered through Empower. The company will match 100% up to 4% per year on employee contributions. Eligible employees will be 100% vested in both their salary deferral and the company's matching contribution immediately.
- **Additional Benefits**

**Commissions** – Renewal commissions paid to all employees; New Lease commissions paid to the sales teams.

**Mileage Reimbursement** – Maintenance employees receive a flat rate mileage reimbursement each pay period. *(Must have a valid DL and clean driving record)*

**Cell Phone Reimbursement** – Property Managers and Maintenance Supervisors receive a flat rate cell phone reimbursement each pay period.

**Professional License/Fees** – 100% reimbursement of any professional license, fees, and/or designation renewal.

**Professional Development** – We believe in training and will pay 100% of approved industry-related training costs.

### **Apartment Discounts, up to 100%**

- 0-1 year of service, the discount is 50% (up to \$750.00 per month)
- At the start of your 2nd year, the discount will move to 75% (up to \$1,125.00 per month)
- At the start of your 3rd year, the apartment will be free (up to \$1,500.00 per month)

**Uniforms** – Maintenance staff are provided shirts and jackets.

**Quarterly Bonus** – Property Managers and Maintenance Supervisors can earn 3% of their annual salary each quarter.

**Smoking Cessation Program** – If you smoke and you want to stop, we'll reimburse you 100% of the costs of any option you want to try once you successfully stop. The program covers every method except vaping.

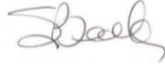
**Direct Deposit & iPay Statements** – Access your pay statement, W2 forms, retirement benefits, and the like any time using our ADP payroll portal.

While this Benefits Summary covers most of the key benefits, additional details and others can be found in the Employee Handbook.

We look forward to working with you and as always, feel free to ask questions as you become acquainted with M2 Property Group.



Max Levin  
Principal



Scott Beals  
Chief Operating Officer



Rachel Lewis  
Human Resources Director