

YOUR PERSONALIZED BENEFITS STATEMENT

--CONFIDENTIAL--

Medical Protection

Our Medical Plan provides the following coverage with no premium expense to full-time employees (dep. coverage extra):

<u>Claim Category:</u>	<u>PPO:</u>	<u>Non-PPO:</u>
Inpatient Hospitalizations	80%*	70%*
Outpatient Surgeries	100%	70%*
Specialist physician office visit and inpatient surgery expense	80%*	70%*
Primary Care Visits (includes up to \$250 /year for preventative care)	100%**	70%*
Prescription Drugs	Both must use our drug card, \$10 per 34 day supply (must use generic if manufactured to obtain this benefit level).	

*After annual deductible **After \$15 co-payment

Dental: Calendar year deductible of \$50, max. \$150 per family. Plan pays 100% for preventative services, 80% after deductible for basic services, and 50% after deductible for major services.

Vision: No deductible, reimbursement of up to \$30 per eye exam and \$60 per set of glasses or contact lenses.

PLEASE REFER TO YOUR GROUP BENEFIT PLAN FOR COMPLETE PLAN DETAILS.

Paid Time Off (PTO)

The Paid Time Off Program (PTO) provides days off work with pay for eligible employees.

After 90 days of employment, you will be eligible to use PTO and will be eligible for Holiday pay. You are currently accruing **6.15** hours of PTO per pay period, or **20** days per year. Your balance as of June 1, 1999 for PTO was **57.79** hours, which is available for you to schedule and use.

Holiday pay covers the following:

New Year's Day	Labor Day
Good Friday	Thanksgiving Day
Memorial Day	Christmas Day
Independence Day	

PLEASE REFER TO PAGES 12-14 OF THE EMPLOYEE HANDBOOK FOR FURTHER DETAILS REGARDING PTO AND HOLIDAY BENEFITS.

Employee Assistance Program (EAP)

The Employee Assistance Program (EAP) was established to provide you with CONFIDENTIAL, outside, professional sources for assistance with problems such as family difficulties, teenage peer pressure, substance abuse, financial difficulties, legal advice, personal relationships, domestic violence, time productivity, anger, grief, depression, retirement, etc. These problems may be interfering with your personal life, work or home life. If you are experiencing problems which are causing concern for you or your co-workers/supervisor, you and your EAP counselor can work as a team to find solutions. The EAP is staffed with trained counselors dedicated to help with most any type of personal problem. For more information or to arrange an appointment, please call 828-252-2595.

Orchard Plantation has entered into an annual contract with Personnel Performance Systems, locally in Asheville, Hendersonville, and Waynesville. We pay \$20.00 per year to provide this service to you. The counseling benefit to you is over \$500.00.

Life Insurance

Life Insurance is provided as a Orchard Plantation paid benefit. Your eligible beneficiary will receive a survivor's benefit from our Group Life Insurance Plan. Based on your 1999 base pay, your estimated group life benefit is: \$ **109,500.30**. This amount is equal to three (3) times your annual base salary.

Short Term Disability

Orchard Plantation provides protection for short-term disability, which interferes with your ability to work. Disability pay is available at such time as all PTO, with the exception of 24 hours, has been exhausted and with specified limitations. There is a maximum payment period of 24 weeks. There is no waiting period for an injury, and seven (7) days waiting period for a sickness or health related absence. Payment is \$100 per week. Federal and state tax liability is the employee's responsibility.

Retirement Benefits

Social Security Benefit:

In 1999, Orchard Plantation will pay an amount equal to 6.2% of your income up to \$ **2,263.01** into the Social Security System plus 1.45% of your income for Medicare. This is an amount equal to what you will have paid by the end of 1999.

Money Purchase Pension Plan:

Eligibility to participate in the Plan begins after 6 months of service, being at least 21 years of age and having worked a minimum of 1000 hours. Orchard Plantation contributes an amount equal to 6% of your annual gross income for your retirement. If you remain employed with Orchard Plantation until the end of 1999, \$ **2,190.01** will have been contributed into your Money Purchase Pension Plan account.

403 (B) Plan:

Participation is voluntary. You may defer a certain amount of your earnings into an annuity account to plan for your retirement. The earnings you defer through payroll deduction are subtracted from your pay before income taxes. Tax is not payable on these funds until you receive payment at retirement. You are currently deferring \$ **25.00** per pay period into the 403 (B) Plan. If you would like additional information regarding the 403(B) Plan, contact Larry Scott, VALIC Representative at 828-645-2459 or 1-800-44-VALIC.

In Summary

This report presents some highlights of the employee benefit program available to you. This information is strictly confidential and was prepared for your information and benefit only. We discourage sharing this information with others. The benefits and annualized costs shown in this report were calculated with the assumption that all eligibility requirements have been or will be met. The following information was used in the preparation of this report:

Social Security Number: **123-45-6798**
 1999 Estimated Base Pay: **\$36,500.10**
 Date of Employment: **5/8/95**

In addition to the above benefits, other benefits are provided by Orchard Plantation which are of significant value.

The estimated annual value of your Benefits is:

Plan Benefit Description	Employee Contributes	Orchard Contributes
Employee Medical Insurance	\$0.00	\$3,154.60
Long Term Disability	\$ 0	\$287.04
EAP Program	\$ 0	\$ 20.00
Paid Time Off	\$ 0	\$2,807.70
Life / AD&D Insurance	\$ 0	\$328.50
Social Security	\$2,263.01	\$2,263.01
Pension Plan	\$ 0	\$2,190.01
403 (B) Plan	\$650.00	\$ 0
Worker's Compensation	\$ 0	\$447.26
Miscellaneous Benefits	\$ 0	\$72.07
TOTAL VALUE OF YOUR BENEFITS	\$2,913.01	\$11,570.19

Your Personalized

Benefits

Statement

Especially
Prepared
For

Jane Doe
Orchard Plantation

Social Security Coverage

Each year you pay a percentage of your earnings into a form of retirement, commonly known as Social Security. . Your contributions are matched by us and paid directly to the Social Security Administration.

These contributions fund a government sponsored program, which includes the following benefits:

1. *Retirement income for you and your spouse;*
2. *Medicare;*
3. *Disability Benefits;*
4. *Survivor income for your spouse and dependent children, and*
5. *A lump sum death benefit for burial expenses.*

This program is designed to supplement your personal retirement income savings, but not substitute for it. Your benefits will be determined at your actual retirement, death, or disability by the Social Security Administration based on your average earnings over your working career.

About every three years you should write to the Social Security Administration for a historical printout of your eligible Social Security earnings. This will allow you to see if your account has been credited each year with your correct earnings. Your letter requesting your earnings should include your name, social security number, date of birth and mailing address. **Send your request to: Social Security Administration, PO Box 57, Baltimore Maryland 21203.**

Unemployment Coverage

Orchard Plantation funds a program which provides you with Unemployment Compensation administered by the state. You are covered if you lose your job for reasons beyond your control. If you quit or are dismissed for misconduct, you are generally not covered or the waiting period before benefits begin is extended. If you qualify, the amount of your benefit is determined by past earnings subject to guidelines and limitations set by the state. This program was designed as a subsidy for basic needs, not a replacement of income. Contact your State Employment Security Claims Office for any assistance with unemployment coverage.

Worker's Compensation Coverage

We provide a form of Worker's Compensation coverage which provides you or your survivors with compensation for death or disability arising out of or in the course of employment. If you should become disabled as a result of a work related disease or injury, you may be entitled to a percentage of your wages. In addition, we or our insurance carrier will pay all reasonable medical costs resulting from your job related disease or injury. If death occurs, a lump sum is paid for funeral expenses. Your spouse and child(ren) may be eligible for benefits based on your earnings.

Worker's Compensation laws are state laws and not federal laws. As a result, the amount of Worker's Compensation benefits will vary from state to state. Our Worker's Compensation carrier is ABC Companies. Their address is 123 Farm Pond Lane, Charlotte, North Carolina 28212.

Orchard Plantation is proud of the benefit plan offered to you, our employee. If the information provided is not clear, or you would like additional information regarding these and other potential benefits that Orchard Plantation currently offers or may offer in the future, please make a written request to: Human Resources Department, 123 Main Street, Asheville, North Carolina 28803. Please include your name and mailing address for any written response or information.