

## **COMPENSATION AND BENEFITS MANAGING DIRECTOR**

### **1) COMPENSATION**

Salary range: \$70,000-\$80,000

Bonus opportunity: 10% of base salary

### **2) HEALTH INSURANCE**

Hospital, medical, dental, and vision insurance will be provided for employee, spouse, and dependent children up to age 26 still living at home and claimed as dependent on federal tax return.

### **3) RETIREMENT**

Mountain Express will provide mandatory 401(a) retirement participation through Colorado County Officials and Employees Retirement Association (CCOERA).

Employee is required to participate in the retirement plan according to the following scale:

On the 1<sup>st</sup> up to the date of the 5<sup>th</sup> anniversary, employee pledges 6% of salary into the plan;

On the 5<sup>th</sup> anniversary up to the date of the 8<sup>th</sup> anniversary, employee pledges 7% of salary into the plan;

On the 8<sup>th</sup> anniversary up to the date of the 10<sup>th</sup> anniversary, employee pledges 8% of salary into the plan;

On the 10<sup>th</sup> anniversary up to the date of the 15<sup>th</sup> anniversary, employee pledges 10% of salary into the plan;

On the 15<sup>th</sup> anniversary, employee pledges 12% of salary into the plan.

Mountain Express will match the percentage contribution the employee pledges. All percentage categories are mandatory. All contributions are on a pre-tax basis. Additionally, employees may elect to make voluntary contributions into a deferred compensation plan, or 457 Plan. Employee may make contributions up to the maximum amount set by the IRS. Mountain Express does not match contributions into the deferred compensation plan. All contributions are on a pre-tax basis.

**4) VACATION**

Employee will earn vacation leave of 80 hours (two weeks) per year for the first two years of employment.

At the beginning of the third year through the fifth year, employee will earn 120 hours (three weeks) per year.

At the beginning of the sixth year, employee will earn 160 hours (four weeks) per year.

Up to a maximum of 80 hours of vacation leave accrued but unused at the end of the calendar year may be carried forward into the new calendar year. Any accrued and unused vacation time will be paid out upon termination.

**5) SICK LEAVE**

Employee will be granted leave for personal illness and/or for the illness of a member of the employee's household that requires the employee's personal care and attendance.

Employee will accrue sick leave at the rate of one eight-hour day per full calendar month of service. A maximum of 960 hours of sick leave may be accrued.

All sick hours accumulated over the maximum accrual limit will go into a "Sick Leave Bank" available to all contributing employees for catastrophic injury or illness. All employees who contribute sick hours to the Sick Leave Bank are eligible to apply.

Upon voluntary termination employee shall be reimbursed for accumulated sick leave at a ratio of one hour for every three hours of sick leave accumulated.

**6) PAID HOLIDAYS**

Mountain Express observes the following holidays:

- |                        |               |
|------------------------|---------------|
| New Year's Day         | Labor Day     |
| Martin Luther King Day | Columbus Day  |
| President's Day        | Thanksgiving  |
| Memorial Day           | Veteran's Day |
| Fourth of July         | Christmas Day |
| Colorado Day           |               |