

# **Greene Arc, Inc.**

## **Policy and Procedure Manual**

### **Pension Contribution Policy and Procedure**

Upon reaching 18 months of full-time or part-time employment with Greene Arc, Inc. the employer will establish a Simplified Employee Pension (SEP) with a provider selected by the employer.

Contributions for eligible employees shall be made monthly and will consist of 6% of the employee's gross compensation.

These contributions will begin in the calendar month following the month in which the employee completes 18 months of service and has completed and submitted all necessary paperwork, needed to begin contributions to the SEP.

If the paperwork is delayed, by the Employee, contributions will begin the month following the submission of all needed documents.

The Employer shall pay any administrative fees. Employee shall pay the annual maintenance fee as required by the provider.

The Employer's contributions will be fully vested upon being made.