

SEILER & ASSOCIATES, INC.
PROFESSIONAL SURVEYORS

We believe you should have the right to make your own choices in matters that concern and control your life and therefore offer the following information.

Seiler & Associates, Inc. has created a harmonious working environment for our employees. It is the objective of the Company to provide a profitable, challenging and rewarding workplace and work experience. As an Employee of Seiler & Associates, Inc., your first responsibility would be to know your own duties and how to do them properly, correctly and pleasantly. Secondly, you would be expected to cooperate with your fellow employees and to maintain a positive team attitude.

All full time-permanent Employees are eligible for benefits upon the completion of a 90-day Introductory Period. Following is a brief summary of the benefits.

- You are eligible for Health and Dental Insurance the first of the month following your 91st day. The Company pays Employee coverage 100%. You may elect to insure your spouse or dependants at your own expense. Payments are made through pre-tax payroll deductions.
- You will also be eligible to elect supplemental insurance, *AFLAC*, which is 100% Employee funded.
- Participation in the Individual Retirement Plan is available to you the 1st of January following your date of Employment, provided you earn \$5,000.00 as a Seiler & Associates, Inc. Employee in this calendar year.
- You will have eight (8) paid Holidays.
- Paid Time Off (PTO) will accrue at a rate of 1.54 hours per week, which is equal to 10 days per year, during your first five years of Employment. Upon your fifth anniversary, your accrual rate will increase to 2.31 hours per week or 15 days per year.
- Educational Assistance is available for approved related fields of study, with a reimbursement plan of up to \$2,500.00 per year.

Note: Part time positions do not qualify for benefits.

Any offer of Employment is contingent upon a successfully completed drug screening and criminal background examination. A physical may be required to establish your ability to perform the essential job functions of the position for which you are applying. You will be required to drive on occasions, therefore you must maintain a valid drivers license. Personal vehicle mileage is reimbursed at a rate equal to the current government rate and is paid weekly.

Employment with Seiler & Associates, Inc. is considered “at-will”. This means neither you nor Seiler & Associates, Inc. will be entering into a contract regarding the duration of your employment.

Seiler & Associates, Inc. has specific policies regarding outside employment. Before accepting any outside employment you are encouraged to discuss the matter with our Human Resource Department.

Should you be selected for Employment, you will be asked to sign a *Non-Compete and Confidentiality Agreement*, which generally provides that you will not disclose or use any Seiler & Associates, Inc. confidential information, either during or after employment.

Seiler & Associates, Inc.’s Mission Statement

We exist to:

Perform our work expertly.

Protect the public and represent the Land Surveying Profession reputably.

Provide outstanding Client Service.

Seiler & Associates, Inc.’s Vision Statement

To provide the highest standard of service to our Clients by using innovative management techniques to develop our expertise in the area of technologies, provide a positive, professional work environment and adhere to the fundamental principles of the land surveying profession.

Seiler & Associates, Inc.’s Core Values

- *Our Associates,*
- *Work quality, and*
- *Professional ethics*

Please note, this is only a summary and is in no way intended to be all-inclusive. A complete *Employee Handbook* is issued to all Employees during orientation.

We hope this summary will be helpful to you during your application, interviewing and decision making process. Should you have any questions or need clarification regarding any of the information provided, please do not hesitate to ask Human Resources.