

# GORMAN & COMPANY

*Integrity. Innovation. Community.*

## 2024 PART-TIME BENEFITS GUIDE





# BENEFITS OVERVIEW

Gorman & Company is proud to offer a benefits package to eligible team members. The benefits package is briefly summarized in this booklet.

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### BENEFITS OFFERED

- 401K Retirement Plan
- Employee Assistance Program (EAP)
- Holidays (If you work 20 or more hours per week)

### ELIGIBILITY

You are eligible to participate in the 401K Retirement Plan on the first of the month following 60 days of employment.

You are eligible for the EAP and Holidays as of your date of hire.



**Contact Human Resources  
with questions!**

[HR@GormanUSA.com](mailto:HR@GormanUSA.com)



## 401K RETIREMENT PLAN



### 401K RETIREMENT PLAN

#### Administered by Empower Retirement

Gorman & Company has a 401K plan which you may be eligible to participate in through pre-tax payroll deductions, or after-tax payroll deductions for Roth contributions. You are allowed to rollover existing qualified plan contributions into this plan. The entry date for participation in the employer match is the first of the month following 60 days of employment. You must be 21 years of age to participate in the Gorman 401K plan. The current discretionary employer match is 100% (dollar for dollar) of up to 6% of your annual pay. The employer match contributions are deposited on per pay period basis. There is a 6-year vesting schedule for the 401K plan.

Gorman & Company's 401K plan is set up for Auto Enrollment. This means that when you become eligible to participate in the plan, you will be **automatically enrolled** in the plan at 6%. You will receive a notice from Empower Retirement one month prior to your eligibility date explaining this and giving you the opportunity to go online and "opt out" or edit your contribution percentage.



# EMPLOYEE ASSISTANCE PROGRAM

ACI Specialty Benefits

Administered by Reliance Standard  
[rsl.acieap.com](http://rsl.acieap.com)



ACI's Employee Assistance Program (EAP) provides professional and confidential services to help employees and family members address a variety of personal, family, life, and work-related issues.

**Confidential and professional assessment and referral services for employees and their family members**

**EAP and Work-Life Benefits:**

From the stress of everyday life to relationship issues or even work-related concerns, the EAP can help with any issue affecting overall health, well-being and life management.

- Unlimited Telephonic Clinical Assessment and Referral
- Up to 3 Sessions of Professional Assessment for Employees and Family Members
- Unlimited Child Care and Elder Care Referrals
- Legal Consultation for Unlimited Number of Issues per Year
- Financial Consultation for Unlimited Number of Issues per Year
- Unlimited Pet Care Consultation
- Unlimited Education Referrals and Resources
- Unlimited Referrals and Resources for any Personal Service
- Unlimited Community-based Resource Referrals
- Online Legal Resource Center
- Affinity™ Online Work-Life Website
- myACI App for Mobile Access
- Multicultural and Multilingual Providers Available Nationwide

EAP benefits are free of charge, 100% confidential, available to all family members regardless of location, and easily accessible through ACI's 24/7, live-answer, toll-free number.

EAP services are provided by ACI Specialty Benefits, under agreement with Reliance Standard Life Insurance Company.

Reliance Standard Life Insurance Company is licensed in all states (except New York), the District of Columbia, Puerto Rico, the U.S. Virgin Islands and Guam. In New York, insurance products and services are provided through First Reliance Standard Life Insurance Company, Home Office: New York, NY. Product availability and features may vary by state.

**Additional Questions?**  
Contact Human Resources or contact ACI Specialty Benefits toll-free at **855-RSL-HELP** (855-775-4357)  
[rsl@acieap.com](mailto:rsl@acieap.com)  
<http://rsl.acieap.com>



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# PAID HOLIDAYS

## PAID HOLIDAYS

Regular-status part-time team members hired to work 20 - 29 hours per week will receive 4 hours of holiday pay for full day holidays, and 2 hours of holiday pay for 1/2 day holidays. The following holidays are observed by Gorman & Company. \*Property and Corporate team members are not eligible for the Easter Holiday \*\* Hotel team members are not eligible for the Day after Thanksgiving holiday or the Good Friday holiday. See the Hotel Holiday Pay policy below for more information.

- New Year’s Day
- MLK Jr. Day
- Good Friday (1/2-day) \*\*
- Easter \*
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving \*\*
- Christmas Eve Day (1/2-day)
- Christmas Day
- New Year’s Eve Day (1/2-day)

Hotel Holiday Pay: Due to the nature of the hotel industry operating 365 days per year, paid holidays are handled differently for hotel team members at the Company. Hotel hourly team members will be paid at the rate of one and a half times their regular rate of pay for any hours worked on an eligible holiday. For the Christmas Eve and Christmas Day holidays, and the New Year’s Eve and New Year’s Day holidays, hourly hotel team members will be eligible for Hotel Holiday Pay when working between the hours of 3:00 p.m. on the eve of the holiday through 11:00 p.m. on the day of the holiday. Hotel salaried team members who are scheduled to work on an eligible holiday may take the holiday on a different day within the same pay period. The Company reserves the right to change paid holiday dates depending on how the holiday falls within the week of the calendar year.



## Contact Information

If you have specific questions about a benefit plan, please contact the administrator listed below, or the human resources department.

BENEFIT	ADMINISTRATOR	PHONE	WEBSITE/EMAIL
401K Plan	Empower Retirement	800-338-4015	<a href="http://www.empower-retirement.com/participant">www.empower-retirement.com/participant</a>
EAP Program	ACI Specialty Benefits	855-775-4357	<a href="http://rsli.acieap.com">http://rsli.acieap.com</a> or email: <a href="mailto:rsli@acieap.com">rsli@acieap.com</a>
Human Resources			<a href="mailto:HR@GormanUSA.com">HR@GormanUSA.com</a>

