

GAS FIELD SPECIALISTS, INC.



2026

BENEFITS OVERVIEW

BENEFIT HIGHLIGHTS

MEDICAL

Carrier: Highmark BCBS

Plan Types:

- EPO Blue

Deductible:

- \$8,000.00 Individual
- \$16,000.00 Family

COVERED SERVICES

| BENEFIT | IN-NETWORK |
|-----------------------|--|
| Primary Care Provider | \$30 Copay* <i>100% covered after copay.</i> |
| Specialists Office | \$40 Copay* <i>100% covered after copay.</i> |
| Urgent Care | \$75 Copay* <i>100% covered after copay.</i> |
| Telemedicine | \$20 Copay* <i>100% covered after copay.</i> |
| Preventative Care | 100% Covered* <i>See detailed plan documents.</i> |
| Emergency Room | \$125 Copay* <i>(Waived if admitted)</i> <i>100% covered after copay.</i> |
| Other Services | 100% after Deductible* |

*FOR DETAILED INFORMATION REFER TO PLAN DOCUMENTS.

VISION

| | |
|--|-----------|
| Eye Examinations | 12 Months |
| Spectacle Lenses | 12 Months |
| Frame | 24 Months |
| Contact Lenses <i>(In lieu of eyeglasses)</i> | 12 Months |

DENTAL

Carrier: Guardian

Plan Type: PPO

Annual Max. Benefit: \$1,000.00

Roll-over Max.: \$350.00

Deductible: \$25 per Family of 3

COVERED SERVICES

| BENEFIT | IN OR OUT-OF-NETWORK | |
|-------------------|----------------------|--------------|
| | IN | OUT |
| Preventative Care | 100% Covered | 100% Covered |
| Basic Care | 80% Covered | 80% Covered |
| Major Care | 50% Covered | 50% Covered |
| Orthodontia | Not Covered | Not Covered |

FOR DETAILED INFORMATION REFER TO PLAN DOCUMENTS.

HEALTH REIMBURSEMENT ACCOUNT (HRA)

The HRA account reimburses employees for a portion of the out-of-pocket In-Network deductible.

| | |
|-------------------------------------|--------------------|
| Individual Deductible | \$8,000.00 |
| Employee's Share | \$1,000.00 |
| GFS' Share | \$7,000.00 |
| Family/Two-Person Deductible | \$16,000.00 |
| Employee's Share | \$2,000.00 |
| GFS' Share | \$14,000.00 |

ADDITIONAL INFORMATION

For additional information, please refer to your GFS Employee Handbook, Employee Navigator/Portal, or Benefits/Plan Summary.

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CUSTOMER SERVICE CONTACTS

Davevic Benefit Consultants

(800) 854-4099

www.davevic.com

Davevic FSA Login

(800) 854-4099

<https://davevicpart.lh1ondemand.com>

Highmark BCBS

(800) 241-5704

www.highmark.com

Davis Vision

(800) 223-4795

www.davisvision.com

Guardian Dental

(800) 541-7846

www.guardiananytime.com

Vanguard

(866) 794-2145

www.vanguard.com

HH2 Paperless Paystubs

<https://gfsinc.hh2.com>

SHORT TERM DISABILITY (STD)

Carrier: Renaissance Life Insurance Company

Maximum Benefit: \$300.00

Accident Elimination Period: 7 days

Sickness Elimination Period: 7 days

Definition of Disability: Total Disability

LIFE AD&D

(ACCIDENTAL DEATH & DISMEMBERMENT)

Carrier: Renaissance Life Insurance Company

Life Benefit: \$25,000.00

Age Reduction: Benefit reduced to 65% at age 65, 40% at age 70 and 25% at age 75.

Contribution: \$0.00*

**GFS covers 100% of the cost.*

FLEXIBLE SPENDING ACCOUNT (FSA)

FSA allows you to put money aside, pre-tax, for out-of-pocket medical, dental, vision and prescription expenses.

VANGUARD 401(K)

Employees make contributions pre-tax and the Company matches up to 4% when 5% is contributed by the employee. *

**Eligibility to participate in GFS' Vanguard 401(k) plan is the first of the month following the employee's 1-year anniversary.*

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HOLIDAYS, PTO, FLEXTIME & OTHER LEAVE

HOLIDAYS

All regular, full-time employees of GFS are eligible for holiday pay.

Refer to the GFS Employee Handbook for the specific prerequisites for holiday pay eligibility.

The Company recognizes the following holidays as paid holidays:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

PAID-TIME-OFF (PTO)

PTO provides you with the flexibility to use your time to meet your personal needs, while recognizing your individual responsibility to manage your PTO. PTO may be used for instances such as vacation, medical reasons, sick leave, or other personal matters.

Eligibility: All full-time employees are eligible for PTO after their 60-day probationary period.

PTO Allowance: The first year is pro-rated based on the quarter the employee was hired in.

FLEXTIME

Flexitime is granted to all full-time employees who need less than 4 hours to tend to personal business. Should an employee require 4 or more hours, PTO must be used.

Flexitime is offered in 15-minute increments and is requested, as you would with PTO, through the Employee Navigator portal.

While flexitime is not paid leave, you must still record your flexitime on your timecard.

JURY DUTY

Up to 2 weeks of paid Jury Duty leave, over any 2-year period, is granted to all GFS employees. If required to serve, beyond that period, you must use any available PTO due you or you may request an unpaid leave of absence.

If you are called for Jury Duty, you must notify your immediate supervisor upon receipt of jury summons, so that arrangements can be made to accommodate your absence.

You will be paid 8 hours of pay for the day(s) in which you are required to serve. All Jury Duty reimbursements, from the courts, are to be forwarded onto GFS, in exchange for the 8 hours of pay.

BEREAVEMENT LEAVE

Recognizing that a time of bereavement is difficult, every effort will be made to ensure that a bereaved employee is able to tend to family matters.

Immediate family members includes: parents, current spouse, and children will be given 3 business days.

Siblings, grandparents, grandchildren, current stepparent and stepchildren, current parents-in-law, sibling-in-law and children-in-law will be given 1 business day.

No paid time off for aunts, uncles or cousins.

HOLIDAYS, PTO, FLEXTIME & OTHER LEAVE (CONT'D)

FAMILY AND MEDICAL LEAVE ACT (FMLA)

12 WEEKS OF JOB-PROTECTED LEAVE

Family and Medical Leave Act (FMLA) allows employees to balance their work and family life by taking reasonable leave for certain family and medical reasons.

Eligibility

- Has worked for GFS for at least 12 months; **and**
- Has worked a minimum of 1,250 hours during the past 12 months; **and**
- Works at a site where at least 50 GFS employees are employed within a 75-mile radius.

QUALIFYING FMLA LIFE EVENTS

- | | |
|--|---|
| <ul style="list-style-type: none"> ▪ Incapacity due to pregnancy, prenatal medical care or childbirth. ▪ Employee's after-birth care or placement for adoption, foster care. ▪ Care for employee's spouse, children, or parent with a serious health condition. | <ul style="list-style-type: none"> ▪ A serious health condition that leaves the employee unable to perform their job. ▪ Military Leave ▪ Spouse, children, or parent on active duty or call to active duty status. |
|--|---|

QUALIFYING FMLA MILITARY LIFE EVENTS

- | | |
|--|---|
| <ul style="list-style-type: none"> ▪ Short notice deployment ▪ Military events and related activities ▪ Childcare and school activities ▪ Financial and legal arrangements | <ul style="list-style-type: none"> ▪ Counseling ▪ Rest and recuperation ▪ Post-deployment activities |
|--|---|

*Please refer to the GFS Employee Handbook, **Section 3.22**, for detailed information regarding reasons for Military FMLA leave, situation-specific leave durations, definitions, protocol and more.*

PENNSYLVANIA

Notice: 30 days advance written notice, or within 1-2 days of learning of your need for leave.

Paid FMLA: No

Continued Benefits During Leave: Yes

Surrender All Available PTO: Yes

PTO Accrual During Leave: No

NEW YORK

Notice: 30 days advance written notice, or within 1-2 days of learning of your need for leave.

Paid FMLA*: Yes – 50% of average weekly wage**

Continued Benefits During Leave: Yes

Surrender All Available PTO: Yes

PTO Accrual During Leave: No

*This benefit is deducted from pay in advance

**Provided that the 50% does not exceed the State's average weekly wage.

*Please refer to the GFS Employee Handbook, **Section 3.11**, for detailed information regarding reasons for FMLA leave, situation-specific leave durations, definitions, protocol and more.*

Employees with a New York work state should refer to Section 6 Appendix.

PPE ALLOWANCE PROGRAM

GENERAL INFORMATION

Gas Field Specialists, Inc., through Blue Collar Workwear and The Clothing Store* in Troy, PA, provides an allowance to GFS employees for Personal Protective Equipment (PPE), purchased either in store, for local employees, or online for employees who are not close to one of Blue Collar's locations.

**The Clothing Store has in-store purchase only.*

This is a supplement only. It is not intended to purchase all necessary PPE required by OSHA or Customer.

HOW IT WORKS

GFS will provide the vendor with a list of acceptable PPE for employees working in the field or in the shop.

ACCEPTABLE PURCHASES INCLUDE:

- **Field Employees:** steel/composite toe boots and FR clothing. If FR clothing is not required, winter gear will be listed. Owners will determine who requires FR clothing.*
- **Shop Employees:** steel/composite toe boots only.*

*New employees will be eligible on the first of the month following 60 days of continuous employment.

PPE is gender specific. Men cannot purchase woman's items and vice versa.

EMPLOYEE ELIGIBILITY

New employees will be pro-rated by the month in which they become eligible. Employees who become eligible in the 4th quarter will not be eligible until the new year.

| FIELD | SHOP |
|--|--|
| Eligibility Month <ul style="list-style-type: none">• Q1: January – March, \$500.00.• Q2: April – June, \$375.00.• Q3: July – September, \$250.00.• Q4: October – December, \$0.00 | Eligibility Month <ul style="list-style-type: none">• Q1: January – March, \$250.00.• Q2: April – June, \$150.00.• Q3: July – September, \$100.00.• Q4: October – December, \$0.00 |

WAYS TO SHOP

In-Store: Blue Collar Workwear located in Olean, Jamestown and Rochester, NY and Brookville, PA
The Clothing Store, Troy, PA.

Online: www.bluecollarworkwear.com

- Employees purchasing online, must provide a valid email address to set up an account.
- Free shipping for orders over \$50 online.

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EMPLOYEE PORTAL INSTRUCTIONS

REGISTRATION

New Users

To register, please follow the steps below:

1. Go to website: www.davevic.com,
2. Select Login Center at the top of the page,
3. Under Employee/Participant, click “[Employee Navigator](#),”
4. New Users should click on “**Register as a new user**” to create a username and password.

When Creating a New User Account:

Enter: first name, last name Ex. John Doe

Company Identifier: gasfield

PIN: last four digits of your Social Security Number

Birth Date: mm/dd/yyyy

Password: _____

You will be prompted to create a username (company or personal email is recommended) and password (minimum length of 6, number, and symbol required). Once your account is completed, you will be logged into the employee benefits website and gain access to all the employee features.

FEATURES

Profile

Under “Profile”, you can easily update your personal and dependent information, such as address or emergency contacts, at any time throughout the year. Updates will be subject to HR approval.

Resources

Under “Resources”; you can access news and articles, your Plan and HR documents including SBCs, forms, and company policies and procedures.

Benefits

You can access plan information at any time by clicking “Benefits”. From here, you can view enrollment summaries, plan details, review costs, etc.

Time Off Request

Under “Time Off”, you can request time off for an upcoming vacation or personal day. An e-mail will be sent to your Supervisor for Approval. **You must request time off through the portal, and this should always be done BEFORE taking the time off.**

REQUESTING TIME OFF

1. **Time Off:** Log into Employee Navigator with your username and password. Click “Time Off” in the upper right to begin the process.
2. **Request Time Off:** Click “Request Time Off” on the right-hand side.
3. **Time off Request:** Here you will select what type of time off request it is (personal or vacation), and the dates in which you are requesting. If you are requesting a partial day off, please check the box and state the number of hours you need off (4 = Half day). Lastly, place the reason you are requesting this time off. Hit Submit.
4. **Approval:** When you hit submit, an e-mail will be sent to your supervisor for approval. Once your supervisor has approved or denied your time off request you will receive a notification via e-mail of the status.
5. **Summary:** You always have a summary of your PTO requests and balances throughout the year under the “Time Off” tab. Should you see any discrepancies, please contact your supervisor.

QUESTIONS

If, at any point during this process, you have questions or require technical support, please contact the Payroll Department.

Payroll Manager: Shauna Maxson, Email: shauna.maxson@gfsinc.net ; Phone: 570-418-5805

Payroll Admin.: Leah Garzel, Email: leah.garzel@gfsinc.net

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