

## Benefits

As benefits may vary from office to office, be sure to check with your Manpower Representative for information outlining the specific benefits available for your area.

As a Manpower associate, you will find we offer one of the most comprehensive benefits packages in the staffing industry. Our benefit programs are outlined below.

### Career Development

To take your education and skills to the next level, Manpower offers MyPath. MyPath is your set of tools and resources to prepare you for the jobs of tomorrow. The resources available to you at no cost as a Manpower Associate include:

- Online skills training through powerYOU – Manpower’s global learning platform. powerYOU gives you access to courses on the top business, IT and desktop applications so you can succeed in today’s working world. Get started by registering at: <https://poweryou.manpowergroup.com/IntegrationCustom/SelfRegistration/Register.aspx> .
- The ability to evaluate career opportunities based on your own strengths and interests. Gain the personal insight you need to find the jobs where you will succeed with this easy and fast assessment available at: <https://www.manpower.com/wps/portal/ManpowerUSA/Root/CEHome/CareerResources/PersonalityAssessment>.
- Career resources information to help you land the job you want and tips to help you succeed on the job. From developing your resume, to networking and impressing your new boss, you will find the information you need to really shine on [www.manpower.com/mypath](http://www.manpower.com/mypath)

### Health Insurance

All Manpower associates may qualify for health insurance after one full month of employment. We offer coverage options that include associate only, associate-plus-spouse, associate-plus-children, or family coverage. This provides different price options and flexibility for our associates. Manpower has secured a plan that provides Minimal Essential Coverage and is a qualified under the Affordable Care Act, which will eliminate a potential penalty on your income taxes. Further information is provided upon meeting eligibility requirements.

- Eligibility: Any Manpower associate who has not previously qualified for the plan and has worked (being paid) a minimum of 30 days is eligible.
- **An Associate’s eligibility date will be at least 60 days after their date of hire and the effective date of coverage will be the first of the month following their eligibility date.** (Hired July 8<sup>th</sup>, eligible to enroll August 6<sup>th</sup>, coverage begins October 1<sup>st</sup>.)
- Upon meeting these requirements, you will be sent specific enrollment information which will include plan options and premium amounts. **Please note the first month’s premiums will be due in full via a one-time payroll deduction prior to the first day of coverage.** Subsequent month’s premiums will be deducted via payroll on a weekly basis.
- If for some reason you do not receive the information, please contact your Manpower Representative.
- Buy-Up Program: For those associates that meet the 30 day requirement *and* average at least 87 hours per month, we offer an optional enhanced medical and/or dental coverage. Please see your enrollment package for more information.

### Paid Holidays

Manpower associates may be eligible to be paid at their current rate of pay for any of these holidays: New Year’s Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day. To qualify for each paid holiday, you must have achieved 1800 actual hours worked during the 52



weeks preceding the holiday. You must also work the week of the holiday, and the week prior to the holiday.

Please do not enter any hours for holiday pay on your time report. Manpower processes holiday pay for eligible employees at one time, **two weeks after the holiday**, paid on a separate check. All eligible employees receive holiday pay based on their current regular hourly pay rate.

### Referral Bonus

Manpower is always looking for talented people like you. You can earn extra money by helping us find them. To become a Manpower Talent Scout:

1. As an active Manpower associate (either on assignment or available for work through Manpower), tell your friends about Manpower.
2. The individual being referred to Manpower must present the Manpower Representative with a completed referral certificate while completing the application or at the time of the interview.
3. When the individual you referred to Manpower successfully works 80 hours on assignment, you receive a bonus.

### Smart Savings Program

As a Manpower associate, this online discount marketplace program gives you access to discounts and quality products from nationally recognized retailers, such as Barnes and Noble, 1-800 Flowers, Target, Sears and more. Smart Savings is one of the largest and most successful online employee discount marketplaces in the United States. For more information, log onto Manpower's Smart Saving Discount Marketplace at <https://smartsavings.motivano.com> Username: manpower Password: marketplace

### Savings and Discount Programs

As a Manpower associate, we often offer savings or discounts to attractions across the state. Most recently we offered discount tickets to the Milwaukee Brewers and Noah's Ark Water Park. Check [www.mnpwr.com](http://www.mnpwr.com) often as the offers will be updated throughout the year.

### Unemployment Compensation Insurance

Unemployment compensation insurance is a temporary financial benefit to employees who have lost their jobs due to no fault of their own. The amount of the benefit is based on past work and earnings. Each State has its own set of rules which outline eligibility criteria and benefit amount, and Manpower complies with the State laws.

### Your responsibilities:

Should your assignment end or you decide to voluntarily quit:

- It is Manpower's policy that you must notify your Manpower Representative within 48 hours, unless this policy is inconsistent with your State's Unemployment Compensation laws.
- Failure to contact Manpower at the end of your assignment or within 48 hours may result in a voluntary quit and/or the loss of unemployment benefits.

### Manpower responsibilities:

Upon separation, Manpower will:

- Respond to claim forms and requests for information from each State.

### Workers' Compensation

Workers' Compensation is defined by a set of rules determined by each State which outlines benefits to employees who have sustained a work related injury/illness. The law provides for payment of medical bills for treatment due to such injuries and illnesses and reasonable income benefits for employees who may lose time from work. Employees who are seriously injured on the job may be entitled to additional benefits.



Funds for these benefits are provided by Manpower through its Workers' Compensation claims administrator, as required by law. If you are injured on the job or suffer a work-related disability, certain procedures must be followed to ensure that you receive your benefits quickly.

Manpower provides benefits, as required by law, to every employee injured during the course of their employment. However, if we determine that any employee has provided falsified information to Manpower, the physician, or to the claims administrator for the purpose of fraudulently obtaining workers' compensation benefits, we will take the strongest possible action to prosecute that employee to the fullest extent of the law and such employee will no longer be eligible for employment with Manpower.

*Some benefits are not applicable to "Wagemaster" personnel. Manpower, as the employer, reserves the right to amend or withdraw this benefits program in whole, or in part, at any time and at its sole discretion. Manpower will follow individual state laws governing vacation pay if applicable.*