

TM Design of Rochester – Full-Time Employee Benefits

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TM Design of Rochester, Inc. offers full-time employees a benefits package built to support long-term employment and growth with the company. Full-time means 35 or more hours per week.

At a glance

Benefit	When it starts
Health insurance (company pays 50% of single premium)	60 days after first day of work
Dental insurance (employee-paid)	With health eligibility
Pre-tax Section 125 cafeteria plan	With enrollment
Paid sick time	Accrues from day one; 40 hours front-loaded yearly after year one
Bereavement pay	After 3 months
Paid holidays + floating holiday	After 6 months of continuous employment
Paid vacation	At 1-year anniversary
401(k) with 50% company match up to 2%	Per plan rules
Union pension (3% pre-tax)	After union membership
Union membership and annual raises	Membership within 6 months; raises each February 1
Jury duty pay	Day one

Health insurance

Full-time employees are eligible for health insurance 60 days after their first day of work.

- **Medical:** Excellus BlueCross BlueShield Simply Blue HDHP-11 (high-deductible plan). TM Design pays 50% of the single-plan premium; the employee pays the other 50% through payroll deduction.
- **Dental:** Available on request. The employee pays 100% of the premium through payroll deduction.
- **Pre-tax cafeteria plan (Section 125):** Lets employees pay eligible costs, such as health premiums and dependent day care, before taxes.
- **Enrollment:** At 60 days after hire, during open enrollment, or after a qualifying life event. Changes are made through HR using the Paychex Flock system.

Paid holidays

Employees qualify for holiday pay after 6 months of continuous employment. Holidays are paid at the regular hourly rate for scheduled hours, up to 8 hours per holiday.

Observed holidays:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving
- Christmas
- 1 floating holiday, designated each January

Holiday rules:

- **Day before and after:** To be paid for a holiday, you must work your scheduled shift the day before and the day after. Calling out on either day forfeits holiday pay. Approved time off scheduled in advance is the only exception.
- **Weekend holidays:** When a holiday falls on a Saturday or Sunday, employees with 90 or more days of service receive an extra day's pay the following pay period.
- **Floating holiday:** Must be scheduled with advance notice by January 31 of that year. Employees hired January 1 to June 30 become eligible on January 1 of the following year. Employees hired July 1 to December 31 become eligible the following year, once they reach 6 months of employment.
- **Day after Thanksgiving:** May be taken as an unpaid day off with at least 72 hours' notice. Employees may use vacation time instead.

- **Extended absence:** Employees absent more than 75 days for any reason are not paid for holidays until they return to active work.

Sick time and vacation

Paid sick time starts accruing on day one, and paid vacation begins at the 1-year anniversary.

- **Sick time:** In the first year, sick time accrues at 1 hour for every 30 hours worked, up to 40 hours. After the first year, 40 hours are front-loaded each year on the anniversary date. Sick time may be used for personal illness, medical appointments, or other qualifying reasons under company policy and New York State law.
- **Vacation:** 40 hours are granted on the 1-year anniversary. Each following anniversary, vacation refreshes and increases by 8 hours, up to a maximum of 120 hours (3 weeks).
- **Annual payout:** Unused sick and vacation time is paid out each year.
- **Scheduling:** Submit vacation requests in writing at least 4 weeks in advance. No more than 2 weeks may be taken at once without management approval, and vacation does not carry over to the next year.
- **Leaving the company:** Employees who resign with at least 2 weeks' notice are paid for earned, unused vacation.

Service	Sick time	Vacation
First year	1 hr per 30 hrs worked (max 40 hrs)	None
1-year anniversary	40 hrs, front-loaded	40 hrs
2-year anniversary	40 hrs, front-loaded	48 hrs
3-year anniversary	40 hrs, front-loaded	56 hrs
Each year after	40 hrs, front-loaded	+8 hrs per year, max 120 hrs (reached at 11 years)

Retirement

TM Design offers two retirement savings options.

- **401(k) with company match:** Employees may voluntarily join the Rochester Dairy Industry Pension Account Plan (401(k)). Contributions are pre-tax through payroll, up to IRS limits. TM Design matches 50% of the employee's contribution, up to a maximum company contribution of 2% of wages.
- **Union pension plan:** Union members contribute to the Inter-Local Pension Fund through pre-tax payroll deduction, with a fixed distribution structure. The current contribution rate is 3%. Rates are voted on shop-wide and may change under the union agreement.

Union membership and wage increases

TM Design's production employees are represented by Rochester Local 503M of the Printing Packaging & Production Workers Union of North America (PPPWU). The current agreement runs from February 1, 2025 through January 31, 2027.

- **Probation:** New employees are probationary for their first 6 months.
- **Membership:** Employees apply for union membership within 6 months of hire. Dues and initiation fees are deducted through payroll.
- **Annual raises:** Employees earning above the minimum rate for their position receive a raise each February 1. The 2026 raise was \$0.50 per hour or 2.25%, whichever was greater.
- **Minimum wage scales:** Each position has a contract minimum hourly rate, listed in the union agreement.

Seasonal employment

TM Design runs on a seasonal business cycle, which may include a temporary layoff during the slow season.

- Eligible employees may collect unemployment benefits during the layoff.
- Employees return on a scheduled date with their previous pay rate and benefits maintained.
- Seasonal layoffs do not break continuous employment for holiday and seniority purposes.

- Employees receive notice of a temporary layoff in time to work one more full shift.

Other pay protections

- **Bereavement:** After 3 months, 3 paid days for the death of a spouse, parent, sibling, child, grandparent, or parent-in-law, and 1 paid day to attend the funeral of an aunt, uncle, niece, or nephew.
- **Jury duty:** 50% of pay for up to 5 working days, once per year. Employees excused by noon return to work for the rest of the day.
- **Overtime:** Time and a half for hours worked over 40 in a week. Overtime must be approved in advance.
- **Reporting and call-in pay:** Employees who report for a scheduled day without prior notice of reduced work receive a full day's pay. Weekend, holiday, and call-back work carries minimum pay at overtime rates.
- **Injury on the job:** An employee injured at work and unable to finish the shift is paid for the full day.
- **Layoff notice:** Permanent layoffs come with 1 week's notice or pay (3 to 6 months of service) or 2 weeks' notice or pay (6 months or more), plus 9 months of recall rights.
- **Payday:** Every Friday, by paper check or direct deposit.

Growth and advancement

TM Design promotes from within whenever possible. Employees have opportunities for training, skill development, and advancement into higher-level production and lead roles.

Questions

Contact Dean Nicosia, HR Manager, at dean@tmdesigncorp.com.

This is a summary only. Full eligibility rules, contribution levels, and usage policies are in the Employee Handbook, the union agreement between TM Design and PPPWU Local 503M (February 1, 2025 through January 31, 2027), and the official plan documents. If anything here differs from those documents, the official documents govern. Benefits are subject to change.