

EMPLOYEE BENEFITS OVERVIEW

At Howard Energy Partners (HEP) we're proud of our accomplishments and especially our people. We recognize the importance of delivering a comprehensive benefits program that is responsive to everyone. Our benefits program was developed to provide you and your dependents with a progressive and competitive benefits program.

Medical Plans

HEP has 3 medical plans through Blue Cross Blue Shield of Texas (BCBS TX). We cover 100% of the employee premium and 75% of the premium for enrolled family members.

Dental Benefits

Employees can enroll in dental coverage through MetLife. Members may seek care from any dentist, but have access to a comprehensive in-network for care.

Vision Benefits

Employees may elect vision coverage through MetLife for eye care and eyewear needs.

Additional Benefits

Company Paid

- » *Basic Life and AD&D Insurance* - Offers coverage of 1x your salary up to \$50,000
- » *Short & Long Term Disability* - Partially replaces your paycheck should you become injured or ill
- » *Employee Assistance Program* - Helps you manage day-to-day life and work issues

Additional Coverage

- » *Supplemental Life and AD&D* - Coverage available to you, your spouse, and dependent child(ren)

Retirement

- » *401(k) plan* - Offers employer match that's half of your contribution up to 6% with a 4-year vesting schedule

Vacation Time Off

HEP's vacation time is accrued per pay period but can be used upfront. The total leave is provided each year on January 1st or pro-rated based on the employee's hire date in the year of hire.

Sick Time Off

Full-time employees will receive up to 80 paid sick hours per year, prorated in the year of hire.

Volunteer Hours

Full-time employees will receive 16 paid volunteer hours where they can volunteer for the non-political, non-profit organizations of their choice.

Holidays

HEP observes 9 paid holidays.

