

Vet to Hire Program

Company: AAR

Location: Indianapolis, IN

Equipment: Commercial Aircraft

Category: Contract to Direct

Available Positions: Avionics, Sheet Metal, A&P Technician

Summary: Our client is looking to hire Veterans with recent aviation experience. Work will be done on large fixed-wing aircraft. No commercial experience, tools, or licenses needed. This opening allows you to apply your military aviation experience to the civilian sector.

Job Description:

- Inspect, test, repair, maintain, and service aircraft.
- Read and interpret aircraft maintenance manuals and specifications to determine feasibility and method of repairing or replacing malfunctioning or damaged components.
- Research FAA technical data to locate applicable data relevant to assigned tasks.
- Other duties may be assigned.

Requirements:

- At least 3 years of recent hands on aviation experience in the United States Military.
- Must be able to document maintenance performed on required forms.
- Knowledge of design techniques, principles, tools and instruments involved in the production and use of precision technical plans, blueprints, drawings, and models.
- High School Diploma or equivalent.
- A valid clear driver's license.

Work Summary: Heavy checks and mod work on wide-bodied, fixed-wing commercial aircraft. Most work will be done on Boeing 737's but work will also be done on 757, 767, 777, A320, A321.

Pay Rates as Contractor:

8.00/hr straight time taxed

17.00/hr over time taxed

360.00/week Per diem untaxed. Per diem is paid out weekly on a daily basis. A full days per diem will be paid so long as you work at least half your scheduled shift.

Pay rate as a Direct: You will be given a min. of \$17 to \$19 depending on experience, this base rate will be individual based on years of experience and performance ability. Annual performance review for raises held in June.

Direct Medical Insurance: Available on the first of the month, after they have been Direct for 30 days.

Direct Benefits: The recruit will receive full information upon becoming a Direct.

PTO: They will receive PTO starting after 6 months of becoming a Direct.

FMLA: Will be available 1 year after going direct but must apply for it.

Raises: Individual performance is reviewed and raises determined annually in June.

Toolboxes: AAR will loan toolboxes for 60 days, after going direct they may purchase toolbox from AAR and set up automatic deduction from pay check biweekly.

Certification Assistance: AAR offers assistance towards the cost of obtaining A&P licensure, to be eligible the candidate must have been direct for 6 months. They will be set up with a training program, candidate must have min. of 18 months experience before sign-off recommendation letter to FAA requesting to sit for exam. They can receive assistance tuition towards their A&P Licensure.

Pay schedule: Paydays are weekly as a contractor. Biweekly as a direct.

Work schedule: There are 3 shifts and it is a 24 hour facility. They will not be getting Sat/Sun off. It may be any two days of the week, i.e. Tues/Wed, Sun/Mon, etc. They cannot request their shift or days off.

Shifts: 1st 7a-3:30p, 2nd 3p-11:30p, 3rd 11p-7:30a There is a 30 min. lunch, 2 10-min breaks and a 30 min. overlap between shifts to exchange information.

AAR is looking to make decisions/Direct offers at or before 60 days.

AAR CORP. BENEFIT PLAN OVERVIEW 2015

AAR CORP. RETIREMENT SAVINGS PLAN

The AAR CORP. Retirement Savings Plan is a 401(k) plan with Matching, Profit Sharing and Non-Elective contribution features. The Plan permits participants to save for their financial goals through the convenience of payroll deduction. The following briefly summarizes and highlights the features of the Plan.

Employee Contributions

Eligibility is immediate for participation in the Plan. The Plan permits participants to contribute anywhere from 1% - 75% of pay up to a maximum of \$18,000 (combined total between Traditional and Roth contributions) in 2015. There are several different investment funds offered by Vanguard. Loans may be available whereby accounts are repaid through payroll deduction. There are 2 different ways to contribute to your Plan.

- **Employee Traditional Contributions (Pre-Tax):**
 - Under this plan, employees are contributing on a pre-tax basis and are deferring their taxes until the money is withdrawn. The earnings also accumulate on a tax deferred basis.
- **Employee Roth Contributions (After-Tax):**
 - Under this plan, employees are contributing on an after-tax basis. The earnings under this plan are considered tax-free as long as the contributions remain in the Plan for at least 5 years and are not withdrawn prior to age 59½.

Employees will automatically be enrolled in the Retirement Savings Plan at 5% to begin 30 days after date of hire. If the participant would like to increase or decrease this percentage or begin the deductions sooner, they can connect with Vanguard at 800-523-1188 or www.vanguard.com (you can register on the website, AAR's Plan number is 090739). Any changes to a participant's account will need to be made through Vanguard.

Catch Up

If a participant is, or will be, age 50 or older in 2015, the participant has the opportunity to save an additional \$6,000, if contributing the maximum permitted under the Plan.

Matching Contributions

For each dollar contributed up to 5% of eligible pay, AAR will match 20% or 20 cents on the dollar. For example, if a participant earns \$30,000 and contributes 5%, the annual contribution is \$1,500 and AAR will add an additional \$300. If the participant contributes 4% or \$1,200, AAR will add \$240 (\$1,200 x .20). Eligibility for Company match is immediate.

Profit Sharing

Eligibility to receive Profit Sharing is immediate. At the end of each fiscal year (May 31), there may be a discretionary Profit Sharing contribution made to each participant's account based upon the performance of the operating company. The contribution ranges from 0% to 4% and is calculated using the contributions the employee made to the AAR CORP. 401(k) plan in the previous calendar year. Employees must be active as of December 31 in the calendar year that ends during the fiscal year in order to receive profit sharing.

Non-Elective Contributions

Eligibility for these contributions commences on the January 1 or July 1 following one year of service. Every three months, AAR will contribute an amount as determined below that will be invested in the accounts the participant has established with Vanguard. These non-elective contributions are based on eligible earnings for each three-month period multiplied by the associated pay credit. Employees do not need to be contributing to the AAR CORP. Retirement Saving Plan in order to receive these contributions.

<u>Age + Service</u>	<u>Pay Credit %</u>
Under 30	0.5%
30 - 39	1.0%
40 - 49	1.5%
50 - 59	2.25%
60 - 69	3.0%
70+	4.0%

Vesting

There is a three (3) year vesting schedule for all employer contributions:

- ◆ 34% after the first year of employment,
- ◆ 67% after the second year, and
- ◆ 100% after three years

Employees are always 100% vested in their own contributions to the Plan.

BASIC LIFE INSURANCE PLAN

Covers eligible employees automatically on the first day of the month after one month of service with AAR. AAR pays the full cost of this plan for the employee. The amount of insurance is two times basic annual earnings. All life insurance amounts are rounded up to the next \$1,000 of coverage. The maximum benefit is \$300,000 per employee.

When you turn 65, the benefit will be reduced. Beginning at age 65, your Basic Life benefit will be equal to 65% of the Basic Life in effect on the day before your 65th birthday (or date of hire, if later). Beginning at age 70, your Basic Life benefit will be equal to 50% of the Basic Life in effect on the day before your 65th birthday (or date of hire, if later).

BASIC ACCIDENTAL DEATH AND DISMEMBERMENT PLAN

Provides any eligible employee an additional benefit, if death is due to accidental causes. The benefit paid is the same as the life insurance plan.

One-half the scheduled benefit is paid for the loss of a hand, foot, or eye in an accident.

SUPPLEMENTAL LIFE INSURANCE (OPTIONAL)

An eligible employee can elect Supplemental Life Insurance in increments of \$10,000 up to a maximum of \$500,000 subject to approval by the insurance company (Aetna) based on the employee's state of health. An employee is first eligible to be covered by this insurance on the first day of the month following one month of service. If the election is made before the employee's first eligibility date, they can elect an amount up to 3 times base annual earnings (maximum of \$250,000) without Aetna's approval. The cost of the supplemental life insurance is paid entirely by the employee through payroll deductions.

PREMIUM RATE PER \$1,000	
AGE	EE RATE
UNDER 30	\$.067
30-34	.089
35-39	.100
40-44	.168
45-49	.268
50-54	.451
55-59	.729
60-64	.935
65-69	1.410
70+	2.310

To determine the actual monthly cost, complete the cost calculation below using the rates from the premium section above.

An Example: Employee age 40 purchasing \$100,000 in supplemental life insurance.

Coverage Amount	Divided By 1,000	=	# of Thousands	Multiplied By	Premium Rate	=	Monthly Cost
\$100,000	/1,000		100	X	\$.163		\$16.30

DEPENDENT SUPPLEMENTAL LIFE – Only available if the employee is simultaneously covering themselves with Supplemental Life Insurance. The employee may elect coverage for his or her spouse and/or child(ren). The cost of Dependent Life Insurance is paid entirely by the employee through payroll deductions.

Spouse Life Insurance

For Spouse coverage, the employee may elect in \$10,000 increments up to \$100,000 subject to approval by Aetna based on spouse's state of health. If the employee elects Spouse Life Insurance prior to their initial eligibility date, they can elect the first \$30,000 without needing Aetna's approval. The rates are based on the spouse's date of birth and follow the same employee supplemental life rates found in the table above.

Child Life Insurance

For Child(ren) coverage, the employee may elect either \$5,000 or \$10,000. The rates are \$.143 per \$1,000 of coverage.

LIFE CONVERSION or LIFE PORTABILITY

Employee Life insurance will expire at the end of the month in which their employment ends at AAR.

Portability

If an employee with Supplemental Life Insurance leaves AAR for any reason other than disability, they may take their Supplemental Life Insurance with them. In addition, if they choose this option and also have Spouse Life Insurance and/or Child Life Insurance, they can also bring those insurances with them as well. The premium rates are determined and billed by Aetna.

Conversion

A terminating employee or an employee whose coverage reduces due to age has the opportunity to purchase an individual conversion life insurance policy with 31 days of the date their coverage terminates.

SUPPLEMENTAL ACCIDENTAL DEATH & DISMEMBERMENT (OPTIONAL)

An eligible employee can elect Supplemental AD&D Insurance in increments of \$25,000 up to 10 times annual base salary, capped at \$1,000,000. The benefit amount chosen by the employee is paid through payroll deductions. The employee pays the entire premium amount and enrollment is the first day of the month following one month of service.

*Dependent Supplemental AD&D is available if the employee elects Supplemental AD&D for himself or herself. There are three different options:

- AD&D coverage for Spouse and Child(ren) – the Spouse coverage is 40% of the employee's AD&D election and the Child(ren) coverage is 10% of the employee's AD&D election.
- AD&D coverage for Spouse only – the Spouse coverage is 50% of the employee's AD&D election.
- AD&D coverage for Child(ren) only – the Child(ren) coverage is 15% of the employee's AD&D election.

<u>Employee Only:</u>	\$.019 / \$1,000
<u>Spouse and / or Child:</u>	\$.035 / \$1,000

An Example: Employee elects \$100,000 of supplemental coverage. The cost equals \$1.90 per month (\$100,000 divided by 1,000 multiplied by \$.019 = \$1.90 per month).

If the employee elects coverage for both the spouse and child(ren), the spouse is covered for \$40,000 and child(ren) for \$10,000 each. Electing dependent coverage in the amount of \$50,000 (\$40,000 for spouse; \$10,000 for child(ren)) will cost you \$1.75 per month (\$50,000 divided by 1,000 equals 50, multiplied by \$.035 = \$1.75 per month).

The cost of the Supplemental Accidental Death & Dismemberment Insurance is paid entirely by the employee through payroll deductions.

TRAVEL ACCIDENT INSURANCE

Benefit for accidental death while traveling on company business in an amount depending on the employee class. Coverage for dismemberment is per schedule. Coverage is provided at no cost to the employee and becomes effective upon hire date.

MEDICAL – Blue Cross/Blue Shield of IL

Enrollment is the first day of the month following one month of service.

Plan Provision	Traditional		HSA	
	In-Network	Out-of-Network ¹	In-Network	Out-of-Network ¹
Annual Deductible				
Individual Deductible	\$1,000	\$2,000	\$3,000	\$6,000
Family Deductible	\$2,000	\$4,000	\$6,000	\$12,000
Coinsurance	80%	60%	100%	70%
Lifetime Maximum	Unlimited		Unlimited	
Annual out-of-pocket limit	Includes: Medical deductibles and Medical copays *Prescriptions have a separate maximum (see footnote)		Includes: Prescription Drugs and Deductibles	
Individual	\$3,000	\$6,000	\$3,000	\$7,250
Family	\$6,000	\$12,000	\$6,000	\$14,500
Coinsurance (paid by the plan after the annual deductible is met)				
Hospital - Inpatient	\$200 Copay + 80% Coinsurance	\$200 Copay + 60% Coinsurance	100% Coinsurance	70% Coinsurance
Outpatient Services	80% Coinsurance	60% Coinsurance	100% Coinsurance	70% Coinsurance
Doctor Visits	\$40 Copay	60% Coinsurance	100% Coinsurance	70% Coinsurance
Emergency Room	\$200 Copay + 80% Coinsurance	\$200 Copay + 80% Coinsurance	100% Coinsurance	100% Coinsurance
Preventive Care	100% Coinsurance (No deductible)	60% Coinsurance	100% Coinsurance (No deductible)	70% Coinsurance
PRESCRIPTION DRUGS²				
Retail				
Generic	\$10 Copay	Member pays: 25% of allowed amount + In-Network responsibility + any excess amount over allowed amount (no maximum)	Member pays: 100% up to \$3,000/\$6,000 Deductible Once deductible is met, plan pays 100%	Member pays: 25% of allowed amount + 30% Coinsurance after meeting \$6,000/\$12,000 Deductible + any excess \$ over allowed amount (no maximum)
Brand Formulary	Member pays 30% (Min. \$35; Max. \$100)			
Brand Non-Formulary	Member pays 40% (Min. \$50; Max. \$125)			
Mail Order Pharmacy (90 days supply)				
Generic	\$25 Copay	No Coverage	Member pays: 100% up to \$3,000/\$6,000 Deductible Once deductible is met, plan pays 100%	No Coverage
Brand Formulary	Member pays 30% (Min. \$87.50; Max. \$250)			
Brand Non-Formulary	Member pays 40% (Min. \$125; Max. \$312.50)			

¹ Coverage is only up to the Schedule Maximum Allowances (SMA). Any charges that exceed the eligible charge or the SMA are not applied to deductibles or out of pocket maximums. This is the participant's responsibility, in addition to applicable copays, deductibles and coinsurance.

² Prescription in-network annual out-of-pocket limit under the Traditional Plan is \$3,600 for Individual/\$7,200 for family. Also, under both plans, there is a member pays the difference penalty if member elects a brand name drug when generic is available and the doctor did not note on the prescription to Dispense as Written (DAW).

Medical Monthly Premiums:

Employee Monthly Medical Contributions*	Traditional		HSA	
	Pay Grade 18 & Below	Pay Grade 19 & Above	Pay Grade 18 & Below	Pay Grade 19 & Above
• Single	\$104.55	\$210.46	\$68.98	\$117.13
• Employee Plus One	\$239.94	\$331.09	\$149.66	\$212.14
• Family	\$310.99	\$396.78	\$184.81	\$273.31

*Deductions are made from the employee's pay on a pre-tax basis.

Health Savings Account - (Applies to the HSA Plan ONLY)

A Health Savings Account (HSA) is a feature that is allowed with plans that meet a certain level of deductible to pay for health care expenses. Contributions to an HSA are not subject to federal income taxes, nor most state income taxes. Withdrawals are also not subjected to these taxes as well, provided the withdrawal is for a qualifying medical expense. If the HSA is set up with AAR's preferred provider, BenefitWallet, employees can make pre-tax contributions to their HSA through payroll deductions. The money in the account is your money and can rollover from year to year.

Am I eligible to have an HSA?

You are eligible open an HSA if you meet the following criteria:

- You are covered by a qualified HDHP (High Deductible Health Plan)
 - For AAR's medical program choices, only the HSA Plan is a qualified HDHP
- You are not covered by another medical plan (unless it is considered an HDHP)
- You are not enrolled in Medicare or Medicaid
- You are not claimed as a dependent on another person's tax return
- You have not received any veteran benefits in prior 3 months
- You are not covered under a general purpose FSA (including a spouse general FSA)

If you open up an HSA with BenefitWallet within the first 60 days of your start date with BCBS, AAR will also contribute money to your HSA.

Opening an HSA (time-sensitive):

While you can open up an HSA at any financial institution of your choice, there are numerous reasons why you should use BenefitWallet, AAR's preferred HSA provider.

1. BenefitWallet is integrated with Blue Cross Blue Shield (BCBS) so your information is sent to BenefitWallet automatically by BCBS. This makes opening an account much simpler.
2. You can make contributions on a pre-tax basis through payroll deductions
3. You can instruct BCBS to pay claims directly from your BenefitWallet account
4. AAR will contribute either \$62.50 or \$125 for each month covered in 2015 (see below)

If you decide to open your HSA with BenefitWallet, you must take active steps to do this. Federal law requires employees to consent to having an HSA set up before money can be deposited into their account. Therefore, employees who desire to open a BenefitWallet HSA must activate your HSA by one of the following methods within 60 days of your start date with BCBS:

1. Go to <https://mybenefitwallet.com/HSA/bcbsil.ady>. This is the quickest way to open your account and you can do it right now. Once you successfully activate your account through this link, BenefitWallet will send you an email confirmation. However, in order to view your bank account specific information (account balance, issue payment, print forms, etc.), you will need to register your account by following #2)
2. Go to www.benefitwallet.com and register (by the login ID, click "First time user").
 - a. This method can be done only after BCBS sends your data to BenefitWallet (which occurs weekly). So, once your HR Representative records your benefit election in AAR's system, this information will then be sent to BCBS. This occurs at the beginning of each week. It then takes

a few additional days to reach the BenefitWallet system. If you find that BenefitWallet does not yet have your data, you will need to wait until they have your data to set up your account. We would recommend that until that time, you use #1 above to get your account opened and then come back and complete your web registration in a few days.

- b. Please ensure that you fully complete the web registration or your account may not be opened. You can confirm your account has been opened by logging into BenefitWallet using your new login ID and password and confirming you successfully get into your account.
3. Complete the Master Signature Card paperwork BenefitWallet will mail to you.

If you do not activate your account within 60 days of the initial contribution, you will forfeit the initial contribution and any employer contributions for the rest of the year.

Patriot Act

Please note, the Patriot Act is a Federal law that requires BenefitWallet to validate your identity once you open your account. BenefitWallet uses a third party service to complete the validation. In some rare situations, the third party service may not be able to validate your identity with the information provided. In these situations, you will receive a letter from BenefitWallet that requires you to provide additional information to validate your identity. If you do not respond and provide the necessary documentation to BenefitWallet, they will close your account, refund your account balance to you and you will forfeit any employer contributions for the rest of the year. If you receive notice from BenefitWallet regarding information to validate your identity, we recommend contacting BenefitWallet right away to remedy the situation.

Contributions to HSA:

If you enroll in the HSA Plan, the company will make a contribution on your behalf throughout the year to your HSA, provided you opened your HSA with BenefitWallet within 60 days of your start date with BCBS.

For single coverage: \$62.50 monthly

For employee plus one or family coverage: \$125 monthly

You are also eligible to contribute your own money to your HSA on a pre-tax basis any year where you are eligible for an HSA. In 2015, the maximum allowed (employee plus employer contributions) is \$3,350 for single coverage and \$6,650 for multiple life coverage. If you are age 55 or older in 2015, you can contribute an additional \$1,000 towards your HSA.

For more information about the HSAs and how they work, please see the information on myConnection or your local HR Representative.

SUPPLEMENTAL TRICARE – ASI

AAR CORP. offers a voluntary TRICARE medical supplement plan. This plan is administered through Association & Society Insurance Corporation (ASI).

If you wish to enroll in this plan, you must meet the following criteria:

1. Cannot be eligible for Medicare
2. Must be a Military retiree, Retired Reservists and National Guardsmen between the ages of 60 and 65 with 20 years of service, Retired Reservists and National Guardsmen under age 60 and enrolled in TRICARE Retired Reserves (TRR)
3. Cannot be covered under one of AAR’s medical plans

Employee Monthly Contributions*	
• Employee Only	\$67.50
• Employee Plus Spouse	\$132.50
• Employee Plus Children	\$132.50
• Family	\$178.50

*Deductions are made from the employee’s pay on a pre-tax basis.

Please contact your local HR Rep if you want additional information about this Plan. Premiums for this plan will be paid through payroll deductions on a pre-tax basis. Enrollment is the first day of the month following one month of service.

DENTAL – MetLife

Enrollment is the first day of the month following one month of service.

	High Plan	Low Plan
Deductible (waived for preventive care)		
Employee Only	\$ 50	\$100
Family	\$150	\$300
Preventive	100%	100%
• Cleaning (2 visits per year)		
• X-rays (one per year)		
Basic	80% after deductible	50% after deductible
• Fillings		
• Extractions		
Major	60% after deductible	50% after deductible
• Crowns		
• Dentures		
• Implants		
Orthodontia	50%	Not covered
Annual Maximum (non-ortho)	\$2,000	\$1,000
Lifetime Ortho Maximum	\$1,000	Not covered
Employee Monthly Contributions*	High Plan	Low Plan
• Employee Only	\$14.22	\$5.93
• Employee Plus One	\$33.18	\$14.22
• Family	\$42.66	\$17.78

*Deductions are made from the employee's pay on a pre-tax basis.

VISION – Davis

Enrollment is the first day of the month following one month of service. 100% paid by employee.

- Over 30,000 providers including private practice and retail outlets
- Coverage for exams, spectacle lenses and frames or contact lenses
- Copays of \$10 for exams and materials
- Easy access 24 hours a day, 7 days a week via www.davisvision.com, click members and enter code 7279
- Toll-free provider locator @ **877-923-2847**
- Out-of-network benefit reimbursements up to specified amounts
- Access to discounted laser eye surgery benefits

Employee Monthly Contributions*	
• Employee Only	\$5.32
• Employee Plus One	\$9.59
• Family	\$14.92

*Deductions are made from the employee's pay on a pre-tax basis.

FLEXIBLE SPENDING ACCOUNTS

AAR CORP. offers eligible employees an opportunity to enroll in either or both of the following two accounts to pay for out of pocket health and dependent care expenses on a pre-tax basis.

- **The Health Care Expense Account**

For eligible expenses not covered by any medical, dental, or vision plans and certain over the counter medical supplies/devices.

Note: Employees in the HSA plan are only eligible for a Limited FSA for reimbursements on out-of-pocket dental and vision expenses (medical is not included in a Limited FSA, therefore, do not include this in your estimation).

- **The Dependent Day Care Expense Account**

For day care expenses for children or other eligible dependents while at work.

The **Flexible Spending Account** allows you to:

- direct money from your paycheck into one or both accounts before federal and Social Security taxes are withheld
- make contributions to the account(s) based on the amount of health care and/or dependent day care expenses you think you'll have during the plan year and you know are not covered by insurance.
- reduce your taxable income so **you pay less tax**

You are eligible to participate in this program if you are a Regular AAR employee working at least 30 hours per week.

LEAVE OF ABSENCE

AAR realizes the need for employees to take time off for personal reasons. The Family Medical Leave Act provides up to twelve weeks of unpaid, job-protected leave for five situations; care for the employee's child after birth or placement for adoption or foster care; care for the employee's spouse, son, daughter or parent who has a serious health condition; for a serious health condition that makes the employee unable to perform his or her job; care for a family member wounded in active military service; or qualifying exigencies arising from a family member's call to active military service. Advance approval is required. Time off, not covered by FMLA, exceeding one calendar week (excluding earned vacation) requires advance approval.

VOTING, JURY DUTY AND MILITARY TRAINING

A reasonable amount of work time will be allowed for voting. The employee should try to schedule time at the beginning or the end of the work day. Leave of absence will be granted to full time employees upon presentation of proof of jury duty. An employee on jury duty should expect to work as much of the regularly scheduled shift as jury duty permits, not to exceed eight hours per day. It is the company's policy to afford leaves of absence for military training. The employee must present a copy of orders for military training prior to the start of the leave of absence.

HOLIDAYS

AAR offers eligible employees 9 1/2 fully paid holidays each year. The holidays are: New Year's Day, 1/2 day Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Thanksgiving Friday, Christmas Eve, Christmas Day, and one floating holiday.

VACATION

◆ Hired on January 1 through June 30:

Eligible employees are credited 8 hours of vacation time for each full calendar month of continuous service worked, capped at 80 hours per calendar year. On January 1 of the following year, employees are eligible for 80 hours of vacation time.

◆ Hired on July 1 through December 31:

Eligible employees are credited 8 hours of vacation time for each full calendar month of continuous service worked. Beginning the first of the month following six months of employment, an employee will be eligible for 80 hours of vacation time less any vacation time taken that was accrued during that calendar year.

As of January 1 of the year in which an employee completes 5 or 10 years of continuous service, he/she will be eligible for 120 hours or 160 hours, respectively, of vacation. Additionally, up to 40 hours of vacation time may be carried over to be used by March 31 of the following year.

SICK DAYS

Eligible employees will be paid for sick time provided they have accumulated sufficient unpaid sick days. Newly hired employees earn a maximum of four (4) hours sick time for each full calendar month worked up to a maximum of forty (40) hours per calendar year. During the first ninety (90) days of continuous employment, employees are ineligible to take paid sick time.

On each January 1, employees with a minimum of six (6) months continuous service will receive their allotted sick hours. Upon completing six (6) months of continuous service following January 1, employee is eligible to receive eligible sick time, less any time already taken in that calendar year.

Days not used are accumulated from year to year and used for future illness and in conjunction with short term disability insurance if an employee become disabled.

SHORT TERM DISABILITY PLAN

Eligibility:	All full-time (non-union) employees working at least 30 hours per week beginning on the first day of the month following completion of one month's continuous service.
Waiting Period:	Begins on the 8 th day illness or 1 st day injury. Benefits payable following the exhaustion of all accrued sick days.
Weekly Benefit:	Percentage of weekly basic earnings on the following schedule: <ul style="list-style-type: none">• 100% Employees in a grade 21 or above.• 100% All other employees with over 20 years of service• 90% All other employees between 15-20 years of service• 80% All other employees between 10-15 years of service• 70% All other employees between 5-10 years of service• 60% All other employees between 0-5 years of service
Benefit Duration:	180 days from date of disability. Benefits are approved in periods of six weeks with extensions available after original period.

LONG TERM DISABILITY PLAN

- Coverage:** Partial salary continuance for non-occupational injuries or illnesses, which result in total disability.
- Eligibility:** All full-time (non-union) employees working at least 30 hours per week beginning on the first day of the month following completion of one month's continuous service.
- Cost:** Employee contribution of 0.08% of total annual earnings through payroll deduction.
- Disability Waiting Period:** Benefits are payable following the exhaustion of all accrued sick days and a elimination period of six months.
- Monthly Benefit:** 60% of Total Weekly earnings, up to a monthly maximum of \$10,000.
(Your monthly benefit will be reduced by any other income received, including, but not limited to - worker's compensation award, social security, pension, and any other disability benefits under an AAR CORP. group insurance plan)

Benefit Duration:

Age When Total Disability Begins	Duration
Under 60	To age 65
60	60 months
61	48 months
62	42 months
63	36 months
64	30 months
65	24 months
66	21 months
67	18 months
68	15 months
69 or over	12 months

- Definition of Disability:** Employees will be considered totally disabled if unable to perform all of the material duties of his or her own occupation and any other gainful occupation For which you are reasonably qualified.
- Pre-existing Condition Limitation:** An employee who has received medical care, consultation, treatment, or prescribed drugs during the three months prior to their eligibility date will not be covered for a disability, which occurs due to that condition during the first twelve months of coverage.
- Mental & Nervous Limitations:** Benefits for a period of total disability caused by, contributed to or resulting from any nervous disorder is limited to 24 months immediately following the elimination period.
- Summary Plan Description:** Please review the Summary Plan Description (SPD) for a more detailed explanation of the Long-Term Disability Income Benefit. The terms, conditions and the SPD will take precedent over this summary.

PRE-PAID LEGAL PLAN

AAR will now offer a pre-paid legal plan called MetLaw®, offered by Hyatt Legal Plans. The MetLaw plan provides members with access to a national network of attorneys. The legal services offered in the plan are fully covered when you see a Plan Attorney. You can use the plan for qualifying services as often as you need legal representation, and there are no dollar limits on your use of a Plan Attorney. If you wish to use an attorney that does not participate in the MetLaw plan, Hyatt will reimburse you according to a set fee schedule. The rate for this plan is \$15.75 per month (covers spouse and dependents).

PAY PERIODS

Employees are paid every other Friday.

HOURS OF WORK

Employees may be allowed the opportunity for flexible work hours in accordance with each department's needs and business requirements. The normal business hours are from 8:30 a.m. to 5:30 p.m. A flexible schedule election form will be offered quarterly. It must be completed in advance and approved by management. The lunch period can be reduced to thirty (30) minutes each day. Employees are expected to work earlier later, as needed. All changes must be approved by the department manager.

TUITION REIMBURSEMENT

Plan pays up to \$5,250 per calendar year for undergraduate or graduate classes as outlined more fully in AAR Policy No. 2.02.003. Eligible employees who have been with AAR for six months or more are eligible. Classes must be job related or continuing education through an accredited degree program. Employees must obtain a grade of C or better to receive reimbursement.

INTERNAL JOB POSTING

The policy is to evaluate internal candidates and promote from within, whenever possible. Open positions can be found on AAR's job board. You can access this job board on the right hand side of the Career tab in myConnection – it is labeled Internal Job Posting. Any employee interested should notify Human Resources.

DRESS CODE

The dress code is business casual Monday through Thursday. Friday's are casual days. Employees should be dressed and groomed in a manner that promotes safety and reflects the image appropriate to their position. Some areas may have other dress code attire due to regulatory or local/department policy. The enforcement rests with each supervisor.

SMOKE FREE

AAR is a non-smoking facility.



MINIMUM TOOL LIST: ALL TECHNICIANS

BASIC

Tool Box/ Bag*
Flashlight
Inspection Mirror
Magnifying Glass
Flex or Telescoping Magnet
Mechanical Fingers
Calculator
Scissors
Tape Measure
Punch set (**Sheetmetal: add Center Punches and Awls**)
Brass Drifts
Cotter Key Extractor
“Dental” Pick Set (**A&P: add brass O-ring Pick Set**)
Small Feeler Gage Set

WRENCHES

Combination Wrench Set: 1/4” to 9/16 (**Sheetmetal and Avionics: add 5/32 and 3/16**)
6” & 10” Adjustable Wrenches
Allen Wrench Set (5/64” to 1/4”)

SCREWDRIVERS

Set of Standard Screwdrivers
Set of Phillips Screwdrivers
Set of Stubby Screwdrivers (**Avionics: add Set of Nut Drivers**)

SOCKETS/ RATCHETS

12-Point Sockets, Standard Length and Deep Well, 1/4” drive and 3/8” drive, in the following sizes: 1/4” to 9/16” (**Sheetmetal and Avionics: add 5/32 and 3/16”**)
1/4” drive Ratchet (**Sheetmetal: add Hi-Lok ratchet**)
3/8” drive Ratchet
Step-Up and Step-Down Adapters
Extensions
Speed Handle
Apex adapter

PLIERS

Standard Pliers

Needle Nose (Straight & 90 deg)

Diagonal Cutters

Safety Wire Pliers

Vise Grip (Standard & Needle Nose)

Channel Locks

HAMMERS

Ball Peen

Dead Blow

Brass

*To bring in tools, you MUST follow the tool box entry procedures (handed out during orientation) to bring in your toolbox. Contact your Supervisor, the Training Dept. or Tooling to coordinate *other* drop-off times.

NOTE: We have qualified Forklift operators on hand to help unload from the vehicle/trailer, within reason.