

PERSONNEL POLICIES AND BENEFITS

WORLD'S FAIR - 1965

The following summarizes the personnel policies and benefits that have been established for you while employed as a Host or Hostess of Ford Motor Company New York World's Fair Pavilion:

- o Your work schedule will be established for a stated period of time and you will be given as much notice as practical of any changes. You will rotate shifts with your co-workers. Please do not request any changes in the schedule unless absolutely necessary.
- o You should report personally to your zone leader at the start of each work day.
- o Time cards are to be filled out daily and must be signed and completed prior to, or on the morning of, the 15th and the last working day of the month.
- o Pay day is the fifth and twentieth of the month, unless the day of payment falls on Saturday or Sunday, in which case it is the last scheduled work day prior to the fifth or twentieth of the month.
- o You will be paid for the actual hours worked. In addition to the base hourly rate, you will receive:
 - . A shift differential premium of 5% based on your hourly rate for those days on which you start to work after 10:30 A.M.
 - . A seven-day operations premium equal to 5% of the base hourly rate. This premium is to compensate you for the fact that your job is one that must be performed every day of the week, requiring you to be assigned weekend work.
 - . Overtime pay at the rate of time and one-half for all time you are required to work in excess of 40 hours in a week.
 - . An additional one-half hour's pay for each hour worked on a holiday.
 - . Lunch hours and other details of your job will be discussed with you by your zone leader.
- o Group Insurance

The Company makes available two group insurance plans for you; (1) a Life and Disability Insurance Plan and (2) a Medical Insurance Plan.

April 14, 1965

You may participate in either one or both plans. The Company pays the full cost of coverage under both plans,

If you enroll in these plans before the end of the month in which you are hired (commencement of active employment) you become insured on the first of the following month. Insurance coverage terminates at the end of the month in which you cease active work with the Company.

Life and Disability Plan

The Life and Disability Insurance Plan is underwritten by the John Hancock Mutual Life Insurance Company. The Plan provides protection against loss of income caused by your death or disability. Briefly stated, the Plan provides:

- . Life Insurance--\$2,000, payable to your designated beneficiary upon your death from any cause.
- . Accident and Sickness Insurance--A weekly benefit of \$50 for up to 26 weeks. Benefits start the 8th day of a disability which prevents you from performing all duties of your job. (This benefit is at least equivalent to that prescribed under the New York State Disability Benefits Law.)

Medical Insurance Plan

The Medical Insurance Plan is underwritten by Associated Hospital Service of New York--United Medical Service, Inc, (New York City area Blue Cross-Blue-Shield). The Plan provides protection for you and your eligible dependents against hospital, surgical, and certain medical expenses. Briefly stated, the plan provides:

- . Hospital benefits--Comprehensive protection for up to 365 days of care.
- . Surgical benefits--Liberal surgical allowances,
- . Medical benefits--allowances for in-hospital medical care.

These plans are described in greater detail in certificates which will be issued to you if you participate. If you have a claim, have a change in your dependency status, or have any questions, you should contact your zone leader promptly.