



Benefits Summary

Innové's Compensation and Benefits Philosophy

Innové prides itself on our ability to offer highly competitive salaries along with a comprehensive benefits package to attract and retain the high caliber of talent we employ. On an annual basis, a corporate executive council reviews our overall compensation package to ensure its ability to meet the needs of our employees and maintain Innové's competitive advantage in the markets that we serve. These fringe benefits span individual and family medical, dental and vision insurance, short term and long term disability, workmen's compensation, life insurance and a 401(k) plan. We've carefully selected these benefits to provide a competitive compensation package to encourage a long and rewarding career with Innové.

Pay Dates

Innové employees are paid semi-monthly on the 7th and 22nd of the month for the pay periods ending the 15th and the 30th/31st.

Personal Leave and Holidays

Innové's regular full-time employees receive personal leave as stated in their offer letter.

Upon hire, employees begin to accrue personal leave, which can be used any way the employee pleases, i.e., vacation, sick days, etc. Personal leave is available once it is accrued. Employees are not allowed to carry a negative personal leave balance. All regular, full-time employees receive 10 paid holidays per year, following the federal holiday schedule.

Approved Absences from Work

Regular full-time employees who are called for jury duty, or subpoenaed to serve as a witness, will be paid for all days missed up to a maximum of five (5) days. Full-time hourly employees will be paid a maximum of eight hours per day. Employees must submit a copy of their jury summons and, upon returning, courtroom attendance records.

Innové also offers bereavement leave to full-time employees after the loss of an immediate family member. An eligible employee may take up to three (3) days of paid leave, annually, for the death of an immediate family member. If additional time is needed, vacation or unpaid personal leave may be taken with supervisory approval.

Leaves of absence, without pay, may also be taken for military or reserve duty. Employees who are called or who volunteer for active military duty, Reserves or National Guard must submit copies of their military orders to Innové prior to reporting for duty. Once their period of service has ended, they are expected to immediately return to work.

Medical Insurance

Innové offers medical insurance coverage to all regular, full-time employees and their eligible dependents. Employees are eligible for coverage the first of the month following date of hire. Innové pays for the full cost of individual employee's insurance. In addition, Innové pays 40% of the additional cost for eligible dependent medical insurance coverage. The medical insurance coverage provides both medical and prescription drug benefits as well as vision and hearing exams. Employees will receive a detailed summary of the medical insurance benefits available.

Innové Proprietary

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An Equal Opportunity Employer

Note: This benefits summary does not contain the complete terms and conditions of any Innové current Benefits Plans but only serves as an explanation summary. This summary is subject to change without notice and no employment contract is being offered or implied.



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Dental and Vision Insurance

Innové offers dental and vision insurance coverage to all regular, full-time employees and their eligible dependents. Employees are eligible for coverage the first of the month following date of hire. Innové pays for the full cost of the individual employee's dental and vision coverage, and the employee is responsible for payment of premiums for eligible dependent dental and vision coverage. Employees will receive a detailed summary of the dental and vision insurance benefits available.

Life Insurance

Innové pays the full cost of life insurance coverage in the amount of one (1) times the employee's salary or a minimum of \$50,000 for all regular, full-time employees. Employees are eligible for coverage beginning the first of the month following date of hire. The employee is also eligible to purchase supplemental buy-up life insurance for a total insured amount of up to five (5) times basic annual earnings. In addition, Innové offers the ability for the employee to purchase life insurance coverage for eligible dependents. The life insurance benefit also provides accidental death and dismemberment benefits in the same amount as the life insurance coverage. Employees will receive a detailed summary of the life insurance and accidental death and dismemberment benefits available.

Short Term and Long Term Disability Insurance

Innové pays for the full cost of both Short Term and Long Term Disability insurance for all regular, full-time employees. Employees are eligible for coverage the first of the month following date of hire. This insurance will pay a portion of your weekly pay up to a certain amount for a maximum specified time period if you are absent from work due to an eligible disability. You must be absent from work due to an eligible disability for 14 days before disability benefits will commence. Employees will receive a summary detailing the short and long term disability benefits available.

401(k) retirement plan

All regular, full-time employees may contribute a portion of their salary, on a pre-tax basis, to the 401(k) plan sponsored by Innové. Employees become eligible to enroll for salary deferrals to the 401(k) on the first of the month following their date of hire. The Innové 401(k) Plan is known as a Safe Harbor Matching 401(k) plan. See Summary Plan Description for additional details.

The Safe Harbor matching contribution will equal a) 100% of your contributions that do not exceed 3% of your compensation plus b) 50% of the amount of your contributions that exceed 3%, but do not exceed 5% of your compensation. The plan also allows for Roth-contributions which are contributed on a post-tax basis. Distributions of Roth contributions are non-taxable.

Workman's Compensation Insurance

If you are hurt on the job, you may be eligible for this coverage. Innové follows state guidelines requiring workman's compensation. Human Resources can provide specific information.