

# Chapter 4



Pay & Benefits

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#### MUTUAL EXPECTATIONS

#### STEPS FOR TIMELEY AND ACCURATE PAY

- 1. Send in accurate and timely macros to verify your load on pickup & delivery
- 2. Write your driver, tractor, trailer & load number on all paperwork.
- 3. Submit a signed Bill of Lading, Driver Report Form and all other load documentation immediately after delivery.
- 4. Obtain proper authorization for all expenses. Scan receipts with driver & tractor number clearly written on the front.
- 5. Scan Bill of Lading, Driver Report Form and all other load documentation at the first available location or mail your driver logs with each load in a Trip Pak envelope.

#### TIMELY AND ACCURATE PAY

Schneider is committed to providing you with accurate and timely pay, but we can't do it alone. There are certain things that you must do before your pay can be generated. We depend on you, your Driver Business Leader (DBL), and Customer Service to do the following:

#### **RESPONSIBILITIES: (DRIVER ASSOCIATE)**

#### VERIFY YOUR LOAD ON PICK UP AND DELIVERY

- Verification creates your load information in the Payroll system. Late verification can delay your pay. From the work assignment macros, use the reply button and complete the required information from the bill of lading and driver report form both at pickup and delivery.
- If the customer asks you to perform an extra service such as redelivery, reconsignment, scaling offsite etc., contact your Driver Business Leader for authorization. You must include the information when verifying the bill-of-lading and should indicate service provided on the bill-of-lading or report form, but only the Driver Business Leader authorization assures you will be paid for it.

## WRITE THE LOAD #, DRIVER #, TRACTOR # AND TRAILER # ON THE BILL-OF-LADING AND DRIVER REPORT FORM. SUBMIT YOUR SIGNED BILL-OF-LADING AND REPORT FORM **IMMEDIATELY AFTER DELIVERY**

This is critical for both pay and billing to our customers

#### GET THE PROPER AUTHORIZATION.

• Have your Driver Business Leader approve pay or reimbursements requiring authorizations and include receipts with the load paperwork either by scanning or in your Trip Pak envelope.

#### SUBMIT YOUR "DRIVER LOGS WITH EACH LOAD".

• Complete a log for every day as required by Regulatory (Logs are also required on your days off.) Fill them out properly and send the originals with your paperwork. Failure to submit logs accurately and timely will affect driver pay.

#### PAPERWORK POLICY

This section is a tool to support you in completing the items listed above. Following these steps consistently will help Payroll process your pay on an accurate and timely basis. If you have any questions on what to do, please talk to your Driver Business Leader.

## You must submit a signed Bill-of-Lading & Driver Report Form to be paid.

- The bill-of-lading and report form for a load relayed en-route must be passed on to the delivering driver. It is the responsibility of the delivering driver to submit the bill-of-lading and driver report form. The pickup driver holds responsibility for verification of all pick up activities.
- A load dropped by you for delivery by an outside carrier is considered a "delivered" load and must have a bill-of-lading turned in. Carrier signature required.
- Never leave a bill-of-lading with trailers dropped at a consignee location. Get a signature from someone, even a guard or a yardman. If no one is available, write "Dropped Trailer" on the bill-oflading and send it in.
- If additional copies of a bill-of-lading are needed and an extra copy or photo copier is not available, make out a company bill-of-lading. The following information must be recorded: shipper and consignee, commodity, shipper bill-of-lading number, terms (collect, prepaid, and third party billing address, if applicable), weight information, bill-of-lading date, load number, name, power number, driver number, trailer number.
- Original receipts are required for reimbursement.
- Call your Driver Business Leader immediately if you lose any of the required paperwork.

#### **BILL OF LADING VERIFICATION**

The bill of lading information is critical for both your pay and the timely billing of loads to customers. Because of this, the bill of lading information is to be verified immediately after pick up of each load. **TO BE SURE OF YOUR INFORMATION, HAVE THE BILL IN HAND WHEN YOU SEND IN YOUR MACRO.** The bill of lading is the proof of delivery (POD) and is how we create the invoice for the customer. When you send your pick up macro, always send billing information, including the BOL # (aka SID#, MB#, Order #) in your macro along with weight and gallons. It is critical that we receive that BOL # for each shipment.

Each load hauled must have a signed bill of lading and driver report form at corporate. It is the responsibility of each driver to write the Schneider request/load number on each bill along with driver, power and trailer #s, and mail or scan the bill of lading (and all other paperwork) to the company within 3 days of delivery of each load. This applies to every load with its own load #, regardless of freight type or customer. Scanners and Drop boxes are conveniently located at all Operating Centers and major fuel stops for the mailing of your paperwork. Refer to your Trip Planning Guide for pick up days and times as well as Pay and Benefits section for paperwork process.

#### If scanning is not available, use TripPak but.. Remember...ONE LOAD – ONE ENVELOPE!

- Print your power number, name, driver number, load number and trailer number on the following: bill-of-lading, logs, expense reports, receipts. Print the authorization number on any expense receipt requiring DBL approval.
- Submit the signed bill-of-lading immediately after delivery for each load.
- Trip-Pak envelopes are supplied at no cost to you. Additional supplies are located at each Operating Center. Complete each envelope with you power, load and driver numbers.

There are two ways to submit paperwork, if scanning is not available:

1. **Drop Boxes**- Trip-Pak drop boxes are located at popular fuel sites, Bulk Tank washes and at Operating Centers. Place your paperwork in a prepaid envelope with all sections complete and place in the yellow Trip-Pak drop box for delivery to Green Bay the next day.

#### Remember: One load, One envelope.

2. **Overnight Mail Service** – You may use overnight mail service to submit paperwork at your expense. "Collect" express mail will be refused. If you do use express mail, be sure you complete the entire label including your return name and address and send it directly to this address.

Schneider National, Inc. 3101 South Packerland Drive Green Bay, WI 54306 Attn: Pay Services

NOTE: All paperwork must be received in the Green Bay Corporate Business Center by noon on Monday to be included in that Friday's payroll.

#### <u>COMPANY DRIVER EXPENSE GUIDELINES – BULK</u>

<u>Approval Required</u>: Expenses requiring Driver Business Leader authorization must be discussed prior to purchase. The DBL will provide the driver with an authorization number. Record the authorization number on the receipt along with your driver number, power number, and load number. The items below indicate items which need prior approval. This may not be an all inclusive list. If you have questions about expense approval, contact your DBL prior to purchase.

- Repairs (anything over \$15)
- Trailer Washes
- Personal Vehicle Mileage
- Tractor Washes
- Meal Reimbursement
- Cleaning Supplies (anything over \$15)
- Buckets (anything over \$15)
- Caps & Plugs (anything over \$15)
- Telephone (anything over \$15)
- Cash Fuel
- Motels
- Transportation

<u>Receipts:</u> All expenses must be submitted within thirty (30) days. All receipts that are submitted after 30 days will need to be reauthorized by your leader. **Only original receipts are accepted.** Onionskin copies of personal credit cards, copied receipts, or altered receipts are unsatisfactory.

- Write your name, associate number, tractor number, load number and authorization number (if applicable) on all receipts.
- Fuel purchases and motel charges on your Schneider fuel card do not require receipts. Please do not submit with your paperwork.
- Unauthorized or incomplete receipts will not be reimbursed.
- Receipts over 30 days may be subject to non payment.

#### TEMPORARY PERMIT REIMBURSEMENT

<u>Temporary Permits</u>: Temporary permits do not require authorization. Reimbursement requires the submission of the permit. Receipts are not valid for reimbursement, except as noted below.

<u>State</u>	Required Documentation for Tractor Permit Reimbursement	Required Documentation for Trailer Permit Reimbursement
Wyoming	Yellow copy must stay in tractor. Must submit photocopy or cash receipt.	N/A
Oregon	Cash Register Receipt	Cash Register Receipt – 53' trailer
Washington	Cash Register Receipt for Bingo Stamp	Cash Register Receipt – 53' trailer
Idaho	N/A	Copy of Actual Oversize
Utah	N/A	Trailer permit for over length 96 hrs, 1 year (Los Angeles, Des Moines, Wisconsin OC's only) No cash receipts given Must submit photocopy

Remember Payroll will reimburse on receipts only.

## PAYROLL CUT-OFF

Paperwork is received and processed in Green Bay daily. Weekly paperwork receipt cut-off is noon on Monday. There are times during the year when the cut-off or pay date must be changed because of holidays. You will be notified in advance of any cut-off or pay date changes.

Pay statements are mailed weekly from Green Bay. It may take up to one week for your pay statement to reach you. Pay statements may also be accessed on "Crossroads". Access them at www.crossroads.schneider.com.

#### **DIRECT DEPOSIT**

Associates are encouraged to participate in the Direct Deposit program which deposits your pay check directly into a personal checking/savings account or the Express Cash feature of your SNI Comdata Fuel Card. The Direct Deposit program provides many advantages to you:

- You receive your money sooner.
- The chance of your check being lost is eliminated.
- Weekly trips to the bank to deposit your check are not necessary.
- Your family will have access to the money while you are away.
- Checks do not sit in your mailbox unattended while you are away.

## **DIRECT DEPOSIT PROCESS**

**First**, determine how much will be deposited to Express Cash and how much will be deposited to your personal bank account.

**Second**, you must identify a financial institution which offers this service for personal bank accounts. Then complete the Direct Deposit Authorization Form (available from your Driver Business Leader) and submit it to Payroll with your paperwork. We do the rest!

Payroll will deposit your net check amount to Express Cash and/or your financial institution. Your money will be available to you sometime on Friday depending on your bank's posting schedule. Pay statements explaining your earnings are mailed directly to your home. If you choose Express Cash, a monthly statement of your Express Cash activity will be sent to your home.

#### **ACCESSING EXPRESS CASH**

Use your card to get Express Cash money from your Fuel Card at any of the 300,000 Cirrus ATM locations across the country. Access your Express Cash funds as follows:

- 1. Swipe your fuel card through the ATM and enter your PIN.
- 2. Select "Withdrawal"
- 3. Select Primary Checking
- 4. Enter the dollar amount you are requesting

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## **COMPANY STORE PURCHASES**

Company store purchases can be deducted directly from payroll checks.

#### **ADVANCES**

This section provides detail on how to obtain advances and SNI policies to follow. If you need an advance, use your Comdata Fuel Card. **Comchecks will only be issued for emergency purposes**.

You may use your Comdata Fuel Card at our Fuel Stops or ATM locations with the Cirrus or EFS logo's (Truck Stops), so careful planning can save you time and money.

#### **ADVANCE POLICIES**

- Advances received are deducted from the Driver's paycheck.
- There will be a service charge assessed for each advance issued:

Advance Type	Fee
Fuel Card advance issued through ATM	\$2.00 + owner
	fee
ATM Advance balance inquiry	\$2.00
ATM Advance decline	\$2.00
Fuel Card advance issued at Fuel Desk or through telephone request	\$10.00
Comcheck advance issued by DBL for personal use	\$10.00
Comcheck advance issued by DBL for Company Expenses	None

#### PROCEDURES TO GET AN ADVANCE

### **Fuel Card Advance**

You will receive a Schneider National Fuel Card. You may obtain \$200.00 cash per week on the card provided you have a completed authorization form on file (filled out upon hire with the company).

The fee is based on the fee table located above and is a per transaction fee. The cycle runs Sunday through Saturday with your balance replenishing every Saturday at midnight. If you lose your fuel card, call your DBL immediately. You are responsible for all cash advances issued on your fuel card.

#### Fuel Card advances are issued as follows:

- Present your Fuel Card to a truckstop fuel desk attendant
- Call the Comdata number 1-800-741-6060 to authorize a Comcheck draft.

#### **Comcheck Advance**

Comchecks are designed for <u>emergency purposes only</u> and should be issued by the primary Driver Business Leader. In order to receive a Comcheck advance, the driver must do the following:

- 1. Call your DBL during normal business hours.
- 2. Provide your driver number, your name, DBL full name, your date of birth, the load number you are under, and a call back phone number.
- 3. Complete Comcheck draft with the following information given to you by your DBL.
  - Date of cash transaction.
  - Pay to the order of your name or 3<sup>rd</sup> party name if advance needs to be payable to a business
  - The sum of amount requested in words.
  - \$ -- the amount requested in numbers.
  - Company name Schneider National.
  - Transaction number of ID number seventeen digit alphanumeric express number which is given to you by your DBL.
  - Authorization number three digit number to be filled out by the attendance that is chasing the check.
  - Present the completed check to the attendant. You will need your license and birth date to cash the check. You must also endorse the back of the check.

NOTE: Do not repeat the transaction number back to the person that issued it to you on the phone. Someone may overhear and cash the check before you get a chance to do so. Your DBL will repeat the number twice to verify it to you.

#### **ATM Advance**

Use your card to get advance money from your Fuel Card at any of the 300,000 Cirrus ATM locations across the country. Access your ATM advances as follows:

- 1. Swipe your fuel card through the ATM and enter your PIN.
- 2. Select "Withdrawal"
- 3. Select "Primary Savings"
- 4. Enter the dollar amount you are requesting.

(Note: To avoid balance inquiry and decline fees, first call 1-800-741-6060 to determine the balance. Do not withdraw more than your balance less any ATM fees.)

#### **NOTES:**

- Comcheck draft books are available at Operating Centers and fuel stops
- Comcheck Advances must be taken in a single cashing
- All advances issued (but not cashed) will be cancelled immediately when the driver is placed into any longterm unavailable status.
- Unused advances will be cancelled 30 days after issue.

## **EMERGENCY MAINTENANCE ADVANCES**

Advances may be issued if you are required to have repairs done on company equipment at a shop which does not accept Schneider National purchase orders and insists on cash. Call Schneider Emergency Maintenance (SEM) for a purchase order or an advance transaction number. These advances will be company expensed for company drivers.

#### **ADVANCE DEDUCTION**

Advances are automatically deducted from your pay check in the next pay cycle after the advance has been cashed or withdrawn. If you have taken an advance for reimbursable expense make sure you submit your expense report promptly.

## Example of an advance deduction schedule:

<u>Driver</u>	Advance Issued	Pay Check Deducted
A	Monday, 8 <sup>th</sup>	Friday, 19 <sup>th</sup>
В	Saturday, 13 <sup>th</sup>	Friday, 19 <sup>th</sup>
C	Wednesday, 17 <sup>th</sup>	Friday, 26 <sup>th</sup>

SUN	MON	TUES	WED	THURS	FRI	SAT
	1	2	3	4	5	6
7	8 "A" Cashed	9	10	11	12	13 "B" Cashed
14	15	16	17 "C" Cashed	18	19 "A& B" Deducted	20
21	22	23	24	25	26 "C" Deducted	27

# SCHNEIDER NATIONAL CARRIERS U.S. DRIVER PAY AND PROGRESSION

(Van One - Way System, non-engineered work)

(Note: Pay is periodically reviewed and may be adjusted. Please ask your DBL for any updates)

#### **DRIVERS:**

- Sunday through Saturday pay period.
- Partial weeks are prorated an adjustment based on a seven day pay period is made for time unavailable (sick, personal time off, etc.) Pro-ration occurs when a driver is off for a full 24 hour period – midnight – midnight.

#### **PAY AND PROGRESSION**

**NOTE:** There are many different work opportunities that drivers can choose from such as one way system, dedicated, Intermodal, regional, teams, local etc. Due to the number of pay packages that are reflective of the work performed, it is recommended that drivers consult their DBL for their appropriate pay package detail. Drivers will receive increases to their pay through promotions. Promotions are recognition of driver's years of service.

## PAY PHILOSOPHY / PAY PRINCIPLES

Schneider reviews pay at least on an annual basis. The intent is to review pay and make sure that we remain competitive which in turn allows us to attract and retain the best drivers.

In order to be consistent in our administration of pay across the enterprise, a representative from various parts of the organization were brought together to form the pay team. The pay team has members from the following departments; line of business operations (every line of business is represented), business services, pay services, finance, driver relations, I.T., and human resources/driver recruiting. This team meets weekly to provide direction as it relates to pay issues, drive pay consistency across our lines of business and to make sure we remain competitive within the industry. This team follows pay principles which help guide the group in its decision making process.

#### These principles are as follows:

- 1.) Every job has a value based on work characteristics by business segment.
- 2.) Attracts and retains quality drivers able to provide the service requirements of our customers.
- 3.) Total compensation package that is competitive within the industry that reflects our desired driver demographics and the corresponding cost of labor.
- 4.) Considers the impact on company profitability.
- 5.) Rewards excellent performance and promotes desired behavior.
- 6.) Pay equity for work performed.
- 7.) Easy to understand, administer (timely and accurately) and explain.

#### 1.) Every job has a value

With the realization that all work is not the same, the pay team, with input from field operations, worked toward understanding the characteristics of the work. One-way system work, being the most challenging and most random, established the base line for other work.

Six common characteristics were used to evaluate the work; time at home, weekly utilization, number of loads per week, predictability of work, hand unloads and stop offs. The seventh characteristic considers factors unique to that operation such as location (NYC-etc), wait time, physical demand of the work, length of day, time of day/week, and specialized equipment needed to perform the work. These categories would provide a good understanding of the "value of the work" and establish a level of equity for the work performed.

#### 2.) Attract and retain quality drivers

Pay needs to be competitive and appropriate for the work performed. If not, the ability to attract or retain drivers would be at risk. The pay team considers the impact to the customer and makes sure that Schneider provides the value the customer is willing to pay for.

3.) Industry competitive total compensation package reflects driver demographics and the cost of labor. We need to compete against regional based carriers who pay their drivers according to the cost of labor in that region. Many large truckload carriers have established a regional pay concept to be competitive. Based on supply and demand, some regions of the country require a higher cost of labor. It is important to recognize those differences, which impact the ability to recruit new drivers.

#### **Understanding Competitive W-2 earnings**

It is important when dealing with pay to understand wages as full year W-2 wages vs. just the rate per mile. Rate per mile can be misleading. Ex. 1500 miles x \$.39 cents per mile = \$585.00. 2500 miles x \$.27 cents per mile=\$ 675.00.

#### 4.) Considers impact on company profitability

One of the driver's primary concerns is job security and the only way to protect job security is through company profitability and a satisfied customer. How Schneider pays for work performed must reflect the business needs and service to the customer. System work will be paid differently than dedicated work because of the activities necessary to service the customer. System work is unpredictable, irregular and lacks consistency due to the nature of that work, but it also provides the opportunity to earn a higher wage. Dedicated work provides predictability, consistency and competitive pay. It is very attractive to our driver force, but dedicated work is also sought after by other carriers because of the characteristics of the work.

There is a trade off that drivers need to make when choosing between working in the system or choosing a dedicated opportunity.

#### 5.) Rewards excellent performance and helps promote desired behavior

#### **Bonus**

Bonus pay was established to reward **exceptional**, **outstanding performance**. Achievement of key factors positively impacts the variable cost of the business and positively impacts the W-2 earnings of the driver.

#### **Longevity Pay**

We value our experienced drivers and want to recognize their **consecutive** years of service with the organization. There is also the expectation with that level of experience, that a driver will provide a higher level of performance.

## 6.) Pay Equity for work performed

Schneider does not intend to pay a rate that is not equitable for the work performed or the cost of labor in a region. The cost of labor for a region, what a customer is willing to pay, and the impact of the economy will all come into play in the rate of pay.

## 7.) Easy to understand, administer (timely and accurately) and explain

There is really no simple way to administer pay. Pay is complex due to the unique characteristics of work, the demands of a customer, and the competition in the marketplace. It is our responsibility to make sure that drivers are paid timely and accurately.

## SCHNEIDER NATIONAL CARRIERS PROMOTION TABLE

	CRITERIA FOR INEXPERIENCED DRIVERS
Phase 1, Level 1.	Promotion effective after completion of week 4
Phase 1, Level 2.	Promotion after 6 months from Date of Hire
Phase 2, Level 1.	Promotion after 12 months from Date of Hire
Phase 2, Level 2.	Promotion after 24 months after Date of Hire
Phase 2, Level 3.	Promotion after 36 months after Date of Hire
Phase 3. Level 1.	Promotion after 48 months after Date of Hire
Phase 3, Level 2.	Promotion after 60 months after Date of Hire
Phase 3, Level 3.	Promotion after 72 months after Date of Hire
Phase 3, Level 4.	Promotion after 84 months after Date of Hire
	CRITERIA FOR EXPERIENCED DRIVERS
Promotion after 6	months from Date of Hire for drivers hired with 6-12 months of experience
Hired with greate Date of Hire.	r than 12 months of experience, promotions will occur in 12 month increments from

• All promotions occur on the first of the month following qualification starting with 6 months SNI experience.

\*Note: Effective 3/1/09 the driver promotion program will be hold until further notice. This is the same stance that is being taken with all SNI associates.

#### SNBC ACCESSORIAL COMPENSATION SUMMARY

(Eligibility for accessorial compensation begins at Phase 1 Level 1)

#### **ACCRUED VACATION:**

Accrued vacation is paid if a driver takes vacation pay during the same week that he/she is working. Because the driver is receiving two weeks of pay during a one week time frame, they will be taxed at a higher rate. DBL authorization is required.

#### **BLOW OVER:**

A blow over occurs when the product is pumped from one tank to another. This is paid the same as a load. Excess time is paid after 3 hours *with authorization*. Miles are paid to and from the location of the blow over. DBL authorization is required

## **BREAKDOWN:**

<u>24 Hour Breakdown:</u> Paid as a flat amount when a driver is off duty, away from his home terminal, after a 24 hour period. DBL authorization is required.

#### **CANADIAN BORDER CROSSING:**

Delay pay for crossing the Canadian Border. Paid after 2hr delay. DBL authorization is required.

#### **COMPANY BUSINESS:**

Company Business covers activity that is NOT tractor related. Company Business can be paid in increments of one guarter day, one half day, three guarters of a day or a full day. DBL authorization is required.

#### TRAINING EVENTS:

At times, Bulk Operations may determine a training event qualifies for pay. If a training event is determined to qualify for pay, pay will normally be paid as one half day of Company Business

#### **DISCRETIONARY PAY:**

The purpose of discretionary pay is to cover unusual, exceptional situations, outside of defined policies. The amount for activity is determined and authorized by the OCM.

#### **DOT INSPECTION:**

Flat fee for each DOT inspection. DBL authorization is required.

#### DRUG AND ALCOHOL RANDOM TESTING:

Drivers will be paid for each second and subsequent combination of random drug and alcohol test in a calendar year.

#### **EXCESS (DETENTION) TIME:**

Paid after the third hour when a driver is delayed at a customer location. Paid in 1/4 hour increments. DBL Authorization is required.

#### **FUNERAL PAY:**

A driver is eligible for up to three consecutive days pay to attend the funeral of an immediate family member. This includes spouse, parents, children, brother, sister, parents-in-law, step-parents, step-children, Grandparents, Grandparents-in-law, Grandchildren, step-brother or step-sister.

#### **HOLIDAY PAY:**

Recognized holidays are New Year's Day, Memorial Day, July 4th, Labor Day, Thanksgiving and Christmas Day. Holiday eligibility is paid one year from the Date of Hire. Experienced new hires are eligible for Holiday pay on Date of Hire. Only full-time drivers are eligible. A Driver is still eligible for Holiday if on Vacation or if taking time off without illness or injury.

#### **JURY DUTY:**

DBL authorization is required.

#### **LAYOVER:**

Paid as a flat amount when a driver is off duty, away from his home terminal, after a 24 hour period. Paid after each 24 hour period. Paid according to Phase. DBL authorization is required.

#### LOAD/UNLOAD (stopoff pay):

A stop, or load/unload, is defined as a plant site. Several tanks within the same plant site constitute one stop, or one load/unload.

#### PER DIEM PAY

Per Diem pay is a method of pay maximizing a driver's weekly take home pay. This is achieved through a combination of a lower taxable mileage rate combined with a non-taxable per diem rate. The total take home pay is higher due to reduced withholding and payment of non-taxable pay.

#### **SHORT HAUL PREMIUM:**

Paid when a driver picks up a load and delivers or drops it. Driver is not required to live load or unload at either end for short haul premium. Anytime a driver has a load and it falls within the shorthaul mileage band, the driver gets paid.

#### **STEAMING:**

This is paid the same as excess time (detention) after three hours. Miles to and from the tank wash will be paid. DBL authorization is required

#### **SUPERVISED WASH:**

Paid when the driver brings the trailer to the tankwash and waist for the trailer to be washed.

#### TRAILER SHUTTLE:

Paid when a driver picks up an empty trailer and moves it to another location.

#### **VACATION PAY:**

Vacation is paid at 1/52 of prior calendar year's gross working wages. Working wages include mileage pay, accessorial, performance bonus, vacation and holidays. It does not include non-working wages such as disability pay, prizes, or worker's compensation, etc..

Driver is eligible for vacation after one full year of employment. A driver's eligibility to use vacation is based on his date of hire, not calendar year. One year from his original date of hire the driver is eligible for one week of vacation. He has one full year from his anniversary date to use this vacation time. If it is not used it will be paid out as accrued on his anniversary.

Vacation cannot be accumulated from year to year. It must be taken during the 12 month period after the time it has been earned. Vacation will be paid on the normal pay date following the week of vacation. Weekly Vacations must be used in one week increments. Vacations should run from Sunday through Saturday.

1 YEAR OF EMPLOYMENT	= 1 WEEK VACATION
2 YEARS OF EMPLOYMENT	= 2 WEEKS VACATION
7 YEARS OF EMPLOYMENT	= 3 WEEKS VACATION
15 YEARS OF EMPLOYMENT	Γ = 4 WEEKS VACATION

## Schneider National Bulk Carriers Quarterly Performance Bonus

Effective July 1, 2008

## **Bonus Eligibility**

- ➤ 100% service accuracy (no driver related service exceptions)
- Total preventable accident costs cannot exceed \$250/quarter
- No lost time injury /disability greater than 24 hours
- No Product Mis-deliveries, Driver Preventable Spills, Unreported Heel, Failure to Wear PPE, or Improper Unit / Load Security
- ➤ Combined overspeed must not exceed 5% (>63 mph cruise & >70 excessive)
- ➤ Idle requirements 2 tiered (see table)
  - Excluded idle for service/maintenance reasons only
    - HIT loads
    - Excessively long loading/unloading
    - Temp <-10 deg F, Temp <10 deg F& no plug in available
- Must be phase 2 or 3 at the end of each quarter (if phase 2 is achieved during the quarter, payout will be prorated by the amount of time in phase 2)
- Must be employed full quarter and at bonus payout
- ➤ No Data No Bonus
- No Refusal of Work, Must Be Available As Committed
- No Equipment Modifications
- No Run Out of Fuel Incidents
- ➤ No Driver Related Fine(s) Greater Than \$100
- > No Unprofessional Behavior / Inappropriate Conduct

If Service, Safety, Overspeed And Miscellaneous Eligibility Requirements Are All Met As Stated Above, Drivers Are Eligible For The Following Bonus Payout If Idle Percentages Are Achieved:

#### SNBC MAXIMUM IDLE PERCENTAGES

	1 <sup>st</sup> Qเ	uarter	2 <sup>nd</sup> Quarter		2 <sup>nd</sup> Quarter 3 <sup>rd</sup> Quarter		4 <sup>th</sup> Quarter	
Idle Requirement	<40%	<50%	<30%	<40%	<40%	<50%	<30%	<40%
With Heating Unit	<20	0%	<30% <40% <40% <50%		<20%			
With Cooling Unit	<40%	<50%	<2	0%	<20	0%	<30%	<40%
*Payout Per Mile (Team, Network, Home Run, Regional Mileage, Dedicated Mileage)	.02	.01	.02	.01	.02	.01	.02	.01
**Flat Payout (Custom Regional, Local ABP, Local Salary)	\$400	\$200	\$400	\$200	\$400	\$200	\$400	\$200

<sup>\*</sup> Phase 3 Level 4 drivers can earn an additional .01/mi bonus when  $\leq$  7% OOR is achieved during each quarter.

## **BONUS PAYMENT INFORMATION**

- If insufficient data is extracted in the categories of speed and/or idle for the quarter, the driver will
  not be eligible for the quarterly bonus payout.
- A bonus period is equal to a calendar quarter.
- Bonus payout occurs the Friday following the third Monday of the month following the end of the period.
- The bonus is calculated on miles <u>paid</u> for the quarter.
- Bonus for teams is based on individual performance. Each team member earns a full bonus payout based on his own paid miles.
- You **must** be employed for the entire quarter and on the day the bonus is paid.
- The bonus pay will be included in your weekly paycheck and taxed as supplemental earnings according to federal taxing regulations.

## **Longevity Pay**

Longevity pay recognizes the tenure of drivers. Drivers will receive an increase in their mileage rate /salary or ABP base at the milestone of over 8 years and every other year through 30 years. The applicable amount will be effective at the start of the calendar month following the anniversaries listed. Longevity pay is based on **consecutive** years of driving service with Schneider.

<sup>\*\*</sup> Phase 3 Level 4 drivers can earn an additional \$200 if 90% Valid Fueling is achieved during each quarter.

<sup>\*</sup>Note: In an effort to strive for excellence the Bonus Criteria is subject to periodic review and change.

## **BENEFITS SUMMARY**

(US Driver Associates)

Benefit	Provider(s) & Contact Information		
401(k) Savings Plan	Wells Fargo		
One of the best plans in the industry, with a pre-tax	Phone: 1-800-258-2715		
company match worth \$2,500 per year for the experienced	Website: www.wellsfargo.com/retirementplan		
driver.	www.wenstargo.com/retriementplan		
Employee Assistance Plan (EAP)	LifeEra/United Behavioral Health		
Free and absolutely confidential counseling for you and	Phone: 1-800-955-7956		
your family from the Associate Support Program.	Website: www.liveandworkwell.com		
jour running from the rissociate support riograms	www.		
College Funding	Sallie Mae		
Helps you apply for college scholarships or grants and	<b>Phone:</b> 1-800-239-4148		
offers low-interest loans for students or parents.	Website: www.Schneider.collegeanswer.com		
<b>1</b>			
Credit Union	Schneider Community Credit Union		
Special banking services and competitive loan rates to save	<b>Phone:</b> 1-800-236-0747		
you money	Website: www.schneiderccu.com		
•			
Debt Management Service	National Foundation for Credit Counseling		
Helps reduce your debts with a budget that can lower	<b>Phone:</b> 1-800-388-2227		
interest charges and penalties	Website: www.debtadvice.org		
Dental Plan	Delta Dental		
Offers discounts when you use network dentists	<b>Phone:</b> 1-800-236-3712		
	Website: <u>www.deltadentalwi.com</u>		
Accident Insurance/Disability Program	AFLAC		
Excellent coverage at low rates not available to the general	<b>Phone:</b> 1-800-422-1644		
public	Website: <a href="http://aflwi.com/Schneider benefits/">http://aflwi.com/Schneider benefits/</a>		
Financial Services	Ameriprise Financial		
Free financial planning customized to help you meet your	Phone: 1-800-437-3500		
future needs	Website: www.ameriprise.com		
	AVA A Julius II C		
	<b>AXA Advisors, LLC Phone:</b> 1-800-536-3243 ext. 2825		
	Website: www.axaonline.com		
	www.axaomme.com		
Flexible Spending Accounts – Health Care and	Mangrove Employer Services		
Dependent Care	Phone: 1-888-862-6272 Option 3		
An easy pre-tax way you can save money on medical bills	Website: www.miwebflex.com ( PIN Required)		
or child care expenses	"" " " " " " " " " " " " " " " " " " "		
Home and Auto Insurance	Metropolitan Life		
Deep discounts on your personal home and auto insurance	Phone: 1-800-438-6381		
rates	Website: www.metlife.com		
Home Computer Discounts	Dell		
Opportunity to purchase home computer equipment at	<b>Phone:</b> 1-866-535-3578		
special rates.	Website: www.dell.com/schneider Member ID		
1	GS13384937		
Legal Plan	Hyatt		
Major savings on legal services from a pre-paid national	<b>Phone:</b> 1-800-821-6400		

network of attorneys	Website:	www.legalplans.com Password 3580010		
Benefit	Provider(s) & Contact Information			
Medical Plan	Definity Ho	ealth		
Choose from three medical plan options; Includes	Phone:	1-866-333-4648		
prescription drug coverage.	Website:	www.definityhealth.com		
Preferred Banking & Credit Card Services	Associated	Bank		
Special rates available to you on banking and credit card	Phone:	1-800-236-8866		
services	Website:	www.schneiderpreferredbanking.com		
Banking	MetLife Ba	ank		
Specializing in money market, high yield savings and CD's.	Phone:	1-800-438-6388		
	Website:	www.metlife.com/mybenefits		
Preferred Mortgage Program	Wells Farg	<b>3</b> 0		
Special mortgage rates for qualified applicants with one	Phone:	1-800-644-8083		
easy phone call.	Website:	www.employeemortgage.com/schneider2282		
Real Estate Referral Service	Simple Mo	ve		
Cash rebates on buying or selling a home. Call first before	Phone:	1-866-849-5615		
listing with an agent.	Website:	www.simplemove.com		
Vision	EyeMed V	ision		
Eye exam covered in full after \$5.00 co-pay and deep	Phone:	1-800-799-0259		
discounts on eyewear.	Website:	www.eyemedvisioncare.com		
Hearing	Tru-Heari	ng		
Special Discounts on hearing aids.	Phone:	1-800-866-4327		
Lasik Vision	TLC			
	Phone:	1-877-PLAN-TLC		
	Website:	www.tlcvision.com		