

## A Little of This and a Little of That

### The Traveling Band

The Human Resources & Sales Teams have enjoyed their travels visiting the terminals this summer. Getting to meet all of you, having good discussions and handing out Sutton-swig has been fantastically-fun!

And the food as prepared by Chef Scott .....Mmmm good.

Our summer employee appreciation tour continues this month with stops in Kansas City, Jefferson City and Springfield. Then in October we'll end with a visit to our new MSP terminal.

We want to thank all our employees for their hard work and dedication. Very much noticed & appreciated. You make Sutton Transport successful.

THANK YOU ALL.



### Workplace Harassment Education / A Video

In early September you will be required to view an educational video on *Workplace Harassment*. We expect our employees to conduct themselves professionally when interacting with colleagues, coworkers, customers and/or vendors. An email from ADP will be sent to you outlining how to view this video via your ADP login portal. All employees must view this video and sign the online Acknowledgment form no later than September 30, 2022.

### 401(K) Plan Revisions & Why You Should Participate

Effective October 1, 2022, a few new rules will go into effect.

#### Auto-Enrollment for New Hires

Once effective to participate on their 91<sup>st</sup> day, all new hires will be automatically enrolled in our ADP 401K Retirement Plan. The weekly deferral is set at 2%.

#### Auto-Increases Annually for Participants

Participant's percent deferral will automatically increase annually by 0.5%.

#### Auto-Increase Cap

The auto-increase caps at 10%

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### Why You Should Participate

The tax benefits of 401(k)s are three-fold. First, contributions are pre-tax in a Traditional 401(k) Plan. You don't pay taxes on the money until you withdraw it when you retire. (At the earliest, this is age 59.5.)

Second, by not being counted as income, your contributions could put you in a lower tax bracket. The result: your tax bill will be smaller for your having socked away money for retirement.

Third, your savings grow tax deferred. In a regular investment account, your net gains and dividends would be taxed. But in a 401(k) plan, your money grows tax free as long as it stays in the plan. This allows your earnings to earn earnings – or as a financial advisor would say, to compound. You'll owe taxes, of course, once you withdraw the money.

### Consider a Roth 401(k)

We also offer a Roth 401(k) plan. These are funded on a post-tax basis, so that contributing to one won't reduce your taxable income. But the growth is tax-free – as opposed to tax deferred – so that when you make withdrawals once you reach age 59.5, you will owe no taxes on your contributions or earnings. (You will, however, owe taxes on your company match.)



**401(k) Company Match**

The Company will match .50% of every percent you defer up to 4% of your income. The maximum company match is 2%.

Employee Contribution % Employer Match %

1%	0.5%
2%	1%
3%	1.5%
4%	2%
5%	2%

Vesting Schedule

- Year 1 = 0%
- Year 2 = 20%
- Year 3 = 40%
- Year 4 = 100%



**Vacation Carryover Policy / A Reminder**

We'd like to remind you on how the 40-hour vacation carryover rule works.

Each employee, based on job classification and years of service, accrues a defined number of vacation hours each week. The total weekly hours added over a 52-week period equates to the total number of hours an employee is allowed per anniversary year. *(Calendar-year for salary employees)*. Please review the two vacation accrual charts in the *Employee Handbook* on page 48.

The 40-hour carryover relates to your Max Balance allowed. The Max Balance reflects your total annual accrual plus 40 hours carried over. At your anniversary in 2023 *(Jan 1 for salary employees)* your new balance cannot be more than your Max Balance or you will lose these hours. See this example:

Employee	Current	Annual	Max	Vac	NEW
	Vac Hrs	Total Accrual Earned	Balance Plus 40		
Salary 2	92.29	120	160		92.29
Salary 3	234.34	160	200	-34.34	200
Salary 4	40	160	200		40
Hourly 3	66.15	40	80		66.15
Hourly 4	80.62	80	120		80.62

Contact the Corporate HR Dept at extension 1904 (Lucy) if you have questions.

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**Core Value for September is Customer Driven**

*"We are committed to providing the highest quality service to exceed our customer's expectations. We focus on customer relationships that build trust, confidence, and loyalty. Our customers are the most important stakeholders and the lifeblood of our business".*

**Be EPICC Everyday**

**A Famous Quote**

*Your beliefs become your thoughts.  
 Your thoughts become your words.  
 Your words become your actions.  
 Your actions become your habits.  
 Your habits become your values.  
 Your values become your destiny.*

- Mahatma Gandhi