

## PAID TIME OFF

**Vacation:** Eligible employees earn vacation according to years of service granted January 1 each year. New hire vacation time is prorated and is granted after six months of service.

**Holidays:** NBT Bancorp observes ten paid holidays per year: New Year's Day, Martin Luther King Day, Presidents Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, and Christmas Day. Two floating sub-holidays are also given and can be scheduled with supervisor approval.

**Sick Time:** Five sick days are allotted each year on January 1. New hire sick time is prorated. A maximum of five sick days may carry over each year. Sick time is not paid out upon termination.

## OTHER BENEFIT PROGRAMS

**Team Advantage Program:** Employees enjoy various bank services benefits such as free checking, loan and financial planning assistance.

**Tuition Reimbursement:** Eligible employees may apply for tuition assistance subject to approval by their supervisor. Reimbursement is based upon the grade received.

**Employee Assistance Program:** BalanceWorks is an enhanced work and family life program that combines traditional EAP's with work/life services. Free, confidential counseling and online self-help services for personal or work related problems are available to employee and eligible dependents.

**Adoption Assistance Plan:** Assistance is available for the expenses incurred in adopting a child. The plan reimburses up to \$1500 of eligible expenses.

**Auto and Homeowner's Insurance:** Payroll deducted premiums are offered through Mang Insurance.

**AFLAC Cancer Plan:** Provides cash paid directly to the policy holder to meet out of pocket expenses associated with the treatment of cancer.

**Optional Universal Life Insurance:** Employees may build cash value by purchasing additional insurance for themselves or family members. The policy is portable and the benefit is payable tax-free.

**Voluntary Short-Term Disability Insurance:** Provides a monthly benefit when an employee is sick or unable to work. Benefits are payable in addition to any other disability or workers compensation benefits received.

**Voluntary Long-Term-Care Insurance:** Choice of two plans providing care and services when a person is unable to perform the normal activities of daily living.



## Employee Benefits Highlights

All Benefits  
Eligible Employees



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## HEALTH & LIFE INSURANCE

**Benefit Enrollment:** Benefit Enrollment is done through our online Benefit Enrollment tool available year-round, 24/7.

**Medical Coverage:** Employees may enroll in the health care program the first of the month following 60 days of employment. We offer three health plans through Excellus BCBS. The Blue PPO, Blue EPO and the High Deductible Health Plan. Each include an Rx component. Employees pay a portion of the monthly premium.

**Dental & Vision Coverage:** Available on the first of the month following date of hire. In network and out of network coverage. Employees pay a portion of the monthly premium.



**Flexible Spending Accounts:** Contribute your pre-tax dollars to fund costs not covered by insurance or for dependent care expenses.

**Basic Life Insurance:** Employees are covered by a life insurance plan equal to his/her annual salary (\$250,000 maximum), beginning on the first of the month following date of hire. The cost is paid by the company.

**Optional Term Life Insurance:** Employees may purchase additional insurance up to six times his/her base annual salary (\$1,000,000 coverage maximum). If employees elect optional life, they may also elect spouse and/or child life insurance.

**Optional Accidental Death and Dismemberment Insurance:** Employees may purchase accident insurance for themselves and eligible dependents. Up to three times base salary (\$1,000,000 coverage maximum) is available.

**Travel Accident Insurance:** Employees are covered by an accident and life insurance policy when they are traveling on company business. Enrollment in this plan is automatic and becomes effective on your date of hire. The cost is paid by the company.

## RETIREMENT

**Defined Benefit Pension Plan:** Employees who meet eligibility requirements are covered by the defined benefit pension plan, paid for by the company, beginning on the first day of the month that coincides with or follows the date they have completed a year of eligibility service and attained age 21. Participants become vested at three years of service.

**401(k) and ESOP Plan:** For your convenience, NBT automatically enrolls all newly eligible employees into this retirement savings plan at 4% of pay the first of the month coinciding with or following 30 days from their date of hire or change to an eligible status. Eligible employees may self-enroll the first of the month following date of hire. The company matches 100% of the employee's contribution, up to 3% of pay. Vesting is at 20% per year over five years. NBT may also make a year-end discretionary contribution

## LEAVE

based on company profitability for those who contribute an average of at least 4% of their earnings during the plan year. The company's contributions are in NBT Bancorp Stock. This plan accepts rollovers. Online access is available 24/7.

**Short-Term Disability:** Short-Term Disability benefits begin on the eighth consecutive day of illness or injury to a maximum of 26 weeks offered through NBT Bancorp's Statutory Short-Term Disability Benefit. NBT provides supplemental benefits based on years of service at no extra cost.

**Long-Term Disability:** You will receive 40% of base salary, up to a maximum benefit of \$7,500 per month following 180 days of disability and upon approval by the insurance company. The cost is fully reimbursed through a bi-weekly flex credit.

**Long-Term Disability Buy-Up:** You can choose to enhance the core benefit to 60% of base salary by selecting the Long-Term Disability Buy-Up option.

**Family and Medical Leave:** Eligible Employees can receive up to 12 weeks of unpaid leave in a 12 month period to provide care for your newborn child, newly-adopted child, an ill family member, or care for your own serious health condition. Additional leave is provided to the family members of military personnel under the 2008 amendments.

## PAY

**Pay Dates:** Pay dates are bi-weekly on Friday. Pay statements are self-generated through the iPay system accessible through the NBT Intranet or Internet.

**Direct Deposit:** Employees participate in our free direct deposit program to have their pay automatically deposited in their NBT Bank or Pennstar Bank checking or savings account. Basic checks are provided free of charge.