



November 24, 2025

Department Heads

Employee Handbook Update and Health Insurance Open Enrollment:

The updated employee handbook can be found online at www.stacarhr.com

Please ask your staff to read it and print page 41, sign it and return it to me.

Some of the areas to visit with your staff include the following:

- **Ownership** (page 2) and locations.
- **Harassment** (page 10) Unwanted pictures by cell phone and other device.
- **Time Records** (page 14) Employees are responsible for approving their time on a weekly basis. All absences from work schedules should be appropriately recorded.
- **Attendance** (page 21) When illness or emergency situations necessitate an absence without prior notice, please advise the supervisor immediately by phone (not by email or text). Leaving a message with another employee or on voicemail is unacceptable.
- **Parking** (page 29) Employees should park in designated parking spots provided by the company.
- **Protective Equipment** (page 30) All employees are required to follow all rules concerning the wearing of protective equipment.
- **Vacation** (page 33-34) Employees should submit written vacation plans to their supervisor at least 2 months in advance of the requested vacation date electronically (TimeForce) and by paper. Customer-facing employees are prohibited from taking time off the last week of the month, primarily for Sales and Service staff.

Regular full-time employees who have been continuously employed by Star for six months will earn the following paid vacation. Six months – 5 days, Three years – 10 days, Seven years – 15 days.

- **Paid Time Off*** is calculated as follows:
Hourly and **Flat rate** full time employees will receive 8 hours per day.
Salaried employees will be paid per diem based on weekly salary.
Commission Salespeople per diem is based on prior year's commissions earned.



Service Advisors per diem is based on weekly salary and team production pay from the prior year.

*(Paid Time Off – PTO, Spiffs, and monthly unit bonus is not part of per diem calculation).

- **Medical, Dental, and Vision Insurance** (page 39) Full-time employees working 30 hours or more per week are eligible for insurance after 90 days of service starting the first of the month.
- **401(k) Plan** (page 39) Star recognizes the importance of saving for retirement and offers eligible full-time employees a 401 (k) plan after 90 days of continuous employment. The company will match up to 2% which is vested over six years.
- **Employee Purchases** (page 39-40) Star encourages our employees to purchase Star Used or New GM vehicles. The dealer or General Manager must approve all purchases.
- **Workers Compensation** (page 40) If an employee sustains a job-related injury or illness, it is important to notify the supervisor and Human Resources immediately. The supervisor will complete an injury report with input from the employee and return the form to the Human Resources department. Human Resources will file the claim with the insurance company. In cases of true medical emergencies, report to the nearest emergency room.

Another benefit not mentioned in the handbook but added as an addendum is a \$25,000/\$50,000 Prudential life insurance policy for all full-time employees.

The open enrollment period for 2026 medical insurance plans at Star is currently underway, running from November 20, 2025, through December 12, 2025. With the record high increase in premium, we have selected the attached plans to compare rates with the insurance marketplace. Our company contribution to your health insurance premium has increased significantly. We will continue to offer a non-smoker discount. Dental and Vision will be added at no charge for employee with health insurance this renewal year.

In Pennsylvania the medical insurance clearinghouse for enrollment can be found at <https://agency.pennie.com>. New plans start January 1, 2026.

Let's support each other's well-being and prioritize work-life balance. A happy team is a productive team. Big thanks to each of you for being such an important part of our team. Let's keep making magic happen!

Best Regards,

Clete Landis - Holly Jarrett – Keith Muir - CJ Landis