



Employee FAQs



These questions and answers represent what to expect with your transition to Taylor Communications. Information about transitioning off the plans offered by Staples Print Solutions is not addressed in this material.

General

Q. Will I have a job at the same pay and hours that I do now?

A. Generally, base pay, shift/hours, location and managers will remain unchanged. Official offers of employment are planned to be extended by the week of May 16, 2016. Your position, pay, and hours will be confirmed in Taylor Communication's contingent offer of employment.

Q. What will happen to my benefits?

A. You can think of your benefits in two separate buckets – the first bucket includes the plans currently offered through Staples Print Solutions. The plans offered by SPS will be in effect through the date of the closing (tentatively May 31, 2016). Information regarding the loss of coverage under these plans will be available from Staples Print Solutions.

The second bucket includes the new plans offered by Taylor Communications. Coverage under the plans will be effective immediately following the close date (for those who enroll in coverage). There will be no gap in coverage assuming you elect benefits within the allotted time.

Q. How can I get information on the benefit programs offered by Taylor Communications?

A. Eligible employees are offered a complete benefits package including medical, dental, vision, life and disability. Information on the benefit plan offered can be found by visiting <http://taylorcorp.com/onboard>.

Q. Will I need to enroll in benefits under the Taylor Communications plans?

A. Yes. All newly-hired, benefits-eligible employees of Taylor Communications will have an opportunity to enroll in benefit plans. Enrollment information will be provided with your offer details.

Note: This is not the Plan Document; this is just a summary of plan provisions and the actual plan document is the controlling document. If you have questions, email hrconnect@taylorcorp.com.

Q. Will I receive credit for my service with Staples Print Solutions?

A. Generally yes, you will receive credit for your service with Staples Print Solutions. This will include service for benefit plan eligibility, Paid Time Off (PTO) calculation and eligibility for the 401k employer match. You are always 100% vested in your own 401k contributions. However, the Company match will be 100% vested after three years of service with Taylor Communications.

Benefits – Medical/Dental/Vision

Q. Can I continue to see my current doctor and/or dentist?

A. The medical plans offered by Taylor Communications utilize the BlueCross BlueShield (BCBS) provider network. BCBS maintains one of the largest nationwide networks of providers and facilities. To determine if your doctor is part of the network visit www.bluecrossmn.com and select the 'Find A Doctor'.

The dental plan offered by Taylor Communications utilizes the Delta Dental provider network. The Delta Dental network covers over 75% of the dentists nationwide. To determine if your dentist is part of the network visit <http://www.deltadentalmn.org> and select the 'Find Dentist' button at the top of the page.

Q. What is a plan year for the Taylor Communications Medical Plans?

A. The benefit plans offered by Taylor Communications run on a calendar year (January 1 to December 31). Any enrollment elections you make during the initial enrollment period will be for coverage beginning on your first date of employment with Taylor Communications and running through December 31, 2016.

There is an annual Open Enrollment period in the fall where you will make benefit elections for the following year (January 1, 2017 to December 31, 2017).

Benefits – 401(k)

Q. Can I rollover my 401(k) to the Taylor Communications plan?

A. Yes. Contact Merrill Lynch, our administrator, after your start date for details.

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TAYLOR COMMUNICATIONS

Q. I have a loan on my 401(k), can I rollover my existing loan to Taylor Communications?

A. Yes, Staples Print Solutions employees who become employees of Taylor Communications will have the opportunity to rollover their outstanding loans and 401(k) balance to the Taylor Company 401(k) plan. Details will be provided from our administrator, Merrill Lynch, shortly after your start date.

Payroll

Q. Will we continue to be paid on the same schedule?

A. No. You will be paid bi-weekly (every other week) as an employee of Taylor Communications. You will receive your first paycheck from Taylor Communications on Friday June 10. The June 10 paycheck will cover the period of June 1 to June 5. Your next check will be dated June 24 and will cover the period June 6 through June 19.

A payroll schedule can be found here <http://taylorcorp.com/onboard>.

Time Off

Q. What is the Holiday Schedule for the remainder of 2016?

A. Taylor Communication employees receive the following holidays for the remainder of 2016.

- *Monday, July 4, Independence Day*
- *Monday, September 5, Labor Day*
- *Thursday, November 24, Thanksgiving Day*
- *Friday, November 25, Day after Thanksgiving*
- *Monday, December 26, observance of Christmas Day*
- *One floating holiday to be determined between you and your manager*

Q. How does the PTO policy work and when can I start using time?

A. You accrue PTO hours on a weekly basis based on your years of service. You will not be required to wait the three month waiting period to use paid time off.

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TAYLOR COMMUNICATIONS

If you should resign your position with Taylor Communications, you will forfeit any unused PTO balance in accordance with state laws and regulations.

FULL TIME

Years of Service	PTO Hours Accrued Weekly	Annual PTO Hours Accrued	PTO Bank Accrual Limit
DOH - 12/31	1.54	Up to 80 hours	Up to 80 hours
1 st year	2.15	112 hours	96 hours
2 - 4 years	2.46	128 hours	112 hours
5-15 years	3.23	168 hours	120 hours
16 years	3.38	176 hours	128 hours
17 years	3.54	184 hours	136 hours
18 years	3.69	192 hours	144 hours
19 years	3.84	200 hours	152 hours
20+ years	4.00	208 hours	160 hours

Q. I have a vacation already planned/approved – can I still go?

A. Generally yes. You may not have earned enough PTO to cover your pre-planned vacation. With approval, you will be allowed to go negative up to 40 hours in your PTO bank through December 31, 2016. Please request a form from your manager (or on <http://taylorcorp.com/onboard>) to obtain approval. You will also have the option to take the time off as unpaid.

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