



## New Professional and Transferred Hourly and Non-Exempt Employees

The following is a summary of the MPC Relocation Policy for New Professional and Transferred Hourly and Non-Exempt Employees. Details of the Policy are available through the Employee Relocation Office in Findlay, or online at [www.myMPCbenefits.com](http://www.myMPCbenefits.com). This summary does not replace or modify in any way the provisions or interpretations of the Policy. The Company reserves the right to modify, amend, or terminate the Policy at any time.

Provision	Summary of Provision
<b>Eligibility</b>	The employee must be hiring into a regular part-time or full-time grade 7/8/9 exempt position or transferring into a regular part-time or full-time hourly or non-exempt position.
<b>Mileage Rule</b>	The distance between the employee's new place of work and their former residence must be at least 50 miles more than the distance between the employee's old place of work and their former residence.
<b>Repayment Agreement</b>	The employee will be required to sign an Employee Reimbursement Agreement.
<b>Relocation Allowance</b>	The employee will receive a one-time lump sum Relocation Allowance payment of \$5,000 (\$6,000 if moving to Alaska, California, Colorado, Utah, or Washington).
<b>Household Goods</b>	The Company has contracted with Walker Transfer-Powell, an agent of Atlas Van Lines, to provide the employee with the following benefits: <ul style="list-style-type: none"><li>• One pick-up from primary residence</li><li>• One delivery to new residence</li></ul>
<b>Tax Allowances</b>	The Company will provide tax allowances to <b>assist</b> the employee in paying federal, FICA, and, when applicable, state income taxes on certain taxable amounts under the Policy.