



SPENCER

Air Conditioning & Heating Since 1960

September 10, 2013

Robert Plock
6827 Latta Pkwy
Dallas, TX 75227

Mr. Plock:

As discussed in the phone conference with President, Bill Niesman and Vice-President, Tricia Daniels on Tuesday, September 10, 2013 your position as Service Technician with Spencer Air Conditioning & Heating Co., Inc. has been eliminated as a result of a reduction in force. Therefore you have been involuntarily terminated as of Tuesday, September 10, 2013.

Your final regular paycheck for the pay period of September 9, 2013 through Sunday, September 15, 2013 will be direct deposited into your bank account on Friday, September, 20, 2013.

Per our conversation, in appreciation of your six years of service, we are offering a severance package of one week of pay for each full year of service. This severance will be paid as regular paychecks on the normal pay cycles for 40 hours each pay period. This method allows us to keep you on standard payroll and extend your health insurance coverage. Your health insurance will stay active through Thursday, October 31, 2013. Your first severance check will be received on Friday, September 27, 2013 for the severance period of 09/16/13 through 09/22/13. The final check issued in this package will be received on Friday, November 01, 2013 for the period of 10/21/2013 through 10/27/13. These checks will include all standard deductions including, as applicable, your 401K loan deduction, 401K contribution, Flex Medical/Dependent, Health Insurance, Life Insurance, AFLAC, and all required taxes.

Upon final separation at the end of the severance period, you will have the option of purchasing COBRA coverage beginning November 1, 2013. A notice will be sent to you with further detail and instructions on COBRA coverage.

It appears you will have a 401K loan balance at the end of the severance period. You will have 90 days from the date of termination to settle your loan balance with MetLife Qualified Plan Services before the loan will be defaulted. MetLife will offer several options for settling the balance which includes closing your 401K account and deducting this balance prior to closing the account. MetLife Qualified Plan Services will contact you regarding this loan balance. Alternatively, you can contact the Qualified Plan Service Center at 1-800-842-3330 as early as November 8, 2013 to discuss your options. Please do not contact them prior to that date as we will continue to deduct your loan payments from your checks and remit to MetLife throughout the severance period.

As of September 09, 2013, your FSA Medical credit available is \$422.28. Even though the early separation will prevent you from fully funding your annual election amount of \$1,560, you are entitled to the full credit available. I encourage you to exhaust this available credit by October 31, 2013. You are entitled to request Flex Dependent reimbursements from UMR only for the amount you will fund into the account by the end of your severance period.

Please sign below stating your understanding and agreement with this severance package and return to me in the enclosed FedEx package at your earliest convenience.

Signature

Printed Name

Date

We appreciate your years of service and wish you the best in future endeavors. Please feel free to contact me at the number listed below with any questions or concerns.

Best Regards,

Tricia Daniels
Vice President

3006 Skyway Circle South Irving TX 75038
Phone 972-253-4131 Fax 972-253-5326

Spencer Air Conditioning & Heating
 3006 Skyway Circle South
 Irving TX 75038

Robert A Plock
 6827 Latta Pkwy
 Dallas, TX 75227

Direct Deposit

Employee Pay Stub		Check number: 1251305		Pay Period: 01/14/2013 - 01/20/2013		Pay Date: 01/25/2013	
Employee	SSN	Status (Fed/State)	Allowances/Extra				
Robert Plock, 6827 Latta Pkwy, Dallas, TX 75227	***-**-3292	Married/(none)	Fed-1/0/TX-0/0				
Earnings and Hours	Qty	Rate	Current	YTD Amount	Direct Deposit	Amount	
Hourly	40:00	21.00	840.00	1,765.75	Checking - *****7632	695.38	
Hourly - OT	5:00	31.50	157.50	157.50			
On Call	4:00	21.00	84.00	84.00	Paid Time Off	YTD Used	Available
H-Comm	1:00	10.00	10.00	20.00	Vacation	0:00	80:00
Wellness Premium Benefit			7.51	78.88	Non-taxable Company Items	Current	YTD Amount
Hol-Hour				336.00	401(k) Co. Match	21.83	57.34
Vac-Hour				504.00	Memo		
			1,099.01	2,946.13	Direct Deposit		
Deductions From Gross			Current	YTD Amount			
125 -Health Insurance (Aflac)			-56.79	-227.16			
401(k)			-43.66	-114.69			
125 -Health Insurance (pre-tax)			-75.06	-295.04			
125 -Dental Insurance (pre-tax)			-15.96	-55.76			
Dep. Care FSA (pre-tax)			-27.00	-108.00			
Medical Care FSA (pre-tax)			-30.00	-120.00			
			-248.47	-920.65			
Taxes			Current	YTD Amount			
Federal Withholding			-75.00	-124.00			
Social Security Employee			-55.44	-132.69			
Medicare Employee			-12.96	-31.03			
			-143.40	-287.72			
Adjustments to Net Pay			Current	YTD Amount			
Voluntary Life Insurance			-11.76	-47.04			
Net Pay			695.38	1,690.72			

Spencer Air Conditioning & Heating
 3006 Skyway Circle South
 Irving TX 75038

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 6827 Latta Pkwy
 Dallas, TX 75227

Direct Deposit

Employee Pay Stub		Check number: 4121305		Pay Period: 04/01/2013 - 04/07/2013		Pay Date: 04/12/2013			
Employee				SSN	Status (Fed/State)	Allowances/Extra			
Robert Plock, 6827 Latta Pkwy, Dallas, TX 75227				***-**-3292	Married/(none)	Fed-1/0/TX-0/0			
Earnings and Hours		Qty	Rate	Current	YTD Amount	Direct Deposit		Amount	
Hourly		40:00	21.00	840.00	5,703.25	Checking - *****7632		586.42	
Hourly - OT		1:35	31.50	49.87	385.87	Paid Time Off			
H-Comm		1:00	10.00	10.00	140.00		Earned	YTD Used	Available
Wellness Premium Benefit				57.51	211.49	Vacation	0:00	56:00	64:00
Hol-Hour					336.00	Non-taxable Company Items			
On Call					336.00		Current	YTD Amount	
Training					693.00	401(k) Co. Match	18.00	174.99	
Vac-Hour					1,176.00	Memo			
		42:35		957.38	8,981.61	Direct Deposit			
Deductions From Gross				Current	YTD Amount				
401(k)				-35.99	-349.96				
125 -Health Insurance (pre-tax)				-75.06	-1,120.70				
125 -Dental Insurance (pre-tax)				-15.96	-231.32				
Dep. Care FSA (pre-tax)				-27.00	-405.00				
Medical Care FSA (pre-tax)				-30.00	-450.00				
Aflac-Pre Tax				-27.04	-330.20				
				-211.05	-2,887.18				
Taxes				Current	YTD Amount				
Federal Withholding				-60.00	-356.00				
Social Security Employee				-48.51	-385.47				
Medicare Employee				-11.34	-90.15				
				-119.85	-831.62				
Adjustments to Net Pay				Current	YTD Amount				
Voluntary Life Insurance				-11.76	-176.40				
Aflac-After Tax				-28.30	-424.50				
				-40.06	-600.90				
Net Pay				586.42	4,661.91				