



Employee Benefits Guide





IMPORTANT CONTACTS

COVERAGE	CONTACT	PHONE	WEBSITE
Medical	CARRIER NAME	XXX-XXX-XXXX	www.xyz.com
Health Savings Account	CARRIER NAME	XXX-XXX-XXXX	www.xyz.com
Dental	CARRIER NAME	XXX-XXX-XXXX	www.xyz.com
Vision	CARRIER NAME	XXX-XXX-XXXX	www.xyz.com
Flexible Spending Accounts	CARRIER NAME	XXX-XXX-XXXX	www.xyz.com
Life and AD&D	CARRIER NAME	XXX-XXX-XXXX	www.xyz.com
Disability	CARRIER NAME	XXX-XXX-XXXX	www.xyz.com
401(k) Retirement	CARRIER NAME	XXX-XXX-XXXX	www.xyz.com
Human Resources	COMPANY NAME	XXX-XXX-XXXX	www.xyz.com



If you (and/or your dependents) have Medicare or will become eligible for Medicare in the next 12 months, a federal law gives you more choices about your prescription drug coverage. Please see page XX for more details.



TABLE OF CONTENTS

2	Important Contacts	15	Flexible Spending Accounts (FSAs)
4	Eligibility	16	Life and Accidental Death & Dismemberment (AD&D) Insurance
5	Medical Plans	17	Disability Insurance
8	Telemedicine	18	Planning for Retirement
9	Supplemental Medical	19	Employee Assistance Program
12	Health Savings Account (HSA)	20	Additional Benefits
13	Dental Plans	23	Employee Contributions
14	Vision Plan		



WELCOME TO YOUR BENEFITS!

We are pleased to provide you with a wide range of competitive benefits that are a vital part of your total compensation. You have the flexibility to select from a full range of benefits to keep you and your family healthy, provide financial protection in the event of unforeseen circumstances and help you build long-term security for retirement. This brochure was designed to answer some of the basic questions you may have about your benefits. Please take the time to review this brochure to make sure you understand the benefits that are available to you and your family and be sure to take action before the enrollment deadline.

This brochure highlights the main features of the employee benefits program. It does not include all plan rules, details, limitations and exclusions. The terms of your benefit plans are governed by legal documents, including insurance contracts. Should there be an inconsistency between this brochure and the legal plan documents, the plan documents are the final authority. The Company reserves the right to change or discontinue its employee benefits plans at any time.



ELIGIBILITY

If you work at least 30 hours per week, you are eligible for benefits. Most of your benefits are effective on the first day of the month following your date of hire. You may also enroll your eligible dependents for coverage. This includes the following:

- Your legal spouse or qualified domestic partner
- Children under the age of 26, regardless of student, dependency or marital status
- Children who are past the age of 26 and are fully dependent on you for support due to a mental or physical disability, and who are indicated as such on your federal tax return

CHANGING BENEFITS AFTER ENROLLMENT

During the year, you cannot make changes to your medical, dental or vision coverage or to your Health Care or Dependent Care Flexible Spending Account unless you have a Qualified Life Event. If you do not contact Human Resources within **30 days** of the Qualified Life Event, you will have to wait until the next annual Open Enrollment period to make changes (unless you experience another Qualified Life Event).

QUALIFIED LIFE EVENT		DOCUMENTATION NEEDED
Change in marital status	Marriage	Copy of marriage certificate
	Divorce/Legal Separation	Copy of divorce decree
	Death	Copy of death certificate
Change in number of dependents	Birth or adoption	Copy of birth certificate or copy of legal adoption papers
	Step-child	Copy of birth certificate plus a copy of the marriage certificate between employee and spouse
	Death	Copy of death certificate
Change in employment	Change in your eligibility status (i.e., full time to part time)	Notification of increase or reduction of hours that changes coverage status
	Change in spouse's benefits or employment status	Notification of spouse's employment status that results in a loss or gain of coverage





MEDICAL PLANS



Medical insurance is essential to your well-being, and our medical coverage provides you and your family the protection you need for everyday health issues or when the unexpected happens.

HOW A HEALTH PLAN WORKS

Preventive care – like physical exams, flu shots and screenings – is always covered 100% when you use in-network providers. The key difference between the plans is the amount of money you'll pay each pay period and when you need care. The plans have different:

- **Annual deductible amounts** – the amount you pay each year for eligible in-network and out-of-network charges before the plan begins to pay.
- **Out-of-pocket maximums** – the most you will pay each year for eligible network services including prescriptions. After you reach your out-of-pocket maximum, the plan picks up the full cost of covered medical care for the remainder of the year.
- **Copays** – A copay is a fixed amount you pay for a health care service. Copays do not count toward your deductible but do count toward your annual out-of-pocket maximum.
- **Coinsurance** – Once you've met your deductible, you and the plan share the cost of care, called coinsurance. For example, you pay 20% for services and the plan will pay 80% of the cost until you have reached your out-of-pocket maximum.

MEDICAL PLAN COMPARISON

You may visit any medical provider you choose, but in-network providers offer the highest level of benefits and lower out-of-pocket costs. Network providers charge members reduced, contracted fees instead of their typical fees. Providers outside the plan's network set their own rates, so you may be responsible for the difference if a provider's fees are above the Reasonable and Customary (R&C) limits.

	PLAN 1		PLAN 2		PLAN 3	
	In-Network	Out-of-Network	In-Network	Out-of-Network	In-Network	Out-of-Network
CALENDAR YEAR DEDUCTIBLE						
Individual	\$XXX	\$XXX	\$XXX	\$XXX	\$XXX	\$XXX
Family	\$XXX	\$XXX	\$XXX	\$XXX	\$XXX	\$XXX
CALENDAR YEAR OUT-OF-POCKET MAXIMUM (INCLUDES DEDUCTIBLE)						
Individual	\$XXX	\$XXX	\$XXX	\$XXX	\$XXX	\$XXX
Family	\$XXX	\$XXX	\$XXX	\$XXX	\$XXX	\$XXX
	YOU PAY		YOU PAY		YOU PAY	
COINSURANCE / COPAYS						
Preventive Care	\$XXX	\$XXX	\$XXX	\$XXX	\$XXX	\$XXX
Primary Care Physician	\$XXX	\$XXX	\$XXX	\$XXX	\$XXX	\$XXX
Specialist	\$XXX	\$XXX	\$XXX	\$XXX	\$XXX	\$XXX
Urgent Care	\$XXX	\$XXX	\$XXX	\$XXX	\$XXX	\$XXX
Emergency Room	\$XXX	\$XXX	\$XXX	\$XXX	\$XXX	\$XXX

* After deductible





PHARMACY PLAN COMPARISON

When you enroll in medical coverage, you will receive prescription benefits too. Here you can see the basics, but be sure to check the formulary for a full list of the prescriptions that are covered by the plan. Remember, you can always ask your doctor about lower-cost alternatives when it comes to prescriptions. Generic drugs tend to be less expensive than brand-name drugs, so keep that in mind when shopping around too.

	PLAN 1		PLAN 2		PLAN 3	
	YOU PAY		YOU PAY		YOU PAY	
RETAIL RX (UP TO 30-DAY SUPPLY)						
Tier 1	\$XXX	\$XXX	\$XXX	\$XXX	\$XXX	\$XXX
Tier 2	\$XXX	\$XXX	\$XXX	\$XXX	\$XXX	\$XXX
Tier 3	\$XXX	\$XXX	\$XXX	\$XXX	\$XXX	\$XXX
MAIL ORDER RX (UP TO 90-DAY SUPPLY)						
Tier 1	\$XXX	\$XXX	\$XXX	\$XXX	\$XXX	\$XXX
Tier 2	\$XXX	\$XXX	\$XXX	\$XXX	\$XXX	\$XXX
Tier 3	\$XXX	\$XXX	\$XXX	\$XXX	\$XXX	\$XXX

* After deductible

SAVE ON PRESCRIPTION DRUGS

ASK FOR GENERICS

Generic and brand-name drugs have the same active ingredients, which means they have the same efficacy for treating your condition. The main difference is the cost to you.

Brand-name drugs tend to be more expensive because of the lengthy drug development process. Manufacturers charge more to recoup costs. When a patent expires, other manufacturers can produce the medication, and competition drives the price down.

HOME DELIVERY

Enjoy the convenience and savings of home delivery for medications you take on a regular basis through our mail-order prescription program. The larger 90-day supply is mailed directly to your home — saving you time and money.

