

# Benefits Information Sheet for New Hires

(Updated January 1, 2020)

## Definitions:

Probationer - a full-time employee who has not completed six months of continuous service with the company.

Regular employee - a full-time employee who has completed six months of continuous service with the company.

## Paystub Information

AMERICAN Innovation utilizes ADP for payroll services. Log into the ADP website or app for paystub information.

## 401(k) Plan

- All full-time employees are eligible to defer immediately following employment. New hires will automatically be enrolled in the 401(k) plan with a 3% deferral from your regular paycheck with an automatic increase of 1% each year following on your anniversary date up to a maximum of 6%. If you do not wish to be automatically enrolled and automatically increased, you need to contact Fidelity to de-enroll from both the auto enrollment and the automatic increase. If you have a deferral that you did not intend, contact Fidelity as soon as possible.
- You can defer up to 100% of your regular pay and up to 100% of your bonus after required minimal taxes are deducted. (Probationers are not eligible for bonus).
- The maximum yearly contribution to the 401(k) plan in 2020 is \$19,500.
- The maximum company match is 100% of the first 1% you defer and 50% of the next 5% that you defer.
- The company also provides a non-elective contribution to your 401k account based on your age and years service. (Probationers are not eligible for the non-elective contribution)
- There is a graduated vesting schedule up to 5 years for the non-elective contributions and a 2 year vesting for the company match.
- Employees turning age 50 or older during the year can contribute up to an additional \$6,500.00 to their 401k account. The maximum yearly contribution for this group of employees is \$26,000 for 2020.
- You can contact Fidelity through their website: [www.401k.com](http://www.401k.com) or by calling 1-800-835-5095. You will need your social security number and you will need to set up a PIN the first time you call.
- If you are married, your spouse is automatically the beneficiary. If you are single, the money in your account would go to your estate unless you designate a beneficiary. To designate beneficiaries and contingent beneficiaries, go to Fidelity's website.

## Vacation

- All regular employees with a service anniversary in the table below are entitled to the following vacation on January 1 of that year:

– 6 months but < 1 year	5 days	– 7 years but < 8 years	17 days
– 1 year but < 5 years	10 days	– 8 years but < 9 years	18 days
– 5 years but < 6 years	15 days	– 9 years but < 10 years	19 days
– 6 years but < 7 years	16 days	– 10 years and over	20 days
- Probationers are not eligible for vacation until they complete their probationary period. If a probationer completes their probationary period before December 31, he or she is eligible for the vacation amount listed above.
- Regular employees are eligible for their vacation as of January 1.

## Holidays

- Employees receive 11 paid Holidays: New Year's Day, Martin Luther King Jr. Day, Good Friday, Memorial Day, Independence Day, Labor Day, Columbus Day (actual day off designated by AMERICAN), Thanksgiving Day, Day following Thanksgiving, Christmas Eve, and Christmas Day.

## Life Insurance

- Employees are eligible for life insurance after completing 6 months of continuous service with the company.
- AMERICAN provides \$25,000 for all regular employees; this includes Accidental Death & Dismemberment (AD&D).
- Regular employees can purchase up to \$500,000 additional coverage. Premiums are age based. Evidence of Insurability is required for amounts over \$150,000.
- Regular employees can purchase up to \$50,000 life insurance on their spouses, but only up to ½ the amount they purchased for themselves. Premiums are age based. Evidence of Insurability is required for amounts over \$25,000.
- Regular employees can purchase \$10,000 life insurance per child for one flat rate that covers all children up to age 19. From 19 until the child turns 25 the child can continue to be covered if they are in school full-time.
- The employee must purchase additional insurance for himself/herself before they can purchase coverage for their family.
- AD&D can be purchased for the same amount of additional coverage you are purchasing at a rate of .036 cents per thousand per month.
- An individual who has been deemed terminally ill (12 months or less to live), can receive up to 1/2 the amount of their life insurance, if approved by the Insurance Carrier. A physician's statement is required.
- To apply for additional life insurance coverage, talk to AMERICAN Innovation's manager. Depending on when you request coverage, Evidence of Insurability may be required.

## Long Term Disability (LTD)

- Full-time employees are eligible the day they are employed.
- LTD provides partial income replacement when you are unable to work 6 months or more due to a sickness or injury
- Up to 60% salary replacement
- Can be offset by other income (Social Security, Workers Compensation, Disability Pension, etc.)
- Minimum of \$100 per month disability benefit.
- Premium \$.0067 X monthly base earnings.
- To apply for LTD coverage or to file a claim for LTD benefits, talk to AMERICAN Innovation's manager.

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## Healthcare Benefits Eligibility

- Full time employees and their dependents (as defined by the plan) are eligible for full Healthcare Benefits the first day of the month following date of employment. The employee must enroll within 60 days of employment with the company manager. Appropriate documentation must be provided to the company manager to add dependents to the Healthcare Benefits. For a spouse you must provide a copy of their certified birth certificate, a copy of your certified marriage license, and their social security number. For a dependent child you must provide a copy of their certified birth certificate, and their social security number. Other documents may be required as applicable, such as an Adoption Decree, Interlocutory Decree, etc.
- Please note your eligibility information will be sent to the insurance companies the first Monday after your eligibility begins. Therefore, please wait to make any doctor or dentist appointments until after this date. If you go to the doctor or dentist on or before this date, the insurance company will not have your eligibility information and you may have to pay out of pocket and then file for reimbursement.
- Please be aware an employee may be audited at any time regarding the eligibility of his/her spouse or dependents. It is your responsibility to promptly notify the company manager of any change (also known as a qualifying event) that could result in your spouse and/or dependents no longer meeting eligibility requirements. If a spouse or dependent should be removed due to no longer meeting eligibility for coverage and you do not notify the company manager within 60 days of the event, this is considered falsification, which can result in discharge.
- Six weeks temporary coverage is available for a new baby. Contact the company manager for information on this coverage.
- Dependent children are eligible for benefits under the plan until age 26. See plan document in your Employee Guide for detailed eligibility requirements.
- If you and your spouse have a legal separation or divorce, you must report this to the company manager within 60 days of the event. Your spouse is no longer eligible for Healthcare Benefits if you have a legal separation or divorce.
- If the company manager is not notified of a qualifying event within 60 days of the event such as birth of a child or marriage, you will not be allowed to change your election until the next open enrollment.
- Employees have the option to choose between two medical plans. The ACIPCO Traditional Medical Plan which is a PPO Plan with a deductible only on other covered services but has a higher premium. The ACIPCO Medical Choice Plan which is a High Deductible Health Plan and is eligible for a Health Savings Account. This plan has much lower premiums but has a higher deductible. You cannot change plans during the year due to a qualifying event. You can only change plans during Open Enrollment. See the plan documents for more information on these plans. Also, review the information below on Flexible Spending Accounts and Health Savings Account to understand how the medical plan you enroll in affects your eligibility in these plans.

### Premiums:

	Salary Employees (Monthly Premium)			
	Traditional Medical	Choice Medical	Dental	Vision
Active Employee Only:	\$134.00	\$64.00	\$6.00	\$6.48
Active Employee + 1 Child	\$260.00	N/A	\$11.00	\$12.18
Active Employee + Spouse	\$281.00	N/A	\$12.00	\$12.98
Active Employee + 1	N/A	\$128.00	N/A	N/A
Active Employee + Family	\$413.00	\$194.00	\$20.00	\$18.65

## Teladoc

Employees and dependents enrolled in Traditional Medical plan or the Medical Choice plan can use Teladoc to access a national network of U.S. board-certified physicians, licensed in your state by telephone or video 24/7/365. Visits are on demand or by appointment. These doctors can diagnose, treat and prescribe medications for your non-emergency conditions. This includes treatments for the flu, sore throat, eye infections, bronchitis, and much more. For employees on the Traditional plan, the cost is \$15 per visit. For employees on the Medical Choice plan, the cost is \$45 per visit until your annual deductible is met, then the cost drops to \$15 per visit. You can set up your account at [Teladoc.com/Alabama](http://Teladoc.com/Alabama) or by calling 1-855-477-4549. Please note that Teladoc doctors cannot write off-work slips for employees.

## Blue Cross/Blue Shield Medical Insurance

- Full-time employees are eligible the first day of the month following employment. Contact the company manager if you do not receive your card within two to three weeks after enrolling in the healthcare plan.
- Premiums are listed above
- Forms for medical reimbursements are available at [www.bcbsal.org](http://www.bcbsal.org).

## Envolve Prescription Drug Card

- Full-time employees are eligible the first day of the month following employment. Contact the company manager if you do not receive your card within two to three weeks after enrolling in the healthcare plan.
- When using the Envolve card at a participating pharmacy, you will be required to pay your copay at the purchase site.
- If you purchase prescriptions from a Non-participating pharmacy, you will pay the full retail price and must file a claim with Envolve within 24 months of purchase for reimbursement.
- All prescriptions must be covered under the ACIPCO Traditional Medical Plan or the ACIPCO Medical Choice Plan to be covered by the Envolve card or to receive reimbursements.
- Coordination of Benefits - if your spouse has other pharmacy coverage, your spouse must use his/her pharmacy card and then file with Envolve within 24 months of purchase to receive any coordination of benefits.
- Premiums included in the Medical premium listed above.
- Forms for reimbursements are available at [www.envolverx.com](http://www.envolverx.com).

### **Delta Dental Insurance**

- Full-time employees are eligible the first day of the month following employment. Your dental card is in your new hire packet. If you enroll, your contract number for you and your family members is your social security number.
- Be sure to see a participating Delta Dental PPO provider to receive the lowest rates for dental services.
- Premiums are listed above

### **MetLife Supplemental Vision Insurance**

- Full-time employees are eligible the first day of the month following employment. Your vision card is in your new hire packet. If you enroll, your contract number for you and your family members is your social security number.
- Provides coverage for glasses, contacts and one exam each year. Basic vision coverage of one eye exam every two years is provided under the Blue Cross/Blue Shield Medical coverage.
- Premiums are listed above

### **Flexible Spending Accounts**

- Full-time employees are eligible the first day of the month following employment to enroll in the Flexible Spending Account Programs. The employee must enroll within 60 days of employment with the company manager. You must re-enroll each year during Open Enrollment to continue participating in the program.
- There are three Flexible Spending Accounts available:
  - General Purpose Healthcare – for medical, dental and vision expenses not paid by health insurance – \$ 2,750 maximum for 2020. Cannot be used with the ACIPCO Medical Choice Plan.
  - Limited Purpose Healthcare – only for dental and vision expenses not paid by insurance - \$ 2,750 maximum for 2020. Can be used with the ACIPCO Medical Choice Plan.
  - Dependent care – for dependent care (i.e. day care) expenses - \$5,000 maximum for 2020 (\$2,500 if married and filing separately). Can be used with either the ACIPCO Traditional Medical Plan or the ACIPCO Medical Choice Plan.
- Keep ALL receipts for expenses. You may be asked for these receipts at any time. You will probably be required to provide a receipt for any non-standard amounts.
- Administered by TASC. Please contact TASC at (800) 422-4661 or the company manager for more information.

### **Health Savings Account**

- Full-time employees are eligible the first day of the month following employment to enroll in the Health Savings Account (HSA) if they enrolled in the ACIPCO Medical Choice Plan. You are not eligible to enroll in the HSA if you or your spouse is enrolled in a General Purpose Flexible Spending Account, if you are enrolled in another non-HSA medical plan, if you are enrolled in Medicare or if you can be claimed as a dependent on another person's tax return. For 2020, the Company will provide seed money when you enroll in the HSA. To receive the seed money, you must activate your HSA with Fidelity. If you want to contribute pre-tax from your paycheck to your HSA, you must make this election with Fidelity.

**Employee Assistance Program** - this program assists employees in getting help for personal problems including alcoholism, drug abuse, emotional problems, marriage and family problems, legal problems, and financial problems. Behavioral Health Systems (800) 245-1150 or (205) 879-1150 [www.behavioralhealthsystems.com](http://www.behavioralhealthsystems.com).

For more detailed information on these and other benefits, please refer to your Employee Guide. If you have any questions about these benefits, please contact the company manager.