

## **PAYLOGIX Summary of Employee Benefits – Jan 2023**

The following is a summary of benefits that are available to full-time employees and part-time employees who work at least 20 hours per week. Certain information may change depending on actual hire date, employment status, date of birth, salary, etc. This summary has been provided for informational purposes only. In the event any information presented here is not consistent with plan documents, the plan documents will govern.

### **MEDICAL**

Coverage is with Oxford/UnitedHealthcare  
Waiting period: 60 days from date of hire  
Entry date: 60 days from date of hire  
Employer pays 70% of single rate, or 50% of rate of any other tier  
Deductibles, coinsurance and copay information, and covered services, are stated in the handbook delivered after enrollment.

### **DENTAL**

Coverage is with Guardian  
Waiting period: 3 months from date of hire  
Entry date: 1<sup>st</sup> of month following eligibility  
Employer pays 70% of single rate, or 50% of rate of any other tier  
Preventive coverage: 100% after \$100.00 deductible.  
Deductibles, coinsurance and copay information, and covered services, are stated in the materials delivered after enrollment.

### **VISION**

Coverage is with VSP  
Waiting period: 3 months from date of hire  
Entry date: 1<sup>st</sup> of month following eligibility  
Employer pays 70% of single rate, or 50% of rate of any other tier  
Deductibles, coinsurance and copay information, and covered services, are stated in the materials delivered after enrollment.

### **LONG-TERM DISABILITY**

Coverage is with Unum.

Waiting period: 3 months from date of hire

Entry date: 1<sup>st</sup> of month following eligibility

Employer pays 100% of Premium.

Premium is reported as taxable fringe benefit to employee.

Coverage is 60% of base salary to a maximum of \$10,000.00 per month

Benefits begin after a 90-day waiting period from date of disability.

Payments can occur to age 65.

Covered benefits are stated in the handbook delivered after enrollment.

### **LIFE/A D & D INSURANCE**

Coverage is with Unum.

Waiting period: 3 months from date of hire

Entry date: 1<sup>st</sup> of month following eligibility

Employer pays 100% of Premium.

Coverage is \$100,000.00

### **401(K) PLAN**

Self-directed accounts are established with FutureBenefits.

Eligibility requirement: one year of employment

Entry date: January 1<sup>st</sup>, April 1<sup>st</sup>, July 1<sup>st</sup> or October 1<sup>st</sup> following fulfillment of eligibility requirement

Employee Contributions: Lesser of \$22,500.00 or 100% of pay annually (2023 limit)

Employer Matching Contribution: 100% of the first 3% of salary deferral, and then 50% of the next 2% of salary deferral

Option of Traditional and/or Roth plan

Fund choices limited to those selected by Plan Trustee

Fund changes can be made on a daily basis by Internet or calling a toll-free number.

Loans are permitted for a minimum amount of \$1,000.00

Plan specifics are stated on the Overview of Plan Provisions provided after enrollment.

## **FLEXIBLE SPENDING ACCOUNT (FSA) PLAN**

Payroll deductions are made pre-Federal, State, and Social Security tax withholding. All employees are eligible to participate, regardless of status of medical coverage. Employees can contribute up to \$3050.00 annually (2023 limit) for medical expenses, and \$5000.00 annually (2023 limit) for dependent care. Either or both options may be chosen. Covered expenses: deductibles (medical/dental), copays, office visits, vision care (glasses/lenses), prescription and OTC medications, diagnostic devices, hearing aids, orthotics, etc.  
Entry date: January 1<sup>st</sup>

## **PRIVACYARMOR®**

InfoArmor's PrivacyArmor provides industry-leading protection to fight evolving identity fraud, and is available to Paylogix employees at no cost. Features include:

- Privacy Advocate® remediation
- \$1,000,000 Identity Theft Insurance Policy
- Identity and credit monitoring
- Annual credit report and a monthly credit score
- Social media reputation monitoring
- Digital wallet storage
- Threshold monitoring on financial accounts

## **VACATION/PTO DAYS**

Vacation/PTO is calculated based on anniversary date. In year 1, vacation days begin accumulating after 3 months. In year 2, full time employees receive 10 days: 1 accruing at the end of each month for the first 10 months. Beginning in year 2, part time employees receive 7 days: 1 accruing at the end of each month for the first 7 months. Vacation days may only be carried forward on an exception basis and may be subject to forfeiture if unused within 6 months. They may be advanced upon request. Only the portion of unused vacation time accrued in the current year will be paid out upon termination of employment.

## **SICK DAYS**

Sick days are based on the calendar year. Full time employees receive 5 days per year and part time employees receive 3 days per year. For the first year of employment sick days will be prorated based on start date. Unused sick days will not be paid out upon termination of employment. Unused sick days carry forward to the next calendar year. Sick days may only be used for (a) illness or medical care of employee or family member, or (b) safe leave if employee or family member is a victim of domestic violence.

## **HOLIDAYS**

Paid holidays are outlined in the Holiday schedule provided at the beginning of each year.

## **BEREAVEMENT POLICY**

Bereavement time off is applied against vacation/PTO days.

## **JURY DUTY**

The first 2 days of jury duty are paid by the Employer. Any additional days are not paid.

## **REQUESTS FOR TIME OFF**

1. All time off, with the exception of documentable emergencies such as sickness, must be requested, in advance, via email. Teams messages are not acceptable. Requests should be made to an employee's respective supervisor at least two weeks in advance. For vacation absences that will result in an employee being out of the office for an entire week, four weeks notice should be provided.

2. Time off requests covered under this policy include the need to come in late or leave early, PTO and vacation days. Unplanned absences are not acceptable, unless, of course, they are of an emergency nature. For all absences, employees should use their accrued available time off. If an employee has exhausted all available time, taking time off without pay is not permitted. Employees will be required to wait until they accrue more time before taking additional vacation/PTO days, as the company's time off policies are designed to provide employees with sufficient time off throughout the year to accommodate their personal needs.

3. Since the priority is to ensure continued service to our customers, it cannot be guaranteed that employees will be able to take the time off that they would like. If requests are denied, employees will be required to report to work on those days. Thus, employees should not make any arrangements, plans or commitments, until they are advised by management that their time off request has been approved. In approving or denying requests for time off, the following factors will be taken into consideration: coverage needs, the demands on the business, and the desire to ensure that peak time off periods are approved fairly throughout the office.

4. In the event an employee needs to call-in sick or for other emergencies, he/she should call in at the start of the business day and speak to his/her manager. The employee should be prepared to report on and discuss the activities he/she is working on and the status of the progress in these areas. If an employee has exhausted his/her sick time, the time away from work will be charged to his/her vacation time.