

# COMMONBOND COMMUNITIES BENEFITS PLAN SUMMARY

Plan Year: March 1, 2017 through February 28, 2018

This is a summary only. For further details, contact Human Resources at 651.291.1750.

## **BENEFITS ELIGIBILITY:**

*Regular full-time* employees working 30 or more hours per week are eligible for PTO and holiday pay upon hire; for medical, dental, life and disability coverage starting the first of the month following 30 days of employment; and for retirement benefits starting after three months of service. *Regular part-time* employees working 20 or more hours per week are eligible for pro-rated PTO and pro-rated holiday pay upon hire and for retirement benefits after three months of service.

## **PTO (Paid Time Off)**

PTO can be used for vacation, holidays, illness, and personal days – however the time best fits your needs. Accrual begins the first day of regular employment. Year-end carryover is limited to one full year's accrual at the employee's accrual rate in effect at the time. Employees working fewer than 40 hours per week earn a pro-rated amount of PTO. Accrual rates are as follows:

<b>Length of Service</b>	<b>Accrual per Pay Period</b>	<b>Annual PTO Days/Hours</b>
Month 0 – Month 47	5.85 hours	19 days/152 hours
Month 48 – Month 119	6.46 hours	21 days/168 hours
Month 120 –Month 239	8.00 hours	26 days/208 hours
Month 240+	9.54 hours	31 days/248 hours

## **HOLIDAYS**

The following is a list of holidays recognized by CommonBond Communities:

New Year's Day	Memorial Day	Thanksgiving Day	Christmas Day
Martin Luther King Day	Independence Day	Day After Thanksgiving	
Presidents Day	Labor Day	Christmas Eve	1 Floating Holiday

## **BASIC LIFE INSURANCE AND ACCIDENTAL DEATH & DISMEMBERMENT – The Standard**

Coverage is 1 x salary, with a minimum benefit of \$50,000. The premium is paid by CommonBond.

## **VOLUNTARY LIFE and AD&D INSURANCE – The Standard**

Employees may purchase additional life insurance and/or AD&D coverage at group rates. Employees may purchase up to 5x salary or \$130,000, whichever is less, without evidence of insurability at hire. Employees may request coverage in excess of the guarantee issue, but that coverage is subject to evidence of insurability. Coverage is also available for the spouse and children of the employee.

## **SHORT TERM DISABILITY – The Standard**

Coverage is 60% weekly gross compensation up to \$800/week, payable after 14 days of continuous disability, which must be documented by a health care provider. The premium is paid by CommonBond. Claims decisions are made by The Standard.

## **LONG TERM DISABILITY – The Standard**

Coverage is 60% of pre-disability wages, up to \$5,000/month, payable after 90 days of continuous disability, which must be documented by a health care provider. The premium is paid by CommonBond. Claims decisions are made by The Standard.

## **401(k) RETIREMENT SAVINGS PLAN - Securian**

Regular full-time and regular part-time employees are eligible for coverage the first of the month following 3 months of employment. On-call, temporary, and other part time employees are eligible after 1000 hours of service in a plan year. Plan allows for pre-tax salary deferrals up to the maximum allowable under law. CommonBond matches 100% of the first 1% and 50% of the next 5% of wages an employee contributes. Match is deposited bi-weekly and is vested after two years.

## **DENTAL –Delta Dental of Minnesota**

Preventive and basic services are covered at 100% and major services are covered at 60% up to a \$2,000 plan year maximum at participating in-network dental clinics. Juvenile Orthodontics care covered with a \$1,000 lifetime max for dependents from ages 8 to 18. Following are biweekly premium rates for the dental plan:

<b>COVERAGE</b>	<b>EMPLOYEE PAYS</b>	<b>COMMONBOND PAYS</b>
Employee	\$7.92	\$7.92
Employee + One	\$17.51	\$17.51
Family	\$25.93	\$25.93

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## HEALTH INSURANCE - Medica

CommonBond Communities offers two medical plans and each will have the same 3 networks. One medical plan is a high deductible health plan (HDHP) in conjunction with a Health Savings Account (HSA). Prescription drugs and health care services, except preventive care as described below, are subject to the deductible, which must be satisfied before claims are paid. Deductibles are \$2,600 per member and \$5,200 per family. The other medical plan is a Co-Pay Plan with \$45 co-pay visits. Deductibles are \$1,500 per member and \$4,500 per family. **The deductible does not apply to *in-network* preventive care (routine physicals, eye exams, immunizations, well child care & age appropriate cancer screenings), which are covered at 100%.**

The biggest difference among the three plans is the health care provider network. Passport/Choice, as an open access plan, provides the greatest choice. Elect and Essential are of similar size and require the selection of and care coordination through a primary care provider. Check *mymedica.com* for providers in each network. Following are biweekly premium rates for the three plans:

### High Deductible Health Plan (HDHP)/Health Saving Account (HSA):

COVERAGE	PASSPORT/CHOICE		ELECT		ESSENTIAL	
	EMPLOYEE PAYS	COMMONBOND PAYS	EMPLOYEE PAYS	COMMONBOND PAYS	EMPLOYEE PAYS	COMMONBOND PAYS
Employee	\$55.17	\$208.17	\$36.74	\$208.17	\$36.74	\$208.17
Employee + One	\$171.07	\$394.45	\$131.48	\$394.45	\$131.48	\$394.45
Family	\$293.43	\$547.34	\$234.57	\$547.34	\$234.57	\$547.34

### Copay Plan \$45 Visits:

COVERAGE	PASSPORT/CHOICE		ELECT		ESSENTIAL	
	EMPLOYEE PAYS	COMMONBOND PAYS	EMPLOYEE PAYS	COMMONBOND PAYS	EMPLOYEE PAYS	COMMONBOND PAYS
Employee	\$90.75	\$208.17	\$69.83	\$208.17	36.74	\$208.17
Employee + One	\$247.48	\$394.45	\$202.55	\$394.45	131.48	\$394.45
Family	\$407.03	\$547.34	\$340.22	\$547.34	234.57	\$547.34

*\*For employees working in Iowa and Wisconsin: The Passport network is the only one that currently offers services in your areas. This plan is offered to you at a discount, using the employee premium rates listed under the Elect network.*

## HEALTH SAVINGS ACCOUNT – Optum

A Health Savings Account (HSA) provides an opportunity to set aside money on a pre-tax basis to pay for out of pocket medical expenses. Contributions may be made through regular pre-tax payroll deductions, lump sum pre-tax deductions, or after-tax contributions. CommonBond Communities matches employee contributions to the Health Savings Account, on a dollar for dollar basis up to a maximum of \$1,000 for Single, \$1,250 for Single +1, and \$1,500 for Family each calendar year. The IRS places limits on amounts that can be contributed annually to your account, including employer and employee contributions. The 2017 calendar year contribution limits are \$3,400 for those with Employee only medical coverage, and \$6,750 for employees with Employee + One or Family coverage. The contribution maximum may be increased by \$1,000 in any tier, if the employee is age 55+ by December 31, 2017.

## FLEXIBLE SPENDING ACCOUNTS – Alliance Benefit Group

Employees may establish flexible spending accounts with pre-tax dollars and use those accounts to cover certain health care and/or dependent care expenses. We use the services of a third-party administrator called Alliance Benefit Group. Employees may receive reimbursements by check or direct deposit. **Health Care FSA:** The *Full Scope* healthcare FSA is for those who do not participate in a Health Savings Account and may be used to cover health care expenses that are not paid by health or dental insurance, or other sources. The *Limited Scope* healthcare FSA is for those who participate in a Health Savings Account, and is limited to use for vision and dental (including orthodontic) expenses. **Dependent Care FSA** allows you to establish an account and use those dollars to cover eligible expenses related to caring for your dependents while you are working.

## PAY PERIODS and DIRECT DEPOSIT

CommonBond employees are paid every other Friday, generally 26 paychecks per year. Employees have the option to directly deposit their net earnings into the checking and/or savings accounts of their choice.