

Summary of Employee Benefits
FULL-TIME EMPLOYEES

A full-time employee works at least 20 hours per week and a minimum of 1,000 hours per year.

Full-Time employees are immediately eligible for unemployment insurance, workers compensation insurance and the 403(b) Retirement Plan. For all other benefits, full-time employees are eligible for benefits on the first of the month following 30 days of full-time employment, or on the first of the month following the transition from part-time to full-time employment.

Benefits with employee paid premiums may be elected on a pre-tax or post-tax basis, with the exception of the 403(b) Retirement Plan this is always a pre-tax deduction and the Voluntary Life Insurance this is always a post-tax deduction.

The New Hire Status (NHS) Period is defined as the initial 60 days of first-time Diocese of Youngstown employment.

Unemployment Insurance (employer paid)

Workers Compensation Insurance (employer paid)

403(b) Retirement Plan (employee paid) - **Principal Financial Group** is our provider.

Employees may begin salary deferral contributions *IMMEDIATELY* upon completion and submittal of enrollment forms through either the online method at www.principal.com, or by completing the electronic forms available on the diocesan website which may be emailed or sent postal mail to Mike Terlecki at the Financial Services Office. This plan allows employees to save money utilizing 'pre-tax' dollars. The employee deferrals are tax exempt from federal and state of Ohio income taxes.

On the plan entrance date following the employees one year anniversary date of employment the employer will match up to 4% or the employee 403(b) contributions. Plan entrance dates are January 1 and July 1 of each year. Both the employee and employer matching contributions are invested in the employee's 403(b) account with Principal Financial Group during the week following each biweekly payroll check date.

Healthcare Insurance: Medical, Prescription Drug, Dental and Vision (employee and employer paid)

Anthem Blue Cross/Blue Shield is our medical, prescription drug, and vision provider. **Guardian** is our dental provider.

This insurance offers employee, spouse, children and family options and may be elected or waived within 60 days of the NHS Period. Subsequent to the NHS Period and for current employees, changes in coverage may only be completed because of a qualifying life event or during the annual fiscal open enrollment period.

Life Insurance (employer paid) - **Met-Life** is our provider.

This benefit is 1.5 times the employee annual salary. The insurance benefit is reduced by 35% for an employee ages 65-69, by 50% for an employee ages 70-74, and by 75% for employee ages 75 and older.

Long Term Disability (employer paid) - **Met-Life** is our provider.

This benefit is 60% of your pre-disability monthly income up to a maximum of \$7,500 after at least 180 days of long-term disability.

Voluntary Products (employee paid) - **Met-Life** is our provider. These benefits offer employee, spouse and children options. **These benefits are portable upon termination of employment.** These benefits may be elected within 60 days of new hire employment or during the annual fiscal open enrollment period. The Voluntary Products include:

- **Voluntary Life Insurance** - During the **NHS Period ONLY** there is a guaranteed issue of 3 times the salary amount or \$100,000, whichever is less. Subsequent to the NHS Period benefits may only be elected or changed during the annual fiscal open enrollment period **and** a statement of health is required before approval of any benefit amount.
- **Voluntary Accident Insurance** - Is always a guaranteed issue.
- **Voluntary Critical Illness Insurance** - Is always a guaranteed issue.

ADDITIONAL NOTES

Benefits Enrollment must be completed within 60 days of employment at: myenroll.com. This website provides a documents library that includes detailed schedules for ALL the benefits listed above.

Employees may cancel elected benefit coverages at any time during the year.

IOI Employee Self-Service (ESS 2.0) provides employees online access to their pay stubs and W2s at: www.ioipay.com. To initiate this access, the employee must provide an email address. Then the bookkeeper will initiate the IOI registration request.

Employee Signature

Date