



**Benefit Programs Summary
December 2016 - 2017**

The American Academy of Neurology offers a range of benefit programs to provide employees with support for their personal health, well-being and development. These programs are described in summary form here. For insured plans, detailed information will be provided upon enrollment.

Health and Insurance Plans

Medical and Dental Coverage The American Academy of Neurology offers health insurance for employees who work a minimum of 20 or more hours per week through Medica. You are eligible to enroll on the first of the month after your date of hire. With the Medica program, if you use a provider within the Medica network, you receive “In-Network Benefits”. These In-network benefits include 100% coverage of preventive care and hospital expense after a \$250/\$500 deductible, with \$35 co-pays for office visits. The co-pays for prescriptions are: \$16, \$60, \$100. The Academy also provides employees with the opportunity for same or opposite sex domestic partner coverage.

The Dental plan, provided through Formula Dental, is preventative in nature, with 100% coverage of check-ups and cleanings, and other dental services at a discounted rate.

The *monthly employee cost*, as of 12/01/16, is as follows.

Medica Elect or Essential	<u>AAN Premium</u>	<u>Employee Cost Per Month</u>	<u>Employee Deduction Per Paycheck</u>
Employee Only	\$553.77	\$ -	\$ -
Employee + Spouse	\$1,386.39	\$346.60	\$173.30
Employee + Children	\$1,125.58	\$281.40	\$140.70
Total Family Coverage	\$2,094.66	\$523.67	\$261.83
Medica Choice Passport		<u>Employee Cost Per Month</u>	<u>Employee Deduction Per Paycheck</u>
Employee Only	\$595.45	\$41.68	\$20.84
Employee + Spouse	\$1,490.75	\$450.96	\$225.48
Employee + Children	\$1,210.31	\$366.13	\$183.06
Total Family Coverage	\$2,252.33	\$681.34	\$340.67

Note: Employee Premiums are handled on a “pre-tax” basis, which provides employees a cost savings on the premium, dependent on the individual’s tax bracket.

Life Insurance The group life insurance plan provided by Lincoln Financial is designed to help replace the earnings you would lose in the event of death, to help your survivors. You are eligible the first of the month after your date of hire. Full-time regular employees (working at least 20 hours per week), receive life insurance equal to one times their annual salary, to a maximum of \$250,000. An Accidental Death and Dismemberment benefit doubles the payment if death is caused by an accident, as well as providing dismemberment benefits. Employees may also elect to purchase additional term life insurance for themselves or their dependents through a related group plan.

Disability Pay Programs The American Academy of Neurology provides employees who work over 20 hours per week with two disability programs to help protect income in the event of short or long-term disability. You are eligible the first of the month after your date of hire. These programs are provided through Lincoln Financial and apply for absence of greater than

seven days due to sickness and immediately in the case of accident. The Short-term plan provides 60% of basic Monthly Earnings for a period of up to 90 days. The Long-term plan begins after 90 days of qualified disability and also provides benefits at 60% of basic monthly earnings to a maximum of \$8000/month.

Medical, Dependent Care and Transportation Plans These programs allow you to pay for certain medical and dependent care expenses on a pre-tax basis. Employees may participate in these programs the 1st of the month after the date of hire. Through the plans, you elect to set aside pre-tax earnings to pay for medical and dental premiums, unreimbursed medical expenses, and/or dependent child care expenses. You determine the amount to be set aside at the start of the year (up to \$5000 for the dependent care and \$2,600 for the medical reimbursement plan), and payroll deductions are made to set-aside the funds. You then submit reimbursement requests as you incur expense throughout the year. The advantage of these plans is that you do not pay federal, state or FICA taxes on allowable expenses.

Our transportation program is also pre-tax. The American Academy of Neurology provides \$40 to each employee per month for parking or public transportation costs. Parking in the ramp costs \$90/month total; with the employee paying \$40 pre-tax/month and AAN contributing \$40/month.

Time Off Plans

The American Academy of Neurology supports employee needs for time off with a variety of paid and unpaid time off programs.

Holidays The American Academy of Neurology observes twelve holidays each year: New Year's Day, Martin Luther King Day, Presidents Day, Memorial Day, Independence Day, Labor Day, Veterans' Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Eve, Christmas Day and New Year's Eve.

Paid Time Off (PTO) Program The American Academy of Neurology provides employees with paid time off to be used for vacation, illness or personal business. This program applies to all regular, full and part-time employees. The full-time accrual schedule is based on years of service; part-time employees accrue PTO on a pro rata basis:

Year of Service	Yearly Accrual
0 - 3 years	22.1 days/year
3+ - 10 years	24.96 days/year
10+ years	30.94 days/year

Employees may carry up to 1½ times their annual accrual in their PTO bank and anytime above such amounts will be forfeited. All active employees as of December 31st may elect to receive payment at the end of each calendar year for some of their unused PTO time using tiered rates to calculate the payout.

Leave of Absence Plans The American Academy of Neurology may provide employees with time off from work for a variety of non-PTO reasons, including bereavement, family/medical leave, extended disability, jury duty, military duty, and personal leave. Each program is designed to meet the needs of employees while allowing the Academy to manage work schedules effectively. More information is available on these plans in the Employee Handbook and Human Resources.

Retirement Program

The American Academy of Neurology offers options for savings, retirement and investment purposes. The 401k plan provides an excellent long-term savings vehicle.

The American Academy of Neurology 401k Plan provides you with a pre-tax savings program where contributions grow tax-deferred. You are able to contribute subject to IRS Regulations (currently \$18,000, plus an additional \$6,000 for individuals 50 years of age or older) in the plan on an annual basis. Our 401k Partner is Wells Fargo. Employees will be able to enroll immediately after hire with 100% vesting on all contributions.

The Plan also includes a company contribution starting on the first month after one year of employment. A contribution of 10.5% of your annual salary allocated on a bi-weekly base wage will be made by the American Academy of Neurology on your behalf. AAN also has an automatic deferral of 4% which you may opt out of at any time. The Academy also pays for all administrative fees for the plan. You may allocate your 401k funds into a variety of accounts offered through Wells Fargo. You may roll funds from an existing 401k plan into the American Academy of Neurology plan immediately upon enrollment. Note that once funds are placed in the account, they must generally be left there until separation from the company or reaching age 71. More details on this program will be provided upon enrollment eligibility.

Additional Benefit Programs and Policies

Tuition Reimbursement Employees are eligible for this plan after six months of employment. The plan provides non-taxed tuition reimbursement of up to \$2000 per year for approved undergraduate job, business or company-related courses, and a similar but taxed benefit for graduate-level coursework.

Identity Theft Employees are able to purchase identity theft protection for themselves and their family. This service includes: credit report, continuous monitoring and identity restoration.

Computer Loan Program After six months of employment, the American Academy of Neurology will provide a no-interest loan of up to \$2,000 for employees in good standing to assist with the purchase of a PC or PC-compatible. Repayment of the loan is handled through payroll deduction for a period of up to eighteen months.

Business Casual Dress Employees are expected to dress professionally when meeting with members. Otherwise, we allow Business Casual dress style with a slightly more casual look on Wednesdays.

Flexible Work Hours. Employees are expected to agree to a regular work schedule with their supervisor. Any flextime and/or telecommuting requests need to be approved, in advance, by the supervisor.

Note that all programs and policies may be changed, without notice, at any time, at the company's discretion. Nothing in this document implies a contract of employment.