2020 Benefit Summary

We strive to provide our employees with benefits that are comprehensive and enable them to get healthy and stay healthy.

The text contained in this Guide was taken from various summary plan descriptions and benefit information. In case of a discrepancy between the Guide and the actual plan documents, the actual plan documents will prevail. All information is confidential, pursuant to the Health Insurance Portability and Accountability Act (HIPAA) of 1996. If you have any questions about your Guide, contact Human Resources.
Contact Information

Please refer to the list below when contacting one of the benefit vendors. For general information contact Human Resources.

**Health Plans, Inc.: Medical Insurance & HRA**
888-335-9400
www.healthplansinc.com

**DH/Optum- RxBenefits: Prescription Coverage**
1-800-334-8134
www.optumrx.com

**Northeast Delta Dental: Dental Insurance**
800-537-1715
www.nedelta.com

**Sun Life Financial: Life Insurance & Disability Insurance**
800-247-6875
www.sunlife.com/us

**Assist America Inc.: Employee Travel Assistance Program**
800-872-1414 (In the US, its territories, Canada & Bermuda)
609-986-1234 (Outside of the US)
email - medservices@assistamerica.com

**ADP Retirement Services: Retirement Plan**
800-695-7526
www.mykplan.com

**Health Advocate**
866-695-8622
www.healthadvocate.com

**ComPsych: Employee Assistance Program (EAP)**
800-460-4374 (TDD) 800-697-0353
guidanceresources.com (Web ID: EAPEssential)

**Legal Shield- Voluntary Legal Protection**
Cris Nicole
510-229-7988
cristinnicole@legalshieldassociate.com
www.legalshield.com/info/gracecottage

**Nationwide: Voluntary Pet Insurance**
877-738-7874
http://www.petinsurance.com/gracecottage

**Travel Assistance Program**

**Legal Shield**

**Health Advocate**

**Discounts**

**Medical - Dental - Vision - Disability - Life/AD&D - Retirement - Wellness - Travel Assistance Program - Legal Shield –Health Advocate - Discounts**
Employee Benefits Center & Enrollment

Employee Benefit Center (EBC)

This site has been created to provide you with an efficient way to obtain information and answers to your questions regarding your employee benefit plans on a 24/7 basis.

Your benefits are an important part of your total compensation, so we invite you to familiarize yourself with details of these plans and encourage you to seek clarification when necessary. Our goal is to empower you through the EBC tool to meet your specific needs, as well as enhance your understanding of our benefit programs. Specifically, you will have access to the various benefit summaries, SBC's, plan documents, forms, and links to important sites.

We understand that our people (you) are our most valuable resource. Therefore, we are committed to providing you with the richest and most cost-effective benefits programs possible. Should you have any questions regarding your benefits or any other component of your employment with us, we invite you to contact our Human Resources (HR) Department at (802) 365-3605 or (802) 365-3632.

To learn more about the benefits programs Grace Cottage has to offer please Visit: http://gracecottage.trgportal.com/
Username: gracecottage
Password: benefits

Whether you are enrolling in benefits for the first time, processing a life event, or updating your demographic information, you can access our self-service online enrollment system by logging onto bswift located at www.gracecottage.bswift.com.

Once on the website, you will find the username and password requirements listed right there on the login screen.

This site can be accessed from anywhere and at any time of day for your convenience!

There will also be a direct link on the “Online Enrollment” tab on the EBC.

Even if you choose to not enroll in any benefit plans, you will need to log on to waive your coverage.

Human Resources is available to help you understand your benefits & to provide assistance with your enrollment.
## Eligibility

<table>
<thead>
<tr>
<th>Benefit</th>
<th>Eligibility</th>
<th>Waiting Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health Insurance</td>
<td>Minimum 20 hours/week</td>
<td>First of the month following one month of employment</td>
</tr>
<tr>
<td>Dental Insurance</td>
<td>Minimum 32 hours/week</td>
<td>First of the month following one month of employment</td>
</tr>
<tr>
<td>Group Term Life</td>
<td>Minimum 32 hours/week</td>
<td>First of the month following one month of employment</td>
</tr>
<tr>
<td>Long Term Disability</td>
<td>Minimum 32 hours/week</td>
<td>First of the month following one month of employment</td>
</tr>
<tr>
<td>EAP</td>
<td>All employees</td>
<td>Date of hire</td>
</tr>
<tr>
<td>Voluntary Term Life</td>
<td>Minimum 32 hours/week</td>
<td>First of the month following one month of employment</td>
</tr>
<tr>
<td>Voluntary Short Term Disability</td>
<td>Minimum 32 hours/week</td>
<td>First of the month following one month of employment</td>
</tr>
<tr>
<td>Accident &amp; Critical Illness</td>
<td>Minimum 17.5+ hours/week</td>
<td>First of the month following one month of employment</td>
</tr>
<tr>
<td>Health Reimbursement Account</td>
<td>Minimum 20 hours/week Employee must be enrolled in a medical plan</td>
<td>First of the month following one month of employment</td>
</tr>
<tr>
<td>401(k) Retirement Plan</td>
<td>Minimum 1,000 hours/year, one year of employment and attainment of age 21</td>
<td>First day of the month following completion of eligibility</td>
</tr>
</tbody>
</table>
Grace Cottage is pleased to offer their full time employees (30+ hours per week) and part time employees (20-29 hours per week) 3 plan choices through Health Plans, Inc. An employee is eligible to participate on the first day of the month following one month of employment.

<table>
<thead>
<tr>
<th>Deductible &amp; Out-of-Pocket</th>
<th>Platinum Plan</th>
<th>Gold Plan</th>
<th>Silver Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Deductible</td>
<td>Individual</td>
<td>$6,450</td>
<td>$6,450</td>
</tr>
<tr>
<td></td>
<td>Family</td>
<td>$12,900</td>
<td>$12,900</td>
</tr>
<tr>
<td>Annual HRA Contribution</td>
<td>Individual</td>
<td>$4,000</td>
<td>$3,000</td>
</tr>
<tr>
<td></td>
<td>Family</td>
<td>$8,000</td>
<td>$6,000</td>
</tr>
<tr>
<td>Annual Out of Pocket after HRA</td>
<td>Individual</td>
<td>$2,450</td>
<td>$3,450</td>
</tr>
<tr>
<td></td>
<td>Family</td>
<td>$4,900</td>
<td>$6,900</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Hospital Services</th>
<th>Platinum Plan</th>
<th>Gold Plan</th>
<th>Silver Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inpatient Hospital Charges</td>
<td>100% after deductible</td>
<td>100% after deductible</td>
<td>100% after deductible</td>
</tr>
<tr>
<td>Outpatient Hospital Charges</td>
<td>100% after deductible</td>
<td>100% after deductible</td>
<td>100% after deductible</td>
</tr>
<tr>
<td>Outpatient Other</td>
<td>100% after deductible</td>
<td>100% after deductible</td>
<td>100% after deductible</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Preventive Care Services:</th>
<th>Platinum Plan</th>
<th>Gold Plan</th>
<th>Silver Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>Routine Physical Exams</td>
<td>100%</td>
<td>100%</td>
<td>100%</td>
</tr>
<tr>
<td>Routine Well Child Care</td>
<td>100%</td>
<td>100%</td>
<td>100%</td>
</tr>
<tr>
<td>Routine Pap Smear</td>
<td>100%</td>
<td>100%</td>
<td>100%</td>
</tr>
<tr>
<td>Routine Mammograms</td>
<td>100%</td>
<td>100%</td>
<td>100%</td>
</tr>
<tr>
<td>Routine Colonoscopies</td>
<td>100%</td>
<td>100%</td>
<td>100%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Physician Services – including but not limited to:</th>
<th>Platinum Plan</th>
<th>Gold Plan</th>
<th>Silver Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>Physician Inpatient Visits</td>
<td>100% after deductible</td>
<td>100% after deductible</td>
<td>100% after deductible</td>
</tr>
<tr>
<td>Office Visits - Primary Care</td>
<td>100% after deductible</td>
<td>100% after deductible</td>
<td>100% after deductible</td>
</tr>
<tr>
<td>Office Visits - Specialty Care</td>
<td>100% after deductible</td>
<td>100% after deductible</td>
<td>100% after deductible</td>
</tr>
<tr>
<td>Telemedicine (Doctors on Demand)</td>
<td>100% after deductible</td>
<td>100% after deductible</td>
<td>100% after deductible</td>
</tr>
<tr>
<td>Allergy Testing</td>
<td>100% after deductible</td>
<td>100% after deductible</td>
<td>100% after deductible</td>
</tr>
<tr>
<td>Chiropractic Care (prior approval required after 12 visits)</td>
<td>100% after deductible</td>
<td>100% after deductible</td>
<td>100% after deductible</td>
</tr>
<tr>
<td>Diagnostic Lab Tests and X-Rays</td>
<td>100% after deductible</td>
<td>100% after deductible</td>
<td>100% after deductible</td>
</tr>
<tr>
<td>MRI/CAT/PET Scans</td>
<td>100% after deductible</td>
<td>100% after deductible</td>
<td>100% after deductible</td>
</tr>
<tr>
<td>Emergency Room Visits</td>
<td>100% after deductible</td>
<td>100% after deductible</td>
<td>100% after deductible</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Maternity Services</th>
<th>Platinum Plan</th>
<th>Gold Plan</th>
<th>Silver Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>Physicians Visit</td>
<td>100% after deductible</td>
<td>100% after deductible</td>
<td>100% after deductible</td>
</tr>
<tr>
<td>Hospital Services</td>
<td>100% after deductible</td>
<td>100% after deductible</td>
<td>100% after deductible</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Other Services</th>
<th>Platinum Plan</th>
<th>Gold Plan</th>
<th>Silver Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ambulance</td>
<td>100% after deductible</td>
<td>100% after deductible</td>
<td>100% after deductible</td>
</tr>
<tr>
<td>Skilled Nursing Facility</td>
<td>100% after deductible</td>
<td>100% after deductible</td>
<td>100% after deductible</td>
</tr>
<tr>
<td>Home Health Care/ Hospice Care</td>
<td>100% after deductible</td>
<td>100% after deductible</td>
<td>100% after deductible</td>
</tr>
<tr>
<td>Durable Medical Equipment (up to plan year maximums)</td>
<td>100% after deductible</td>
<td>100% after deductible</td>
<td>100% after deductible</td>
</tr>
<tr>
<td>Physical Therapy/Occupational Therapy/Speech Therapy (Combined 30 visits per member per calendar year)</td>
<td>100% after deductible</td>
<td>100% after deductible</td>
<td>100% after deductible</td>
</tr>
<tr>
<td>Second Surgical Opinion</td>
<td>100% after deductible</td>
<td>100% after deductible</td>
<td>100% after deductible</td>
</tr>
<tr>
<td>Urgent Care</td>
<td>100% after deductible</td>
<td>100% after deductible</td>
<td>100% after deductible</td>
</tr>
<tr>
<td>Vision Exam (one exam per member per year)</td>
<td>$20 copay then 100% deductible</td>
<td>$20 copay then 100% deductible</td>
<td>$20 copay then 100% deductible</td>
</tr>
<tr>
<td>Routine Eyewear (up to $200 per person per calendar year)</td>
<td>100% after deductible</td>
<td>100% after deductible</td>
<td>100% after deductible</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Mental Health &amp; Substance Abuse Services</th>
<th>Platinum Plan</th>
<th>Gold Plan</th>
<th>Silver Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inpatient</td>
<td>100% after deductible</td>
<td>100% after deductible</td>
<td>100% after deductible</td>
</tr>
<tr>
<td>Outpatient</td>
<td>100% after deductible</td>
<td>100% after deductible</td>
<td>100% after deductible</td>
</tr>
<tr>
<td>Office Visit</td>
<td>100% after deductible</td>
<td>100% after deductible</td>
<td>100% after deductible</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Prescription Drug Benefit: Express Scripts</th>
<th>Platinum Plan</th>
<th>Gold Plan</th>
<th>Silver Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prescription Drug Out of Pocket Maximums:</td>
<td>Single: $1,300</td>
<td>Family: $2,600</td>
<td></td>
</tr>
</tbody>
</table>
The copay portion of the telemedicine claim will go to the HRA, just like any other claim.
# 2020 Full-Time Rates
(30+ hours)

## Annual Wages < Than 35K

<table>
<thead>
<tr>
<th>Semi-Monthly Paycheck Cost</th>
<th>Platinum</th>
<th>Gold</th>
<th>Silver</th>
<th>Wellness Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Only</td>
<td>$60.06</td>
<td>$35.32</td>
<td>$22.36</td>
<td>$22.36</td>
</tr>
<tr>
<td>EE + Spouse</td>
<td>$96.09</td>
<td>$56.51</td>
<td>$35.77</td>
<td>$22.36</td>
</tr>
<tr>
<td>EE + Child(ren)</td>
<td>$84.08</td>
<td>$49.45</td>
<td>$31.30</td>
<td>$22.36</td>
</tr>
<tr>
<td>Family</td>
<td>$150.14</td>
<td>$88.31</td>
<td>$55.89</td>
<td>$22.36</td>
</tr>
</tbody>
</table>

## Annual Wages 35-70K

<table>
<thead>
<tr>
<th>Semi-Monthly Paycheck Cost</th>
<th>Platinum</th>
<th>Gold</th>
<th>Silver</th>
<th>Wellness Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Only</td>
<td>$85.59</td>
<td>$60.86</td>
<td>$47.89</td>
<td>$22.36</td>
</tr>
<tr>
<td>EE + Spouse</td>
<td>$136.95</td>
<td>$97.37</td>
<td>$76.62</td>
<td>$22.36</td>
</tr>
<tr>
<td>EE + Child(ren)</td>
<td>$119.83</td>
<td>$85.20</td>
<td>$67.05</td>
<td>$22.36</td>
</tr>
<tr>
<td>Family</td>
<td>$213.98</td>
<td>$152.14</td>
<td>$119.73</td>
<td>$22.36</td>
</tr>
</tbody>
</table>

## Annual Wages > 70K

<table>
<thead>
<tr>
<th>Semi-Monthly Paycheck Cost</th>
<th>Platinum</th>
<th>Gold</th>
<th>Silver</th>
<th>Wellness Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Only</td>
<td>$111.13</td>
<td>$86.40</td>
<td>$73.45</td>
<td>$22.36</td>
</tr>
<tr>
<td>EE + Spouse</td>
<td>$177.80</td>
<td>$138.22</td>
<td>$117.48</td>
<td>$22.36</td>
</tr>
<tr>
<td>EE + Child(ren)</td>
<td>$155.57</td>
<td>$120.95</td>
<td>$102.80</td>
<td>$22.36</td>
</tr>
<tr>
<td>Family</td>
<td>$277.82</td>
<td>$215.98</td>
<td>$183.57</td>
<td>$22.36</td>
</tr>
</tbody>
</table>
# 2020 Part-Time Rates (20-29 hours)

## Annual Wages < Than 35K

<table>
<thead>
<tr>
<th>Semi-Monthly Paycheck Cost</th>
<th>Platinum</th>
<th>Gold</th>
<th>Silver</th>
<th>Wellness Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Only</td>
<td>$90.09</td>
<td>$52.99</td>
<td>$33.54</td>
<td>$22.36</td>
</tr>
<tr>
<td>EE + Spouse</td>
<td>$144.13</td>
<td>$84.76</td>
<td>$53.65</td>
<td>$22.36</td>
</tr>
<tr>
<td>EE + Child(ren)</td>
<td>$126.12</td>
<td>$74.18</td>
<td>$46.96</td>
<td>$22.36</td>
</tr>
<tr>
<td>Family</td>
<td>$225.21</td>
<td>$132.46</td>
<td>$83.84</td>
<td>$22.36</td>
</tr>
</tbody>
</table>

## Annual Wages 35-70K

<table>
<thead>
<tr>
<th>Semi-Monthly Paycheck Cost</th>
<th>Platinum</th>
<th>Gold</th>
<th>Silver</th>
<th>Wellness Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Only</td>
<td>$128.39</td>
<td>$91.29</td>
<td>$71.84</td>
<td>$22.36</td>
</tr>
<tr>
<td>EE + Spouse</td>
<td>$205.42</td>
<td>$146.05</td>
<td>$114.93</td>
<td>$22.36</td>
</tr>
<tr>
<td>EE + Child(ren)</td>
<td>$179.74</td>
<td>$127.80</td>
<td>$100.58</td>
<td>$22.36</td>
</tr>
<tr>
<td>Family</td>
<td>$320.97</td>
<td>$228.21</td>
<td>$179.59</td>
<td>$22.36</td>
</tr>
</tbody>
</table>

## Annual Wages > 70K

<table>
<thead>
<tr>
<th>Semi-Monthly Paycheck Cost</th>
<th>Platinum</th>
<th>Gold</th>
<th>Silver</th>
<th>Wellness Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Only</td>
<td>$166.70</td>
<td>$129.59</td>
<td>$110.15</td>
<td>$22.36</td>
</tr>
<tr>
<td>EE + Spouse</td>
<td>$266.71</td>
<td>$207.33</td>
<td>$176.22</td>
<td>$22.36</td>
</tr>
<tr>
<td>EE + Child(ren)</td>
<td>$233.36</td>
<td>$181.42</td>
<td>$154.20</td>
<td>$22.36</td>
</tr>
<tr>
<td>Family</td>
<td>$416.72</td>
<td>$323.97</td>
<td>$275.35</td>
<td>$22.36</td>
</tr>
</tbody>
</table>
Grace Cottage offers dental coverage to all full time employees working more than 32 hours per week. An employee is eligible to participate on the first day of the month following one month of employment.

<table>
<thead>
<tr>
<th>Diagnostic / Preventative (Coverage A)</th>
<th>Basic (Coverage B)</th>
<th>Major (Coverage C)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Calendar Year Maximum: <strong>$1,500 per person</strong> (Coverage A, B and C combined)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Covered at 100%</td>
<td>Covered at 90%</td>
<td>Covered at 50%</td>
</tr>
<tr>
<td>Waiting Period: None</td>
<td>Waiting Period: None</td>
<td>Waiting Period: 6 months after enrollment in the plan</td>
</tr>
<tr>
<td>Oral Exams</td>
<td>Fillings</td>
<td>Crowns</td>
</tr>
<tr>
<td>Cleanings (once in any consecutive six-month period)</td>
<td>Extractions &amp; covered surgical procedures</td>
<td>Onlays</td>
</tr>
<tr>
<td>Routine &amp; Non-routine X-rays</td>
<td>Anesthetics</td>
<td>Dentures</td>
</tr>
<tr>
<td>Fluoride Application</td>
<td>Periodontics</td>
<td>Implants</td>
</tr>
<tr>
<td>Sealants</td>
<td>Root Canal Therapy/Endodontics</td>
<td></td>
</tr>
<tr>
<td>Space Maintainers (for non-orthodontic treatment)</td>
<td>Repairs to Dentures</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Minor emergency treatment</td>
<td></td>
</tr>
</tbody>
</table>

Services listed may be up to a pre-determined limit based upon the policy language. Please refer to your plan documents for a more detailed description of coverage.

Delta Dental is proud to offer Health through Oral Wellness- better known as HOW-patient centered oral health program designed to promote good oral and overall health for members.

By completing a very simple questionnaire with your provider you can determine if you would qualify for additional FREE benefits under the HOW Program and enhance your current dental program. Speak with your provider today!
2020 Dental Rates & Vision Discount Program

Dental Plan

Semi-Monthly Paycheck Cost

<table>
<thead>
<tr>
<th></th>
<th>EE+ Spouse</th>
<th>EE + Child(ren)</th>
<th>Family</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Only</td>
<td>$0.00</td>
<td>$21.15</td>
<td>$44.04</td>
</tr>
<tr>
<td>Spouse</td>
<td>$21.15</td>
<td>$23.78</td>
<td></td>
</tr>
<tr>
<td>Family</td>
<td>$44.04</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Vision Discount Program

Through your Delta Dental enrollment you also receive Vision Discounts at participating providers.

Some discounts include:
- $5 off comprehensive exam
- $10 off contact lens exam
- 15% off retail price of contact lenses
- 30% off price of frames

Some participating providers include:
- LensCrafters
- Pearle Vision
- Sears Optical
- Target Optical

For more detailed information, please refer to your Employee Benefits Center.
We are here to help you:

During your first call, you will be assigned a Personal Health Advocate who will begin helping you right away.

Personal Health Advocates are typically registered nurses, supported by medical directors and benefits and claims specialists. They'll help cut through the red tape and assist with complex conditions, find specialists, address eldercare issues, clarify insurance coverage, work on claim denials, help negotiate fees for non-covered services and get to the heart of your issue.

Get Started Today!

24/7 Support: 866.695.8622

How We Can Help

Don’t know where to turn? We point the way.

Confused by health insurance? We cut through the red tape.

Want to save on healthcare costs? We help find solutions.

Need eldercare services? We’re there for you.

• Find the right doctors, dentists, specialists and other providers
• Schedule appointments; arrange for special treatments and tests
• Answer questions about test results, treatments and medications
• Clarify benefits; uncover billing errors
• Get to the bottom of coverage denials
• Get appropriate approvals for covered services
• Find options for non-covered services
• Negotiate payment arrangements with providers
• Provide information about generic drug options
• Find in-home care, adult day care, assisted living and long-term care
• Clarify Medicare, Medicare Supplement plans and Medicaid
• Research transportation to appointments

You must be enrolled in one of the offered medical plan's in order to qualify for this benefit.
Legal Shield

Call: 510-229-7988 or visit www.legalshield.com/info/gracecottage
Voluntary Pet Insurance

What do the plans cover?
My Pet Protection and My Pet Protection with Wellness reimburse a straight forward 90% of your vet bill instead of using a benefit schedule. A $250 annual deductible and $7,500 maximum annual benefit apply to both plans.

What’s new and exciting about the new My Pet Protection plans?
- The most comprehensive pet insurance coverage available as a voluntary benefit
- Simple 90% reimbursement*
- Simple pricing
- No age restrictions
- No lifetime limits

We ♥ pets.
Our pets are family—just like yours.
GCFH proudly offers Voluntary Pet Insurance so that your pet can get the best care possible.

For More information please visit http://www.petinsurance.com/gracecottage
Tuition Reimbursement
Grace Cottage Family Health & Hospital encourages employees with financial support intended to enhance employees’ professional development, their skills and knowledge related to hospital administration and clinical education. Grace Cottage will reimburse per GCFHH policy. Employees with one year continuous full time service (32+ regularly schedule hours/week) are eligible.

Student Loan Assistance
The Grace Cottage tuition assistance program is designed to help employees pay back student loan debt and improve their financial well-being.

Utilizing Grace Cottage Family Health & Hospital's relationship with The Richards Group, consultation services provided through GradFin are provided free of charge. GradFin is a new benefit program that is revolutionizing the way employees can reduce their student loan debt or obtain funding to go back to school.

To schedule a one-on-one consultation visit: www.gradfin.com/trg.html

For additional information, please visit the “Tuition Assistance” tab on the EBC.

Licensed Loan Reimbursement Program
This program has been established to help assist employees in positions where a license is required. (An educational need is required to obtain that license). These positions include: PT, OT, RN, LPN, Radiological Technologist, Medical Lab Tech and Pharmacist. Reimbursement is only for the debt incurred to obtain the licensure needed for current position.

The Licensed Loan Reimbursement Program will award up to $5,000 per year towards a licensed employee’s educational loan payments up to a maximum of ten (10) years or until 100% of the educational loan is paid off, whichever comes first.

Advanced Practice Provider Loan Repayment
The Grace Cottage Hospital Loan Repayment Program has been established to help attract and retain advanced practice providers.

The Loan Repayment Program will award up to $10,000 per year towards a full-time advanced practice employee’s educational loan payments up to a maximum of ten (10) years or until 100% of the educational loan is paid off, whichever comes first.

See details of each plan for eligibility and other requirements.
Health Reimbursement Arrangement (HRA)

- To offset your deductible, Grace Cottage funds an HRA account, through Health Plans, Inc. each year beginning on January 1 for each employee who is enrolled in the health plan.
- Funds can only be used for services that are eligible to be covered by Health Plans, Inc. under the medical plan.
- You may be required to substantiate your claims. You will be asked to provide receipts to prove that the charges you have put on your card are eligible for reimbursement. Claims can also be reimbursed by paper claim form if you are unable to use your card at a provider.
- Funding amounts will vary based on the medical plan you choose.

Retirement Savings Plan

- Eligible to participate with 1 year of service, a minimum of 1,000 hours worked per year and attained age 21.
- Effective first day of the month following the completion of eligibility.
- Elective deferrals of 1% - 90% of eligible earnings on a pre-tax or ROTH after-tax basis up to the federal cash value each year.
- Grace Cottage will make a matching contribution equal to 50% of elective deferrals up to 6% of your salary.
- Matching contributions vested 100% after three years of service. 0% vested with less than three years of service.

Go to: [www.mykplan.com](http://www.mykplan.com) or call 800-695-7526
Group Life & Accidental Death & Dismemberment (AD&D)

- Grace Cottage pays for each full-time employee working more than 32 hours per week to have $25,000 Life & AD&D insurance.
- Grace Cottage also pays for $5,000 of coverage on the spouse of an employee and $3,000 on dependent children of the employee (from birth to age 19, or age 26 if a full-time student).
- The coverage becomes effective on the first of the month following 30 days of employment.
- At age 70 coverage decreases to 50% of the amount of coverage you had prior to age 70.
- Coverage ceases at retirement or when you leave employment at Grace Cottage.
- Coverage can be converted within 31 days of leaving employment from Grace Cottage.

Voluntary Life Insurance

- Voluntary coverage is available to all full-time employees on the first of the month following 1 month of hire.
- Coverage is employee paid through payroll deduction.
- Coverage is available on each employee, their spouse and dependent children. An employee must enroll in coverage for themselves to cover their spouse and/or children.
- Employees may purchase up to $100,000 on themselves, $25,000 on their spouse, and $10,000 on their dependent child(ren) with no medical questions asked when initially eligible. Coverage may be purchased above these amounts, but will require Evidence of Insurability and approval from Sun Life Financial.
- Coverage may be purchased after the initial eligibility period, but will require Evidence of Insurability and approval from Sun Life Financial.
- For rates & details regarding covered treatment, please visit the EBC or the bswift online enrollment system.
Disability Insurance

Voluntary Short Term Disability (For Hourly Employees)

- Grace Cottage offers hourly, full-time employees working more than 32 hours per week, the option to purchase coverage on the first of the month following 30 days of hire.
- Coverage is paid through payroll deductions.
- Rates are based upon your income and your current age. Coverage will increase along with any merit increases you receive, and rates will also increase proportionate to merit increases and as you age.
- Benefits begin to pay on the 1st day of the disability if it was the result of an accident or on the 8th day of the disability if it was the result of an illness.
- Benefits are 60% of your pre-disability income, up to $1,000 per week.
- Benefits are paid, as long as you remain disabled, for up to 26 weeks.
- Employees may purchase coverage with no medical questions asked when initially eligible.
- No pre-existing conditions upon initial eligibility/enrollment

Short Term Disability (For Salaried Employees)

- Grace Cottage pays for each salaried employee to have Short Term Disability coverage.
- Benefits begin to pay on the 1st day of the disability if it was the result of an accident or on the 8th day of the disability if it was the result of an illness.
- Benefits are 66.7% of your pre-disability income, up to $1,900 per week.
- Benefits are paid, as long as you remain disabled, for up to 26 weeks.
- No pre-existing conditions upon initial eligibility/enrollment

Long Term Disability (For Salaried Employees)

- Grace Cottage pays for each salaried employee to have Long Term Disability coverage.
- You must be disabled, and have a loss of income, for 180 calendar days before benefits begin to pay out.
- Benefits are 60% of your pre-disability income, up to $7,500 per month.
- Benefits are paid, as long as you remain disabled, until age 65 or as defined in the policy certificate. See Human Resources for a copy of the policy certificate.

For rates & details regarding covered treatment, please visit the EBC or the bswift online enrollment system.
**Accident Insurance**

Employees may purchase voluntary insurance for accidents, through Sun Life Financial. Accident Insurance provides a range of fixed, lump-sum benefits to help offset the costs associated with a covered accident. These benefits are paid directly to you and may be used for any purpose, such as deductibles, prescriptions, transportation, child care, etc. The amount you receive varies by type of accident incurred. Accident coverage helps offset deductible and out-of-pocket medical costs. Coverage may be continued if your insurance ends because you are no longer in an eligible class, your class is no longer included for insurance, or your employment terminates and your insurance is not being continued by your employer under any conditions.

<table>
<thead>
<tr>
<th>Monthly Premium</th>
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<tr>
<td><strong>Employee Only</strong></td>
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<td>$8.45</td>
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**Critical Illness Insurance**

Eligible employees can elect Voluntary Critical Illness Insurance. Critical Illness Insurance pays a lump sum benefit up to $20,000 if you are diagnosed with a covered illness including heart attack, stroke, or major organ transplant.

**Benefit amounts:**

- Employee’s can choose the benefit amounts that best meet your needs. Benefit amounts are either $10,000 or $20,000.

- For your Spouse: – Benefit amounts are either $5,000 or $10,000.

- For your Dependent Children: – Benefit amount is 50% of the employee election.

- Health questions are not required for amounts up to the guaranteed issue limit of $20,000 for the employee and $5,000 for the spouse. Dependent children are covered for 50% of the employee coverage amount without Evidence of Insurability.
Earned Time

Earned Time is time off from work that can be accumulated and used for vacations, holidays, sickness or other personal reasons. Accrual will begin for those employees consistently working an average of at least 18 hours per week. Per Diem employees are not eligible for Earned Time.

Earned Time is accrued by non-exempt employees based on the hours actually worked. For Exempt employees, Earned Time is accrued based on their bi-weekly standard hours, up to a maximum of 80 hours per pay period. Accrual begins with the date of hire or when eligibility commences based on a status change. New hires or employees who are newly eligible for Earned Time must complete a waiting period of ninety (90) calendar days of employment before using Earned Time. During this 90-day waiting period, employees may use Earned Time for paid time off on GC recognized holidays. Employees may not borrow Earned Time or have a negative Earned Time balance. An employee who is terminated by Grace Cottage after completing the 90 day waiting period and then is re-hired within 12-months will not have to go through a new 90-day waiting period.

There is no maximum Earned Time accrual limit for either non-exempt or exempt employees. All accrued but unused Earned Time carries over from year to year.

Upon termination of employment, the maximum hours of Earned Time that will be paid out is 150% of an employee's Total Annualized Earned Time eligibility (e.g., an employee in Category A may receive a maximum payout of 264 Hrs. of Earned Time at separation). At separation, any accrued but unused Earned Time in excess of 150% of your current Total Annualized Earned Time eligibility is forfeited. Employees who voluntarily resign will be paid out Earned Time consistent with this policy only if they have completed their 90-day waiting period, have provided appropriate notice, and have worked through the conclusion of the notice period, if requested by Grace Cottage.

Earned Time is paid at the base normal hourly wage rate and does not include differentials. Earned Time is not considered time worked for calculation of overtime.

Twice a year (November and May) employees may choose to take Earned Time pay as a cash payment. Employees may request cash payments for Earned Time hours that have been accrued over one week of normally scheduled hours. Cash payments will be issued with the second paycheck of the month. These are the only two (2) times during the year when Earned Time cash payments can be requested.

An employee may not transfer Earned Time hours to another employee.

Earned Time does not accrue while an employee is using Earned Time or otherwise receiving paid leave or paid disability. Earned Time does not accrue during an unpaid leave of absence. Earned Time can be used to pay for benefits while on leave.

This policy is intended to provide paid time off in accordance with Vermont's earned sick leave law. To the extent this policy provides for a benefit more generous than that of applicable law, this policy will apply.
# Earned Time (Continued)

## Earned Time Accrual Method

| Category | A  
|-----------|---
| Total Annualized Earned Time | 176 Hrs.
| Hourly Accrual Rate | 0.0846 Hrs.
| Period Accrual | 6.768 Hrs.
| B  
| Department Head 1-5 years of employment | 216 Hrs.
| Department Head 1-5 years of employment | 0.1039 Hrs.
| Department Head 5+ years of employment | 8.312 Hrs.
| A  
| Department Head 5+ years of employment | 256 Hrs.
| Department Head 5+ years of employment | 0.1231 Hrs.
| Department Head 5+ years of employment | 9.848 Hrs.

**ETO**
- Vacation
- Recuperation
- Caring for a sick family member
- Personal appointments
- Religious observance
WELLNESS CREDIT

You can earn a credit towards your health insurance premiums by having a (physical) prevention/wellness exam with your primary care provider. Let your provider know this is a prevention/wellness appointment and the appointment will be no cost to you.

If you wish to participate, see Jan in Human Resources for a program form. There are four (4) wellness markers for your provider to complete: 1) Attend an annual wellness visit; 2) Blood Pressure Check; 3) Cholesterol Screening; 4) Body Mass Index. Once these are completed you and your provider should discuss a plan to address any of your health needs. Have your primary care provider date and initial where indicated on the form, you both sign it, and return the form to Human Resources no later than March 31, 2020 to receive the credit. **DO NOT NOTE SPECIFIC HEALTH INFORMATION ON THE FORM.**

Eligible employees who complete these objectives between January 1, 2020 and March 31, 2020 will then have a credit applied towards their health insurance premiums between April 1, 2020 and December 31, 2020. Employees eligible for the **WELLNESS CREDIT** are only those employees of Grace Cottage who are enrolled in Grace Cottage’s medical insurance plan as of January 1, 2020.

The **Full Time** and **Part Time** Per Paycheck Premium credits will be $22.36 all for salary bands.
An Overview of Your GuidanceResources® Program—EAP Essential™

No matter what's going on in your life, ComPsych® GuidanceResources® is here to help. Personal problems, planning for life events or simply managing daily life can affect your work, health and family. GuidanceResources is a no-cost, company-sponsored benefit available to you and your dependents that offers confidential support, resources and information to get through life's challenges.

Confidential Counseling on Personal Issues
Your Employee Assistance Program (EAP) is a confidential counseling service to help address the personal issues you face. This service, staffed by experienced clinicians, is available by calling a toll-free phone line 24 hours a day, seven days a week. You'll receive up to three telephonic counseling sessions per issue, at no charge. Call any time with personal concerns, including:

- Relationships
- Job pressures
- Problems with your children
- Marital conflicts
- Substance abuse
- Grief and loss
- Stress, anxiety or depression
- Empty-nesting

Information, Referrals and Resources for Work-Life Needs
Whether you are a new parent, a caregiver for an elder, sending a child off to college, buying a car or doing home repairs, you're bound to have questions or need resource referrals. Our work-life specialists will help you sort out the issues and provide you with information based on your specific criteria. You'll receive a personalized reference package containing helpful resources and literature, covering areas such as:

- Finding child or elder care
- Finding pet care
- Planning for college
- Purchasing a car
- Relocating to a new city
- Home repair
- Planning a party
- Adopting a child
- Shopping for the right gift
- Planning a vacation

Legal Information, Resources and Consultation
When a legal issue arises, our attorneys are available to provide confidential support with practical, understandable information and assistance. If you require representation, we can refer you to a qualified attorney in your area for a free initial consult at no cost and a 25% reduction in customary legal fees thereafter. Call any time with legal issues, including:

- Divorce and family law
- Bankruptcy
- Debt obligations
- Criminal actions
- Landlord and tenant issues
- Civil lawsuits
- Real estate transactions
- Contracts

Financial Information, Resources and Tools
Financial issues can arise at any time, from dealing with debt to saving for college. Our financial professionals are here to discuss your concerns and provide you with the tools and information you need to address your finances, including:

- Getting out of debt
- Saving for college
- Retirement planning
- Tax questions
- Credit card or loan problems
- Estate planning

Online Information, Tools and Services
GuidanceResources® Online is your one stop for expert information to assist you with the issues that matter to you, from personal or family concerns to legal and financial matters. Each time you return, you will receive personalized, relevant information based on your individual life needs. You can:

- Take an online Health Risk Assessment
- Subscribe to timely e-newsletters on topics of interest
- Review in-depth HelpSheets® on a variety of topics
- Get answers to specific questions
- Search for services and referrals
- Use helpful planning tools

Call: 800.460.4374  TDD: 800.697.0353
Online: guidanceresources.com  Your company Web ID: EAPEssential
Grace Cottage is pleased to provide Staff with Employee Discounts that cover a wide range of products and services.

<table>
<thead>
<tr>
<th>Patriot Insurance Company</th>
<th>Home and Auto</th>
<th>Lawrence and Wheeler 802-875-2544</th>
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<tbody>
<tr>
<td>PC Connection</td>
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<td><a href="http://www.pcconnection.com/gracecottage">www.pcconnection.com/gracecottage</a></td>
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<td>Messenger Valley Pharmacy</td>
<td>25% off over-the-counter items</td>
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<tr>
<td>GC Dietary Department</td>
<td>Food purchases at cost</td>
<td>Orders by case only. See Denise Choleva</td>
</tr>
<tr>
<td>GC Purchasing Department</td>
<td>Various items at cost</td>
<td>Orders by case only. See Dana West</td>
</tr>
<tr>
<td>Land’s End</td>
<td>Logo wear</td>
<td>Contact Purchasing Department</td>
</tr>
</tbody>
</table>
COBRA Information:
COBRA continuation coverage is a temporary extension of coverage under the group health plan. The right to COBRA continuation coverage was created by a federal law, the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA). COBRA continuation coverage can become available to you when you would otherwise lose your group health coverage. It can also become available to other members of your family who are covered under the Plan when they would otherwise lose their group health coverage. For additional information about your rights and obligations under the Plan and under federal law, you should review the Plan’s Summary Plan Description or contact the Benefits Coordinator in Human Resources.

Health Insurance Marketplace:
You may have other options available to you when you lose group health coverage. You may be eligible to buy an individual plan through the Health Insurance Marketplace (www.healthcare.gov). By enrolling in coverage through the Marketplace, you may qualify for lower costs on your monthly premiums and lower out-of-pocket costs. Additionally, you may qualify for a 30- day special enrollment period for another group health plan for which you are eligible (such as a spouse’s plan), even if that plan generally doesn’t accept late enrollees.

HIPAA Information:
Special Enrollment Right Mandated by the Health Insurance Portability and Accountability Act of 1996
Group health plans and health insurance issuers are required to provide special enrollment periods during which individuals who previously declined coverage for themselves and their dependents may be allowed to enroll without having to wait for the plan’s next open enrollment period. A special enrollment period can occur if a person with other health coverage loses that coverage or if a person becomes a new dependent through marriage, birth, adoption or placement for adoption. If you refuse enrollment for yourself or your dependents for medical coverage, you may later enroll within 30 days of a change in family status or loss of health coverage.

Individuals may not be denied eligibility or continued eligibility to enroll for benefits under the terms of the plan based on specified health factors. In addition, an individual may not be charged more for coverage than similarly situated individuals based on these specific health factors.

Effective April 1, 2009, the Children’s Health Insurance Reauthorization Act of 2009 (CHIPRA) created a new 60-day special enrollment period for eligible employees and dependents to immediately enroll in the plan if they become ineligible for Medicaid or any state’s Children’s Health Insurance Program (CHIP) and lose coverage or become eligible for that state’s premium assistance program. The employee must request coverage within 60 days after the termination of coverage or the determination of subsidy eligibility.

Women’s Health and Cancer Rights Act of 1998 (WHCRA):
WHCRA requires a group health plan to notify you, as a participant or a beneficiary, of your potential rights related to coverage in connection with a mastectomy. Your plan may provide medical and surgical benefits in connection with a mastectomy and reconstructive surgery. If it does, coverage will be provided in a manner determined in consultation with your attending physician and the patient for a) all stages of reconstruction on the breast on which the mastectomy was performed; b) surgery and reconstruction of the other breast to produce a symmetrical appearance; c) prostheses; and d) treatment of physical complications of the mastectomy, including lymphedema. The coverage, if available under your group health plan, is subject to the same deductible and coinsurance applicable to other medical and surgical benefits provided under the plan. For specific information, please refer to your summary plan description or benefits booklet, or contact Human Resources.

THIS IS ONLY A SUMMARY, NOT A CERTIFICATE OF INSURANCE
The information contained in this Employee Benefits Summary is presented for illustrative purposes only and is based on information provided by the employer and in certificates of insurance supplied by the insurance carrier. The Richards Group, your company’s insurance broker, has prepared this Summary to assist employees in understanding their company’s benefits plan. While every effort has been made to describe these benefits accurately, discrepancies or errors are possible. You should also read the actual plan documents in their entirety. If there is a discrepancy between the Employee Benefits Summary and the actual plan documents, the plan documents will prevail. If you have any questions about the Employee Benefits Summary, please contact Human Resources.
Grace Cottage complies with applicable State and Federal civil rights laws and does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, ancestry, place of birth, age, or physical or mental condition.

ATTENTION: If you speak English, language assistance services, free of charge, are available to you. Call 1-802-365-7357 (TTY: 1-800-253-0191)


Disclosures