

## Benefit Summary

If you have questions email the HR Director at [hr@tri-cap.net](mailto:hr@tri-cap.net) or call 812-482-2233 ext. 107.

### Section 125

Since employees have the option of choosing how their premiums are deducted (before taxes or after) all of our benefits are subject to IRS Section 125 regulations. What does this mean?

- Changes can only be made to your coverage in the event of a family status event, when you are newly eligible, or during open enrollment.
- Examples of family status events are: marriage, divorce, child is no longer eligible, loss of coverage from another source, or gaining coverage from another source.
- Changes can only be made within 30 days of the Family Status Event (birth, marriage date, divorce date, death, termination, etc.)

Please report all changes ASAP to ensure necessary changes can be made to your benefit plan selections.

Type of Insurance	Open Enrollment Period	Carrier
Vision	December – Effective January 1 <sup>st</sup>	VSP
Dental	December – Effective January 1 <sup>st</sup>	HRI
Life	December – Effective January 1 <sup>st</sup>	Anthem
Health	December – Effective January 1 <sup>st</sup>	Anthem
Supplemental	December – Effective January 1 <sup>st</sup>	AFLAC

### PTO – Paid Time Off

Eligible employees will begin accruing first day of employment.

Status	Hours/Week	Accrual/Pay Period	Total/Annual
Full Time	37.5	2.81 hours	67 hours
Part Time	30 – 37.25	2.25 hours	54 hours
Part Time	22.5 – 29.75	1.69 hours	40 hours

*NOTE: If you are not paid during a pay period, you do not accrue PTO for that pay period.*

### Holidays

- TRI-CAP observes the following holidays; New Year’s Day, Martin Luther King Jr. Day, President’s Day, Good Friday, Memorial Day, 4<sup>th</sup> of July, Labor Day, Veteran’s Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Eve, and Christmas Day.
- Eligible employees must be regularly scheduled to work the day of the week the holiday falls on to be eligible for holiday pay for that day.

### AFLAC Voluntary Supplemental Products

- Plan year runs from January 1<sup>st</sup> through December 31<sup>st</sup>. Open enrollment is held during December each year.
- Eligible for coverage the 1<sup>st</sup> of the month following a full calendar month of employment.
- AFLAC supplemental insurance provides cash benefits to help cover unexpected costs due to a covered illness or injury. AFLAC pays cash directly to you regardless of major medical insurance.
  - Cancer Policy
  - Accident Policy
  - Short-Term Disability
  - Sickness Policy
- An AFLAC representative will meet with all newly eligible employees to go over the policies that are offered through TRI-CAP and the associated costs of those policies.

### Retirement (401K) – Mutual of America

TRI-CAP’s service provider for our 401K Plan is Mutual of America. New employees are eligible to contribute the 1<sup>st</sup> of the month following a full calendar month of employment, but you will not be eligible to receive any match on your contributions. After you have been employed for a full calendar year and if you met the required criteria (work a minimum of 1000 hours the first year of employment, are 21 years of age, and have an active status), TRI-CAP will begin matching each 1% you contribute with a .25% match to a maximum of 1% matching contribution. You may contribute higher than 4% if you wish to do so, but the match will not be more than 1%, regardless of the amount you contribute above 4%.

## Health Insurance – Anthem

- Plan year runs from January 1<sup>st</sup> through December 31<sup>st</sup>. Open enrollment is held in December.
- Coverage is available to only employees working at least 30 hours/week. Employees are eligible the first of the month following 30 days of employment.
- Carrier is Anthem
- Co-Pay: Office Visit - \$30.00, Specialist Office Visit - \$50.00
- Deductible: \$3,000/person or \$9,000/family for In-Network Providers
- \$6,500/person or \$13,000/family out of pocket for participating providers
- See Summary of Benefits and Coverage for more information and non-participating provider benefits.

Cost of Health Insurance	Employee Monthly Cost	Bi-Monthly Pay Periods
Employee	No Cost	No Cost
Employee/Spouse	\$545.96	\$272.98
Employee/Child(ren)	\$765.06	\$382.53
Family	\$1,297.78	\$648.89

## Life Insurance – Anthem

- TRI-CAP pays the premium for a \$25,000 group term life insurance policy for all eligible employees.
- Additional voluntary coverage is available. Premiums are based on age. Guarantee issue only at new hire.
- Eligible for coverage the 1<sup>st</sup> of the month following 30 days of employment.

## Dental Insurance – Health Resources Inc.

- Health Resources Inc. (HRI) plan dental and orthodontia coverage.
- Plan year runs from January 1<sup>st</sup> through December 31<sup>st</sup>. Open enrollment is held during December of each year.
- Eligible for coverage the 1<sup>st</sup> of the month following a full calendar month of employment.
- If you have questions about the dental plan, you can view plan information at [www.hri-dho.com](http://www.hri-dho.com) and check to see which dentists are plan providers.

Cost of Dental Insurance	Employee Monthly Cost	Bi-Monthly Pay Periods
Employee	\$24.70	\$12.35
Employee +1	\$57.98	\$28.99
Employee +2 or more	\$101.34	\$50.67

## Vision Insurance – VSP

- Plan year runs from January 1<sup>st</sup> through December 31<sup>st</sup>. Open enrollment is held during December each year.
- In-Network provider benefits of \$10 co-pay for eye exam and \$25.00 for materials. \*Must comply with plan allowances. (Eye Exam: 12 months, Lenses: 12 months, Frames: 24 months). For provider listing see [www.vsp.com](http://www.vsp.com).

Cost of Vision Insurance	Employee Monthly Cost	Bi-Monthly Pay Periods
Employee	\$8.10	\$4.05
Employee +1 (spouse or child)	\$13.64	\$6.82
Employee + Children	\$13.92	\$6.96
Family	\$22.44	\$11.22

## Employee Assistance Program (EAP)

TRI-CAP has partnered with LifeSpring Health Systems to provide private, confidential, professional counseling for all types of problems: marital, family, child, emotional, psychological, financial, alcohol, drug, etc.

You may not need it now, but someday you or a member of your immediate family may need someone to whom you can turn for help...and help is what the Employee Assistance Program is all about!

Call 812-482-3020 or Toll Free 800-883-4020 for assistance. Be sure to identify yourself as a member of TRI-CAP's EAP.

The initial session of problem assessment and counseling is provided free to employees and their immediate families. Many times, problems are resolved during this process; however, if further services are needed, your EAP counselor will assist you in obtaining the help that is most appropriate for you. Some situations are covered by company benefit policies and will be provided at no cost to you or at a reduced rate.