Virginia Tech Services, Inc.
Salaried and Classified Employee Benefits Summary
Effective January 1, 2016

○ **Health Benefits**
  - Medical Provider: Anthem
    - PPO Plan or High Deductible Health Plan (HDHP) available
      - If HDHP elected, employee may set up a Health Savings Account (HSA) on own if desired
    - Both plans include vision benefits
  - Dental Provider: Delta Dental of Virginia
    - May choose either basic or comprehensive coverage
    - Must choose comprehensive coverage with HDHP

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<tr>
<td><strong>Total Premium</strong></td>
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<tr>
<td>Keycare 300/80 w/Basic Dental</td>
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<tr>
<td>Employee Only</td>
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<tr>
<td>Employee Plus One</td>
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<td>Employee/Family</td>
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<tr>
<td>Keycare 300/80 w/Comprehensive Dental</td>
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<td>Employee Only</td>
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<td>Employee Plus One</td>
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<td>Employee/Family</td>
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<tr>
<td>HDHP (HSA) 1,750/80 w/ Comprehensive Dental</td>
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<tr>
<td>Employee Only</td>
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<td>Employee/Family</td>
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○ **Leave**
  - **Annual Leave** – Salaried and Classified
    - Initially accrue at 8 hours monthly (4 hours per each half month worked) with maximum accrual of 192 hours
    - 5-9 years of service – accrued at 10 hours monthly, maximum accrual of 240 hours
    - 10-14 years of service – accrued at 12 hours monthly, maximum accrual of 288 hours
    - 15-19 years of service – accrued at 14 hours monthly, maximum accrual of 336 hours
    - 20-24 years of service – accrued at 16 hours monthly, maximum accrual of 384 hours
    - 25 or more years of service – accrued at 18 hours monthly, maximum accrual of 432 hours
  - **Compensatory Leave** (Holidays) – Salaried and Classified
    - Virginia Tech Services, Inc. pays salaried and classified employees for all State holidays.
    - Following is a list of holidays observed by the State:
      - New Year's Day (January 1)
      - Lee-Jackson Day (Friday preceding third Monday in January)
      - Martin Luther King Day (third Monday in January)
      - Presidents' Day (3rd Monday in February)
      - Memorial Day (last Monday in May)
      - Independence Day (July 4)
      - Labor Day (first Monday in September)
      - Columbus Day (second Monday in October)
      - Veteran's Day (November 11)
      - Thanksgiving Day (fourth Thursday in November)
      - The day after Thanksgiving Day
      - Christmas Day (December 25)
      - Any other day designated by the University
• **Sick Leave** – Salaried and Classified employees hired 12/31/14 and earlier
  - Accrued at 10 hours monthly (5 hours per each half month worked)
  - No maximum accumulation limit
  - Upon termination of employment, employees who have worked five or more years with Virginia Tech Services, Inc. in a salaried or classified position will be compensated for 25% of their unused sick leave balance, not to exceed $5,000.

• **Sickness and Disability Program** – Salaried and Classified employees hired 1/1/15 and later as well as Salaried and Classified employees hired 12/31/14 and earlier who elected to switch from the traditional sick leave plan to this new program 1/1/15
  - Employees in this program are automatically enrolled in Short-Term Disability Insurance described below
  - Participants are credited with SDP Sick Leave and SDP Family and Personal Leave as outlined below
  - There is no carryover from year to year and unused leave will not be paid when employment ends.

  - **SDP Sick Leave – Personal Sick Leave Credits**
    - Leave is credited on January 1 each year and is based on years of full-time service:
      - Less than 5 years: 64 hours (8 work days)
      - 5-9 years: 72 hours (9 work days)
      - 10 years & up: 80 hours (10 work days)

    - Initial credits for new or re-employed full-time employees are based on the first date of employment on the following schedule:
      - 1/1–6/30: 64 hours (8 work days)
      - 7/1–12/31: 40 hours (5 work days)

  - **SDP Family and Personal – Family and Personal Leave Credits**
    - Leave is credited on January 1 each year and is based on years of full-time service:
      - Less than 10 years: 32 hours (4 work days)
      - 10 years & up: 40 hours (5 work days)

    - Initial credits for new or re-employed full-time employees are based on the following schedule:
      - 1/1-12/31: 32 hours (4 work days)

• **Life Insurance**
  - Provider: The Standard
  - Currently provided at VTS, Inc. expense
  - Equal to two times the annual salary, rounded up to the next higher $1,000
  - Includes an equal amount of Accidental Death & Dismemberment insurance

• **Short-Term Disability Insurance**
  - Provider: The Standard
  - Currently provided at VTS, Inc. expense
  - Benefit is 60% of weekly wage base
  - Seven (7) day elimination period; works in conjunction with the Sickness and Disability Program described above
  - Maximum benefit period is 173 days

• **Long-Term Disability Insurance**
  - Provider: The Standard
  - Currently provided at VTS, Inc. expense
  - Monthly benefit is 60% of salary, not to exceed $15,000
  - The elimination period is 180 days
Optional Life Insurance

- Provider – The Standard
- Employees hired into an eligible position have the following purchase options:

<table>
<thead>
<tr>
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<th>Minimum</th>
<th>Incremental Unit</th>
<th>Guarantee Issue Amount</th>
<th>Maximum</th>
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<tbody>
<tr>
<td>Employee</td>
<td>$10,000</td>
<td>Annual Wage</td>
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<td>$50,000</td>
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<td>$10,000</td>
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*But not to exceed 4 times annual wage.

- Amounts of coverage elected above the Guarantee issue amount are subject to medical underwriting approval.
- All late applications (applying 31 days after becoming eligible), requests for coverage increases, and reinstatements are subject to medical underwriting approval.
- The coverage amount for spouse cannot exceed 50% of employee’s combined Basic and Optional Life coverage.
- The coverage amount for child(ren) cannot exceed 100% of employee’s Optional Life coverage.
- Rates are age based and premiums are paid by payroll deduction.

Flexible Spending Plan

- Provider – Infinisource
- This plan allows employees to use tax-free dollars (free from federal, state, and FICA taxes) to purchase benefits from the following:
  - Healthcare Reimbursement Account: Through this account, the employee may set aside up to a maximum of $2,550 of his or her own tax-free dollars to pay for unreimbursed medical and dental expenses incurred by the employee and family members. Eligible expenses could include deductibles, co-payments, orthodontia, eyeglasses, contact lenses, certain over-the-counter medications with a prescription, bandages, contact lens solution, etc. The dollars remain in an account until needed to reimburse the employee for an expense that has been incurred. (HDHP electees cannot participate in this component.)
  - Dependent Care Reimbursement Account: Employees may use this account for dependent care expenses, up to a maximum of $5,000 per year if married filing a joint return or $2,500 per year if married filing separately.
  - Transportation Benefit: Employees may use this account to pay for a campus parking permit.
  - Vanpooling: Employees may use this account to pay for vanpooling through a program with Virginia Tech’s Parking Services.
  - In addition, employees may pay their portion of health insurance premiums with pre-tax dollars through this plan.
- The “use it or lose it” rule applies. If you set aside more dollars in your Reimbursement Accounts than you use during the Plan Year, IRS rules require that leftover funds above $500 be forfeited, i.e. the maximum amount that can be carried over from plan year to plan year is $500.
- A debit card is available for participants in the healthcare reimbursement account.
- Participants in the healthcare reimbursement account and/or the dependent care reimbursement account will have an administrative fee of $1.83 per pay period (for 24 pay periods) deducted from his or her pay on a pre-tax basis.

Supplemental Savings/Retirement Plans

- Tax sheltered annuities are available through TIAA-CREF or VALIC; subject to IRS contribution limits.
- Currently, once the employee works at least 12 consecutive months in a salaried or classified position, Virginia Tech Services, Inc. will match 50% of the employee’s contribution to a Supplemental Retirement Annuity, up to a maximum match of $20 per pay period. The match amount is directed to the employee’s basic retirement account with TIAA-CREF.

Voluntary Accident Insurance Plan

- Offered by Zurich through Aon Consulting and on a voluntary basis by payroll deduction.
- Covers only accidental death or dismemberment.
- Coverage can range from $10,000 to $250,000.
- Family plan coverage is available.
Supplemental Insurance

- Offered by Aflac on a voluntary basis by payroll deduction
- Four plans are available:
  - Accident Indemnity
  - Personal Cancer Indemnity
  - Critical Care and Recovery
  - Hospital Advantage – NEW 1/1/16
- Participation subject to application process and Aflac approval

Legal Assistance Insurance

- Offered by Legal Resources on a voluntary basis by payroll deduction.
- Coverage applies to employee and spouse, if applicable. Also applies to qualifying dependents up to age 19; and up to age 23 if enrolled in school.
- Covers 100% of attorney fees for fully covered legal services such as general advice and consultation, family law, elder law, wills, and estate planning, etc.
- Requires a 12 month commitment to enroll and must utilize law firms within the Legal Resources’ network which does include a selection of area firms.

Long-Term Care Insurance

- Offered by Mass Mutual on a voluntary basis by payroll deduction.
- Available to the employee and their family members. Coverage is subject to insurability requirements.
- Premiums for employee are paid for by payroll deduction. Family members are billed by Mass Mutual.

Whole Life Insurance – NEW 1/1/16

- Offered by New York Life Insurance Company on a voluntary basis by payroll deduction.
- Available to the employee, spouse/significant other, children, and grandchildren.
- Coverage amount is up to $100,000 for employee and up to $25,000 for others. Minimum coverage is $5,000. Spouse/significant other up to age 70, children and grandchildren up to age 25.
- Employee must be in a full-time position and have worked at least six months with VTS.

Workers Compensation and other mandatory programs

- All employees are provided protection for job-related injuries and illnesses, social security, Medicare, and unemployment paid by the state.

Other Benefits

- Varied employee discounts available on merchandise in stock
- Hokie Passport serves as University ID card and debit card
- Direct Deposit is available (and encouraged)
- Checking and savings accounts are available through the Freedom First Credit Union

Available the first day of the month following one year of service in a Salaried or Classified position and at least 21 years of age:

Retirement Contributions

- Provider: TIAA-CREF (403(b) Defined Contribution Plan)
- Contributions currently paid in full by Virginia Tech Services, Inc.
- Contribution for participants hired or rehired June 30, 2010 or earlier is currently 12.57% of gross annual salary excluding overtime and bonuses if applicable
- Contribution for participants hired or rehired July 1, 2010 or later is currently 10.67% of gross annual salary excluding overtime and bonuses if applicable
- Employee is fully vested beginning with the first contribution

General eligibility date to receive benefits is the first day of the month on or after date of hire into an eligible position. Benefits and policies are subject to change at the discretion of Virginia Tech Services, Inc. If you have questions or concerns, contact Robin Meade, Human Resources Division Manager at (540) 231-9674, ext. 112 or by email at robinm@bookstore.vt.edu.