



Dunder Mifflin

2020 - 2021 Employee Benefit Guide

AN OVERVIEW OF THE WIDE ARRAY OF BENEFITS
PROVIDED BY DUNDER MIFFLIN TO HELP YOU ENJOY
INCREASED WELL-BEING AND FINANCIAL SECURITY



Benefits for 2020 - 2021

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Benefits for 2020 - 2021

Overview Of Benefits Program

Dunder Mifflin provides an array of benefits that can help you enjoy increased well-being, deal with an unexpected illness or accident, build and protect your financial security, balance your personal and professional life and meet every day needs. These benefits are affordable, comprehensive and competitive.

The table below summarizes the benefits available to eligible staff and their dependents. These benefits are described in greater detail in this booklet.

Benefits At-A-Glance

Coverage	Carrier
Medical	Medical
Dental	Reliance Standard
Vision	Reliance Standard
Life	Reliance Standard
Short-Term Disability	Reliance Standard
Voluntary Worksite Benefits	Reliance Standard

Eligibility

Regular full-time employees working 30 or more hours per week are eligible to enroll in benefits. You may also enroll the following family members:

- Your spouse
- Your children under age 26
- Your unmarried children who are age 26 or older and mentally or physically disabled

If your spouse is eligible for coverage through his or her employer, then they are not eligible to be covered under the Dunder Mifflin medical plan. Children include your natural children, adopted children, step-children who you support, and children covered under a child support order.

Benefits for 2020 - 2021

Overview Of Benefits Program

Changes and Qualifying Events

When Coverage Begins & Ends

Employees are eligible to participate in our benefits program the 1st of the following 60 days of continuous full-time employment. All coverage ends on the last day of employment with Dunder Mifflin.

Open Enrollment

For Open Enrollment this year, all benefits eligible employees have the choice of meeting 1-on-1 with a benefits counselor from Forester Benefits, speaking with a benefit counselor at the Forester Benefits call center or using the Self-enrolling option in Employee Navigator. The benefits counselor will help answer any questions you may have on any of the coverages offered by Dunder Mifflin and will assist you in completing your elections in Employee Navigator. You will also be asked to verify that your information is correct in the system. If you have any questions, please contact Human Resources.

Qualifying Events

Eligible employees may enroll or make changes to their benefits elections during the annual open enrollment period. As with most benefits, once you elect an option you are bound to that choice for the entire plan year unless you experience a “Qualifying Event”. These may include, but are not limited to:

- Changes in employment status
- Changes in legal marital status
- Changes in number of dependents
- Taking an unpaid leave of absence
- Dependent satisfies or ceases to satisfy eligibility requirement
- Family Medical Leave Act (FMLA) leave.
- A COBRA-qualifying event
- Entitlement to Medicare or Medicaid
- A change in the place of residence of the employee, resulting in the current carrier not being available

If you experience a “Qualifying Event”, you must notify Human Resources within 31 days to make a change to your benefits. The requested change must be consistent with the “Qualifying Event” and you must have proper documentation to support this change. If you do not notify Human Resources with 31 days, you forfeit the right to make any changes and will have to wait until the next annual open enrollment to make any changes.

Benefits for 2020 - 2021

Value Of Pre-Tax Benefits

Section 125 Plan

Dunder Mifflin operates a Premium Only Section 125 Plan, which allows you to reduce your total taxable income by your portion of group insurance premiums. In effect, this is just like getting a raise - your withholding taxes are reduced, and your take-home pay increases!

Example: Employee earning \$30,000 annually, paying \$200/month for benefits

	Without Pre-Tax Benefits	With Pre-Tax Benefits
Gross Pay	\$30,000	\$30,000
Insurance Deductions/Payments	\$0	\$2,400
Taxable Income	\$30,000	\$27,600
Taxes at 25%	\$7,500	\$6,900
After-Tax Income	\$22,500	\$20,700
After-Tax Payment for Benefits	\$2,400	\$0
Take-home Pay	\$20,100	\$20,700
INCREASE IN TAKE-HOME PAY		+\$600



Benefits for 2020 - 2021

Medical



Key Terms to Remember

Annual Deductible

The amount you have to pay each year before the plan starts paying a portion of medical expenses. All family members' expenses that count toward a health plan deductible accumulate together in the aggregate; however, each person also has a limit on their own individual accumulated expenses (the amount varies by plan).

Out-of-Pocket Maximum

This is the total amount you can pay out of pocket each calendar year before the plan pays 100 percent of covered expenses for the rest of the calendar year. Most expenses that meet provider network requirements count toward the annual out-of-pocket maximum, including expenses paid to the annual deductible*, copays and coinsurance.

*Except for Grandfathered medical plans

Copays and Coinsurance

These expenses are your share of cost paid for covered health care services. **Copays** are a fixed dollar amount, and are usually due at the time you receive care. **Coinsurance** is your share of the allowed amount charged for a service, and is generally billed to you after the health insurance company reconciles the bill with the provider.

Plan Types

EPO/PPO – A network of doctors, hospitals and other health care providers

HMO – A network that requires you to select a Primary Care Physician (PCP) who coordinates your health care

POS – Combines aspects of a PPO and HMO

HDHP – A plan that has higher annual deductibles in exchange for lower premiums.



Benefits for 2020 - 2021

Medical



Summary of Coverage

Plan Features		Medical Buy-up Plan (HSA 1)
Coverage	IN NETWORK	OUT OF NETWORK
	Medical Deductible applies before copays or coinsurance	
Deductibles (Indiv / Family)	Individuals: \$2,800 Families: \$5,600	Individuals: \$5,200 Families: \$10,400
Out-of-Pocket Max (Indiv / Family)	Individuals: \$3,500 Families: \$7,000	Individuals: \$10,000 Families: \$20,000
Plan Cost Sharing	You pay 0%	You pay 30%
Primary Care Visit	\$30 - Primary Care \$50 - Specialist	You pay 30%
Preventive Care	You pay 0% (Not subject to Deductible)	Not Covered
Labs/Diagnostic & Imaging Services	Diagnostic Tests: you pay Imaging: you pay 0% Coinsurance - Medical Deductible Applies First	Diagnostic Tests: you pay Imaging: you pay 30% - Medical Deductible Applies First
Pharmacy/RX (Preventive)	\$0	You pay \$10.00
Pharmacy/RX (Tier 1)	\$10 Copay	You pay \$35.00
Pharmacy/RX (Tier 2)	\$35 Copay	You pay \$60.00
Pharmacy/RX (Tier 3)	\$60 Copay	You pay
Outpatient Procedure	You pay 0%	You pay 30%
Emergency Room	\$250 Copay (Copay waived if admitted)	\$250 Copay (Copay waived if admitted)
Urgent Care	\$75 Copay	You pay 30%
Inpatient Visit	You pay 0%	You pay 30%

* Member may be responsible for any amount over the allowed amount

Benefits for 2020 - 2021

Medical



Summary of Coverage

Plan Features		Medical Core Plan (HSA 2)
Coverage	IN NETWORK	OUT OF NETWORK
	Medical Deductible applies before copays or coinsurance	
Deductibles (Indiv / Family)	Individuals: \$4,000 Families: \$8,000	Individuals: \$8,000 Families: \$16,000
Out-of-Pocket Max (Indiv / Family)	Individuals: \$5,000 Families: \$10,000	Individuals: \$16,000 Families: \$32,000
Plan Cost Sharing	You pay 0%	You pay 30%
Primary Care Visit	\$30 - Primary Care \$50 - Specialist	You pay 30%
Preventive Care	You pay 0% (Not subject to Deductible)	Not Covered
Labs/Diagnostic & Imaging Services	Diagnostic Tests: you pay Imaging: you pay 0% Coinsurance - Medical Deductible Applies First	Diagnostic Tests: you pay Imaging: you pay 30% - Medical Deductible Applies First
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Inpatient Visit	You pay 0%	You pay 30%

* Member may be responsible for any amount over the allowed amount

Benefits for 2020 - 2021

Semi-Monthly Medical Premiums

Non- Tobacco User Rates

SEMI-MONTHLY PRICING	CORE PLAN (HSA 2)	BUY-UP PLAN (HSA 1)
Employee	\$55.87	\$134.01
Employee + Spouse	\$210.15	\$297.52
Employee + Child(ren)	\$267.26	\$370.07
Employee + Family	\$298.45	\$449.52

Tobacco User Rates

SEMI-MONTHLY PRICING	CORE PLAN (HSA 2)	BUY-UP PLAN (HSA 1)
Employee	\$88.34	\$166.51
Employee + Spouse	\$242.65	\$330.02
Employee + Child(ren)	\$299.76	\$402.57
Employee + Family	\$330.95	\$482.02

Wellness and Health Management

Preventative Care



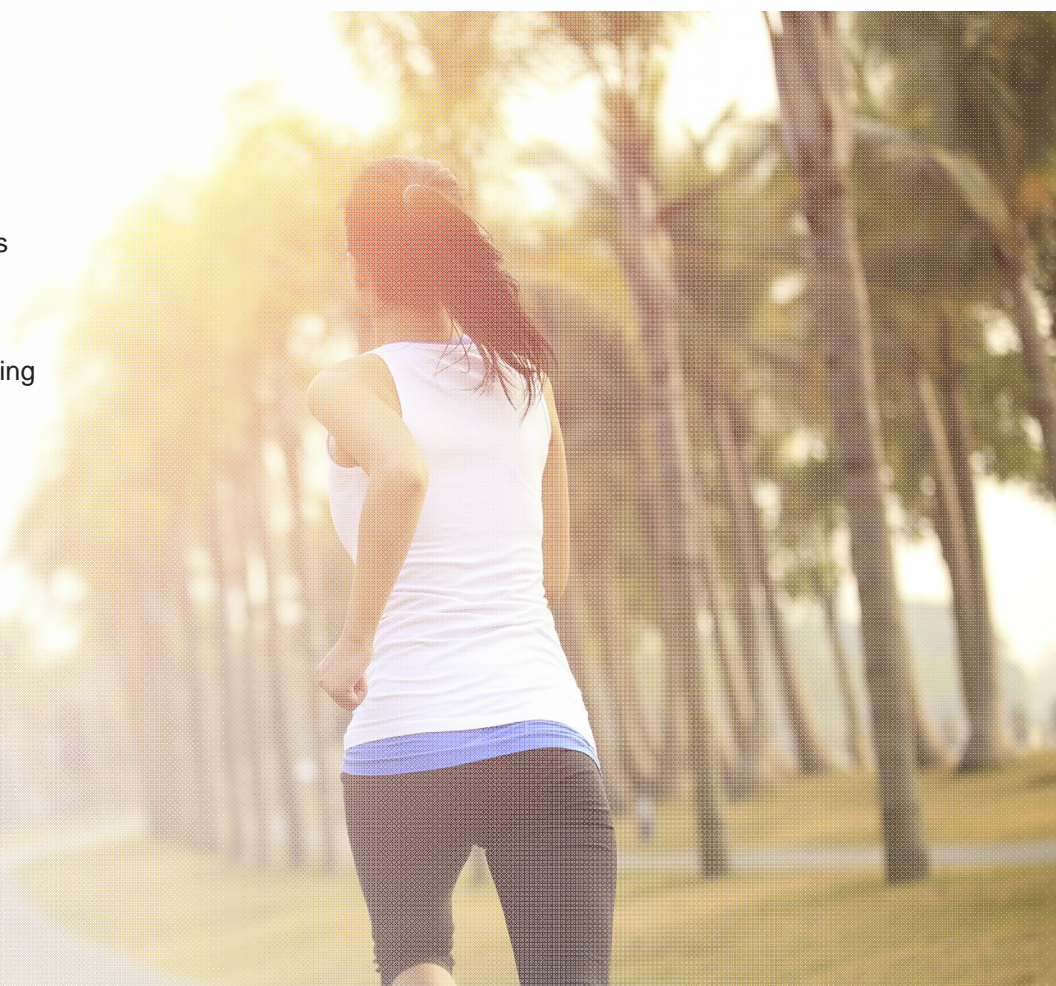
Understanding the full value of covered benefits allows you to take responsibility for maintaining good health and incorporating healthy habits into your lifestyle. Some examples include getting regular physical examinations, mammograms and immunizations. Through the plans offered by Dunder Mifflin, all covered individuals and family members are **eligible to receive routine wellness services like these, at no cost; all copays, coinsurance, and deductibles are waived.**

Which Preventive Care Services Are Covered?

Below is a list of common services that are included in the plans offered this year:

- Routine Physical Exam
- Well Baby and Child Care
- Well Woman Visits
- Immunizations
- Routine Bone Density Test
- Routine Breast Exam
- Routine Gynecological Exam
- Screening for Gestational Diabetes
- Routine Digital Rectal Exam
- Routine Colonoscopy
- Routine Colorectal Cancer Screening
- Routine Prostate Test
- Routine Lab Procedures
- Routine Mammograms
- Routine Pap Smear
- Smoking Cessation
- Testing for HPV and HIV

“An ounce of prevention is worth a pound of cure”



Benefits for 2020 - 2021

Health Savings Account (HSA)

For 2020 Dunder Mifflin is offering a Health Savings Account (HSA).

This is how an HSA works:

A health savings account (HSA) is a health care account and savings account in one. The main purpose of this account is to offset the cost of a qualifying high deductible health plan (HDHP) and provide savings for your out-of-pocket eligible health care expenses – those you and your tax dependents may have now, in the future, and during your retirement. This is a “portable” account. You own your HSA! It’s included in your employee benefits package, but after you set up your account, it’s yours to keep, even if you change jobs or retire.

Once your HSA is established, money is contributed to your account by you or your family, and you can then use your HSA dollars tax-free to pay for eligible health care expenses. You save money on expenses you’re already paying for, like doctors’ office visits, prescription drugs, and much more. Best of all, you decide how and when to use your HSA dollars.

Annual Contribution Limits for 2020

The annual amount you can contribute to a Health Savings account is governed by the IRS. For 2020, the annual contribution limits are as follows:

- Single Coverage - \$3,550
- Family Coverage - \$7,100

Why is it a good idea to have an HSA?

HSAs benefit everyone who is eligible to have this account – single individuals, families, and soon-to-be retirees.

You save money on taxes in three ways:

- Tax-free deposits – The money you contribute to your HSA isn’t taxed (up to the IRS annual limit).
- Tax-free earnings – Your interest and any investment earnings grow tax-free.
- Tax-free withdrawals – The money used toward eligible health care expenses isn’t taxed – now or in the future.
- Setting aside pre-tax dollars into your HSA means you pay fewer taxes and increase your take-home pay by your tax savings. You save money on eligible expenses that you are paying for out of your pocket. The amount you save depends on your tax bracket. For example, if you are in the 30 percent tax bracket, you can save \$30 on every \$100 spent on eligible health care expenses.

HSA funds roll over from year to year and accumulate in your account. There is no “use-it-or-lose-it” rule with HSAs, and you decide how and when to use your HSA funds, which can be used for eligible expenses you have now, in the future, or during retirement. And when you have a certain balance in your HSA, investment opportunities are available.

Refer to your HSA documentation for more information.

Benefits for 2020 - 2021

Dental Coverage



Summary of Coverage

2020 Dental Plan

Staying healthy includes obtaining quality dental care for you and your family. Therefore, we offer you the option to purchase dental insurance through Reliance Standard. This plan covers routine preventive care, basic and major restorative services as well as orthodontia services.

IN NETWORK

Annual Deductible (Individual / Family)	\$50 / \$150
Preventive Care	0% No Deductible
Basic Procedures (Extractions, fillings, etc.)	20% After Deductible
Major Procedures (Crowns, dentures, etc.)	50% After Deductible
Child Orthodontia	50% To Age 19 - \$1000 Lifetime Maximum
Calendar Year Maximum Benefit	\$1,000

OUT OF NETWORK

Annual Deductible (Individual / Family)	\$50 / \$150
Preventive Care	0% No Deductible
Basic Procedures (Extractions, fillings, etc.)	20% After Deductible
Major Procedures (Crowns, dentures, etc.)	50% After Deductible
Child Orthodontia	50% To Age 19 - \$1000 Lifetime Maximum
Calendar Year Maximum Benefit	\$1,000

SEMI-MONTHLY PRICING

Employee	\$13.05
Employee + Spouse	\$25.51
Employee + Child(ren)	\$29.27
Employee + Family	\$41.73

Benefits for 2020 - 2021

Vision Coverage



Summary of Coverage

Voluntary Vision

Vision care is another important part of your family's healthcare. As such, we offer vision services through Reliance Standard. Reliance uses the VSP network. VSP has an extensive network of vision care providers who offer copayments and/or allowances for eye exams, lenses and frames. Every twelve months the plan will cover your choice of either medically-necessary contact lenses or eyeglass lenses. See your vision care plan benefits below:

IN NETWORK	
Vision Exam	\$10
Lenses	
Single	\$20
Bifocal	\$20
Trifocal	\$20
Progressive	Copay Varies
Frames	\$120 Allowance
Elective Contact Lenses	\$105 Allowance
Medically Necessary Contact Lenses	
Frequency (Months)	
Exam	Every 12 Months
Lenses	Every 12 Months
Frames	Every 24 Months
Contacts	Every 12 Months
OUT OF NETWORK	
Vision Exam	Reimbursed Up To \$45
Lenses	
Single	Reimbursed Up To \$30
Bifocal	Reimbursed Up To \$50
Trifocal	Reimbursed Up To \$65
Progressive	Not Covered
Frames	Reimbursed Up To \$70
Elective Contact Lenses	Reimbursed Up To \$105
Medically Necessary Contact Lenses	Reimbursed Up To \$210
SEMI-MONTHLY PRICING	
Employee	\$4.42
Employee + Spouse	\$7.44
Employee + Child(ren)	\$7.58
Employee + Family	\$12.00

Benefits for 2020 - 2021

Life Insurance



Summary of Coverage

Basic Life And AD&D

Life Insurance is an important part of your financial well-being, especially if others depend on you for support. As such, Dunder Mifflin provides \$10,000 of basic life insurance and accidental death & dismemberment coverage to eligible full-time employees enrolled in one of the medical plans at no cost.

Voluntary Life AD&D

The company also provides you with the opportunity to purchase additional life insurance through Reliance Standard. Premiums are based on the amount of life insurance and the age of the insured. For more information, please contact Human Resources.

Plan Features	Life Insurance
Employee Benefit Amount	Available in Increments of \$10,000
Minimum Benefit Amount	\$10,000
Maximum Benefit Amount	\$250,000
Guarantee Issue	\$100,000
Spouse Benefit	Available in Increments of \$5,000
Spouse Minimum Benefit	\$5,000
Spouse Maximum Benefit	\$250,000 (Not to Exceed 50% of EE election)
Dependent Benefit	\$10,000; Available in Increments of \$1,000
The following shows how much benefits are reduced at certain ages:	
Age Band	Benefit Reduction
65	35%
70	60%
75	75%
80	85%

Benefits for 2020 - 2021

Disability Insurance Short Term



Summary of Coverage

Dunder Mifflin provides all employees working 30 or more hours per week with short-term disability coverage at no cost to you to help provide paycheck replacement monies in the event you are disabled short-term.

Plan Features	Short Term Disability
Employee Benefit Amount	60%
Maximum Benefit Amount	\$500
Elimination Period (Accident)	7 days
Elimination Period (Sickness)	7 days
Benefit Duration	26 weeks

Benefits for 2020 - 2021

Voluntary Worksite Benefits

Short Term Disability: This policy provides a weekly benefit in the event you are unable to work due to a covered accident, sickness, or pregnancy. This coverage is for non-occupational / off-the-job injuries or illnesses only.

Long Term Disability: Like the Short Term Disability coverage, this benefit provides income in the case of an injury or illness. This policy provides a monthly benefit of up to \$10,000 or 65% of monthly earnings.

Reliance Standard Accident: This policy provides a lump sum benefit in case of an off the job accident. The benefit can be used to help offset deductibles or hospital costs in the case of an accident.

Reliance Standard Critical Illness: This policy provides a lump sum benefit following the positive diagnosis of a covered illness. There is no pre-existing condition provision, however the benefit is only payable for diagnoses after the effective date of the coverage. You are able to purchase between \$5,000 and \$50,000 of coverage (increments of \$1,000). Below is a list of covered illnesses and the associated benefit:

- Heart Attack – 100%
- Stroke – 100%
- Major Organ Transplant – 100%

Whole Life: This coverage provides a permanent Life Insurance option. The Whole Life coverage has a cash value component. As such, policy owners are able to borrow from the available cash value.

For more information on the above policies, please refer to the benefit summaries included in your packet.

Benefits for 2020 - 2021

401k Plan

POLICY

Dunder Mifflin provides a 401(k) Retirement Savings Plan to help employees accumulate financial resources for retirement.

PROCEDURE

- To be eligible to join the 401(k) Plan, an employee must complete twelve (12) months of service and have worked more than 1000 hours in the previous year and reached the age of twenty (20) years and six (6) months and wait until the next enrollment period.
- Upon obtaining eligibility to participate in the 401(k) plan, employees will be automatically enrolled in the plan. This will result in 1% of each bi-weekly paycheck being deducted and contributed on a pre-tax basis into the 401(k) plan. Each new employee has the ability to opt-out of this feature if they so desire.
- Employees may increase or decrease employee contributions to the plan on a quarterly basis by logging into myretirementplan.com and accessing their account. They may stop contributions at any time in the same way. Employees may also contact the Dunder Mifflin Plan Administrator in Human Resources (HR) for assistance.
- Employees should note that Internal Revenue Service (IRS) limits on annual deferrals apply and that contributions to this plan, when combined with other plans in which the employee may participate, may not exceed 100 percent of those IRS limits. Employees may contact the HR for information on the current IRS limits and for information other plans subject to these limitations.
- The Plan allows employees to elect how much of their salary they want to contribute to the Plan and to direct the investment of their funds into professionally managed investment funds. The company does make a matching contribution to employees' contributions on a bi-weekly basis.

Benefits for 2020 - 2021

401k Plan

- An employee is fully vested in the company's matching contributions upon enrollment. An employee is fully vested in his/her own contributions and entitled to those contributions upon termination of employment regardless of the length of employment.
- As with other benefits provided by the company, this policy is not a binding agreement. The Summary Plan Description and the Plan itself can be amended at any time.
- The Corporation's fiscal year is July 1 through June 30. In August of each year, the Chief Financial Officer will seek approval from the Board of Directors for a contribution based on excess revenue from the previous fiscal year. The employer's contribution may change based on funding revenue. The 401K plan year is January 1 through December 31.
- Using their vested interest as collateral, employees may borrow a minimum of \$1,000 and maximum of 50% of their vested interest in the agency 401k plan. Interest will accrue at a rate no lower than the prevailing interest rate charged on similar commercial loans under like circumstances by lending institutions.
- Repayment of the loan (principle and accrued interest) must be made through pre-authorized payroll deductions of level payments over a period not to exceed five (5) years from the date of the loan.
- The plan also allows for a Hardship Withdrawal, which would be granted to the employee for significant health expenses or loss of income resulting from prolonged illness or disability of the employee, loss of income or significant health expenses resulting from a prolonged illness, disability or death of the employee's immediate family; establishing the principal residence of the employee; or for paying for a college education (including graduate studies) for the employee or his/her dependents' expenses. All payroll deductions and employer matches are stopped for 6 months should an employee take a Hardship Withdrawal.

Notes

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