



## 2022 SUMMARY OF BENEFITS FOR OFFICE EMPLOYEES

### **THE BASICS**

The information contained here is just a summary of our benefits. More detailed information is available on the Tradesmen International Intranet site under the HR & Benefits tab, click on Benefits.

#### **When benefits begin**

Your coverage begins the first day of the month following 60 days of employment.

#### **When to enroll in benefits**

You have 30 days following your date of hire to enroll in your benefit elections.

Annual enrollment is another time each year that you will have an opportunity to enroll in benefits.

Qualified status changes like marriage, divorce, birth or change in employment status may allow you to change your coverage during the plan year. You have 31 days from the date of the event to enroll. Plan year is calendar year.

#### **Who is eligible for benefits**

You and your eligible dependents, which includes your spouse and dependent children up to age 26 as well as disabled dependents are eligible to enroll in benefits. Spouses who have medical coverage available through his/her employer are not eligible for the Tradesmen International medical plan. You may enroll him/her in all other benefit options.

#### **Dependent documentation**

Documentation is required at the time of enrollment for your dependents. Documentation includes your marriage certificate for your spouse and birth certificate for your dependent children. If you do not provide documentation, the dependent will not be enrolled.

#### **How to enroll**

You will receive an email as a new hire with information on how to enroll from Tradesmen International's benefits department. Look for this email within the first 10 days of your employment. Tradesmen International partners with TBX (The Benefits Expert) for benefits enrollment. The link to the website, your username, and password will be provided in the email.

### **BENEFIT OPTIONS**

Tradesmen International provides several benefit plan options including several voluntary benefit plans. You should pick the options that best meet the needs of you and your family. Paycheck deductions are 26 times per year and are pre-tax and after-tax depending on the benefit.

## Medical Plans

Tradesmen International provides two medical plans – Traditional and Consumer Choice. Aetna is the medical plan network.

The Traditional plan is a lower deductible plan that has a deductible, copays and coinsurance amounts depending on the type of service provided. For example, a doctor's visit with your primary care physician is a \$30 copay and an emergency room visit is a \$2,000 deductible plus a 30% coinsurance amount. The individual deductible is \$2,000 and the family deductible is \$4,000. This plan has a higher per pay deduction amount.

The Consumer Choice plan is a higher deductible plan that has a deductible and coinsurance amounts for services that are provided. Medical and prescription drug expenses both go towards the deductible. The individual deductible is \$3,000 and the family deductible is \$6,000. After the deductible is met there is a 30% coinsurance amount. This plan has a lower per pay deduction amount.

## Prescription Drug

Prescription drugs are provided through OptumRx. When you enroll in your medical plan, you will be automatically enrolled in the prescription drug plan that complements your medical plan. Retail locations and mail order are both available. Maintenance medications refilled every 90 days must be filled through mail order.

## Health Savings Account (HSA)

If you enroll in the Consumer Choice plan, you have the option to also enroll in a Health Savings Account. HSAs are a great way to reduce cost and have money available for your medical, prescription drug, dental and vision expenses throughout the year and into the future. The money is a tax-free deduction from your paycheck and tax free when you use it for your medical expenses. PayFlex, a partner of Aetna's, is our HSA vendor.

## Dental

Tradesmen offers two dental plans through Aetna. The base plan provides preventive services at 100%, basic services at 90%, and major services at 70%. The annual maximum benefit per enrolled person is \$1,500 per year. The dental + orthodontia provides the same services with the same coverage levels with a maximum benefit of \$2,000 per year per person, and orthodontia coverage for dependent children up to \$2,000 lifetime maximum benefit.

## Vision

Vision coverage is offered through the Aetna Vision Preferred network. Frames are available every 24 months. All other services are available every 12 months, which includes an eye exam, eye glass lenses and contact lenses. Aetna's network includes local eye doctor offices and national retail locations.

## 2022 Biweekly Rates

| Plan              | Traditional Medical | Consumer Choice Medical | Dental  | Dental + Orthodontia | Vision |
|-------------------|---------------------|-------------------------|---------|----------------------|--------|
| Employee Only     | \$93.82             | \$46.91                 | \$11.95 | \$12.77              | \$2.30 |
| Employee + One    | \$187.12            | \$93.56                 | \$26.55 | \$28.35              | \$4.38 |
| Employee + Family | \$284.52            | \$142.27                | \$36.00 | \$38.45              | \$6.77 |

**Basic Life Insurance with AD&D**

If you enroll in either the Traditional or Consumer Choice medical plan, you will automatically receive a life insurance with accidental death and dismemberment (AD&D) coverage at no cost to you. The life insurance amount is \$15,000.

**Voluntary Life Insurance with AD&D**

Voluntary life insurance with AD&D is available for purchase for you, your spouse and dependent children. You must cover yourself in order to cover your dependents. The cost of the coverage depends on your age and the coverage options you select.

**Short-Term Disability**

Short-Term Disability is a voluntary benefit designed to provide income if you are unable to work due to an injury or illness. There are two options available – Base and Buy-Up. This coverage is available after 10 business days of inability to work and lasts for 60 days. Pre-existing condition limitations may apply.

**Long-Term Disability**

Long-Term Disability is a voluntary benefit designed to provide lasting income protection if you become disabled and are not able to return to work. This benefit may provide protection up to your Social Security normal retirement age. Pre-existing condition limitations may apply.

**Benefits Bundle**

The bundle provides both Critical Illness and Accident coverage for you and your family in the event of a critical illness diagnosis or injuries and treatment due to a covered accident. These benefits are paid to you tax-free when you make a claim to help offset medical or living expenses. There are several levels of coverage and options to cover your family.

**Permanent Life Insurance with Long Term Care**

The Permanent Life Insurance with Long Term Care is a great option because your premiums don't increase as you age. The plan provides long term care services if you need them. This plan is portable, which means you can take it with you if you ever leave Tradesmen.

**Hospital Indemnity**

A hospital indemnity plan is designed to help with costs when you are hospitalized including pregnancy and COVID19 related hospitalizations. The plan provides a lump sum payment and a daily benefit rate for each day you are in the hospital. Plan options allow you to enroll your spouse and your children in coverage.

**401k Retirement Savings Plan**

Tradesmen International offers a 401k plan through Prudential. You are eligible to begin deferral contributions after 6 months of employment. Tradesmen will match \$0.50 for every \$1.00 you contribute up to 6% of your compensation. You are fully vested in Tradesmen's contributions after 3 years of continuous service. Please note that Highly Compensated Employees (HCEs) are not eligible for the 401k plan.

**Employee Assistance Program (EAP)**

Tradesmen International offers employees' and their families' access to confidential EAP services. Services are available 24/7 to reach a licensed, professional counselor available for immediate assistance. You may receive up to 3 face-to-face visits per issue per year.

**Questions?** Contact us at [Benefits@TradesmenInternational.com](mailto:Benefits@TradesmenInternational.com). Additional information is available on the Tradesmen Intranet site under HR&Benefits and on the TBX site under Library.