

# Summary of Full-Time Employee Benefits for 2012



*The Auto Club Group (ACG) Benefits Program allows employees to customize their benefit plans to help meet individual and family needs. The program helps employees save money by deducting most employee contributions before taxes.*

*Effective January 1, 2012, each regular, full-time ACG employee is entitled to the following benefits on the first of the month on or after the minimum waiting period of one calendar month, unless otherwise noted.*

## **MEDICAL & PRESCRIPTION DRUG**

- Choice of:
  - BCBS PPO (choose from four (4) possible deductible/co-insurance combinations)
  - Consumer Directed Health Plan (CDHP) with the BCBS PPO Network and a Health Reimbursement Account (HRA)
  - Blue Care Network (BCN) HMO (*Michigan only*)
  - Health Alliance Plan (HAP) HMO (*Michigan only*)
- Prescription drug plan included through Medco (two options)
- A pre-tax payroll deduction is required; however ACG shares the majority of the cost

## **DENTAL**

- Delta Dental Plan of Michigan
- Using a PPO Member Dentist provides higher benefits and lower out-of-pocket costs (100/80/60/60 plan)
- Using a Delta Premier Dentist provides the freedom to use any licensed dentist under a “fee-for-service” program
- 50% of the premium is paid by the employee through pre-tax payroll deductions

## **VISION**

- Vision Services Plan (VSP)
- Services from a VSP participating doctor: \$20 copay for exams and \$20 copay for lenses every calendar year
- \$130 frame allowance plus 20% off the amount over your allowance **or** \$130 contact lens allowance every calendar year
- Services from non-VSP providers are covered based on a pre-determined reimbursement schedule
- Premiums fully paid by employee through pre-tax payroll deductions

## **BASIC TERM LIFE INSURANCE**

- Employees receive basic life coverage of one (1) times eligible pay
- Premiums fully paid by ACG

## **SUPPLEMENTAL TERM LIFE INSURANCE**

- Employees may elect additional term coverage of up to four (4) times their annual pay with a \$500,000 guarantee issue and \$750,000 maximum benefit
- Accidental Death & Dismemberment coverage
- Premiums fully paid by the employee with pre-tax payroll deductions
- Evidence of insurability may be required.

## **DEPENDENT TERM LIFE INSURANCE**

- Options:
  - \$10,000 spouse / \$5,000 each dependent child
  - \$20,000 spouse / \$10,000 each dependent child
- Premiums fully paid by employee through post-tax payroll deductions

## **SHORT-TERM DISABILITY (STD)**

- Benefit options of 50%, 60% or 70% of base pay.
- Company provides coverage of 50% at no cost to employees; employees may buy up to 60% or 70% coverage with pre-tax payroll contributions
- Requires waiting period of five (5) consecutive work days and approval of appropriate medical evidence
- Maximum benefit period of 180 calendar days
- Evidence of insurability may be required

## **LONG-TERM DISABILITY INSURANCE (LTD)**

- Benefit options of 50%, 60% or 70% of base pay.
- Company provides coverage of 50% at no cost to employees; employees may buy up to 60% or 70% coverage with post-tax payroll contributions
- Requires waiting period of 180 calendar days and approval of appropriate medical evidence
- Pre-existing conditions apply

## **HEALTH CARE & DEPENDENT CARE FLEXIBLE SPENDING ACCOUNTS (FSAs)**

- Enables employees to pay for eligible health care and dependent care expenses on a pre-tax basis
- Can elect to deposit up to \$5,000 per year in each account
- Unused amounts subject to IRS “Use It or Lose It” regulations

## LONG-TERM CARE (LTC)

- Available to you, your spouse, parents, parents-in-law, grandparents and grandparents in-law
- Premiums fully paid by employee through post-tax payroll deductions (for employee & spouse coverage)
- Portable benefit payable at the employee rate

## TAX-DEFERRED SAVINGS PLAN

- 3% automatic deferral upon eligibility; may contribute 1-50% of eligible earnings
- Company match of 40% paid on employee contributions up to 5% of pay, payable to employees following the end of the year
- 100% immediate vesting
- Select from a range of investment options
- Loan feature

## RETIREMENT SAVINGS PLAN

- Participation is automatic; the Company deposits 4% of pay each pay day into your account
- Until vested, funds are invested in the age-appropriate Target Retirement fund. After vesting, you can select from any available investment option.
- 100% vested after three (3) years of service

## EMPLOYEE ASSISTANCE PROGRAM

- Confidential service and resources to assist employees in dealing with personal and family issues
- Staffed by qualified, professional counselors
- Available 24 hours a day, 7 days a week

## HOLIDAYS

Immediately upon hire, full-time employees are eligible for the following paid holidays:

New Year's Day	Thanksgiving Day
Martin Luther King, Jr. Day	Friday after Thanksgiving
Good Friday (½ day)	Christmas Eve (½ day)*
Memorial Day	Christmas Day
Independence Day	New Year's Eve (½ day)*
Labor Day	

\* When Christmas Day and New Year's Day fall on Saturday, Sunday or Monday, the half-day holidays for Christmas Eve and New Year's Eve are not observed.

## PAID TIME OFF (PTO) BANK

PTO is provided for vacations, personal time, illnesses and injuries. Newly hired employees begin to accrue PTO at a rate of eight (8) hours per month the month in which three (3) months of service is completed and may begin to use PTO at the completion of three (3) months of service.

Thereafter, employees accrue PTO on a monthly basis according to the number of years of service the employee will complete that year:

Years of Service	Monthly Accrual	Annual Allotment
1 year	9.3 hours	14 days
2-3 years	12 hours	18 days
4-5 years	13.3 hours	20 days
6-7 years	14.7 hours	22 days
8-9 years	16 hours	24 days
10-13 years	17.3 hours	26 days
14-17 years	18.7 hours	28 days
18-21 years	20 hours	30 days
22+ years	21.3 hours	32 days

An eligible employee with at least three (3) months of service may use any portion of his/her annual allotment of PTO before it accrues. Employees may carry over up to five (5) days of PTO from one calendar year to the next.

## PROFESSIONAL CERTIFICATION PROGRAM

- 100% reimbursement for test fees, text books, study system and course payments towards the successful completion of approved professional certification designations
- Cash bonuses are awarded for the successful completion of certain programs
- Eligible following ninety (90) days of employment

## EDUCATIONAL ASSISTANCE PROGRAM

- Designed to encourage and aid employees who desire to maintain, improve and broaden their skills as they relate to the company
- Up to \$2,500 reimbursed annually for undergraduate and graduate-level tuition
- Eligible following ninety (90) days of employment.
- Employees are responsible for a 20% copay

## ADDITIONAL BENEFITS

- Complimentary AAA basic membership provided immediately upon hire
- Employee discount available on auto and homeowners insurance after 6 months of service
- Paid time off for bereavement, witness/ jury duty and military leave
- Travel accident insurance when traveling on company business

*This document is intended to provide a general overview of specific ACG benefit programs. All benefits indicated in this summary are subject to the provisions of each applicable insurance policy, plan document and/or vendor. In the event of a conflict between this document and the plan document or insurance policy, the plan document or insurance policy will control. Employees should review the Summary Plan Description or other summary for each benefit, available on the company intranet, for a complete description of each benefit plan or program, including minimum waiting periods, exceptions and/or limitations that apply. ACG reserves the right to modify or terminate any benefit plan or program at the company's sole discretion. Some benefits may be taxable under IRS regulations.*