



# Benefits Summary

Full-Time Regular Employees  
January 1, 2010

**Medical Insurance** – AEM offers a point-of-service managed care plan through United Health Care under which participants have the freedom to receive care from their provider of choice or from a network of participating providers with whom the plan has a financial agreement. The plan contains financial incentives to encourage utilization of participating providers and involves minimal out-of-pocket costs for in-network services. Single deductible for in-network services is \$250 annually and maximum annual out-of-pocket cost is \$1,000 single for in-network services, excluding prescription drug costs and deductible.

AEM's health insurance program includes a working spouse provision (WSP). The intent of a WSP is to shift financial responsibility for health care coverage to the employer of the working spouse. If your spouse is employed and eligible to participate in his or her employer's group health insurance plan, you can cover your spouse on the AEM insurance plan by paying a higher monthly premium.

Monthly Employee Premium (WSP-Exempt)

Employee Coverage Only	\$ 80.00/mo.
Employee/Dependent(s)	\$165.00/mo.
Employee/Spouse	\$165.00/mo.
Employee/Spouse/Dependents	\$300.00/mo.

Monthly Employee Premium (not WSP-Exempt)

Employee Coverage Only	\$ 80.00/mo.
Employee/Dependent(s)	\$165.00/mo.
Employee/Spouse	\$565.00/mo.
Employee/Spouse/Dependents	\$700.00/mo.

**Vision Insurance** – AEM offers a materials only plan through Vision Insurance Plan of America. The plan contains higher benefits for services received from participating providers.

Monthly Employee Premium

Employee Coverage Only	\$ 8.40/mo.
Limited Family	\$ 17.00/mo.
Family	\$ 22.55/mo.

**Dental Insurance** – AEM offers an indemnity dental insurance plan through Delta Dental with diagnostic and preventative services covered at 100%, restorative services covered between 50-

80%, and orthodontic services covered at 50%. AEM currently pays the full monthly premium for both single and family coverage.

**Pension Plan** – AEM offers a cash balance pension plan to individuals who become participants of the plan on or after January 1, 2006. Active regular full-time and part-time employees who work 1,000 or more hours are eligible to participate.

A cash balance plan is a defined benefit retirement plan that is maintained on an individual account basis. AEM pays the full cost of the pension benefits by crediting a participant's account annually with a set percentage of his or her yearly compensation. Individual accounts earn a guaranteed rate of return based on a fixed U.S. Treasury index. The rate is updated on an annual basis. Changes in the pension plan portfolio do not affect the final benefits to be received by the participant upon retirement or termination. The plan provides portable "lump sum" retirement benefits with 60% vesting after 3 years and 100% vesting after 5 years.

**401(k) Plan** – AEM offers a savings plan designed to help you accumulate money for retirement. Contributions are made solely by the employee with pre-tax dollars (see IRS regulations for specific maximums) through bi-weekly payroll deductions.

**Paid Time Off (PTO)** – AEM offers an outstanding paid time off plan which includes a pool of days to use for vacation, sick leave, medical appointments, child care needs, family emergencies or other personal business. PTO accrues at the rate of 1.0 day per month up to 2.5 days per month based on years of service.

Employees hired January through September accrue 1.0 PTO days per month for each month worked during the first year of employment. Additional PTO days are accrued as follows:

<u>Length of Service</u>	<u>Accrual Rate</u>
1st & 2nd full calendar years	18 days
3rd & 4th full calendar years	21 days

5th-9th full calendar years	24 days
10th+ full calendar year	30 days

**Paid Holidays** – AEM offers a generous paid holiday schedule that includes ten pre-designated days annually.

### **Business Casual Dress Code &**

**Casual Fridays** – Employees enjoy a business casual dress code Monday through Thursday and a casual dress code on Friday when they make a \$1 weekly contribution to charity through AEM's Casual for Cause program.

**Staff Development** – AEM provides in-service training in areas such as general skill enhancement, industry specific training and professional development.

**Short Term Disability** – AEM offers a generous salary protection plan for approved medical leaves of absence. The plan includes up to six weeks at 100% of normal salary, followed by six weeks at 60% of normal salary.

**Long Term Disability** – AEM offers an insurance plan that provides salary protection at 60% of normal salary for medically validated illness or injury following a three-month elimination period. AEM currently pays the full monthly premium.

### **Life Insurance And Accidental Death**

**& Dismemberment** – AEM offers a term group life insurance plan and an accidental death & dismemberment insurance plan at two times annual salary. AEM currently pays the full monthly premium.

**Long Term Care Insurance** – AEM offers an insurance plan that pays basic assisted-living benefits based on your ability to function independently. AEM currently pays the full monthly premium.

### **Flexible Spending Account Plan –**

Employees may set aside pre-tax dollars (via payroll deduction) to pay for eligible dependent care expenses or eligible out-of-pocket health care expenses.

**Travel Accident Insurance** – AEM offers a travel accident insurance plan in the amount of \$100,000 for employees who travel on approved Association business. AEM currently pays the full monthly premium.

---

*The information in this document is intended to provide an overview of the benefits offered by AEM. For specific information on these benefits, please refer to the plan documents (including the Summary Plan descriptions, where applicable) or contact the AEM benefits administrator. AEM reserves the right to make changes to its benefit plans and to make appropriate revisions in cost, coverage or eligibility as it sees fit at any time. Should questions arise, the plan documents take precedent over the summary information in this pamphlet. This document in no way implies or guarantees employment.*

---