



# Benefits Summary

Full-Time Regular Employees  
January 1, 2016



**Medical Insurance** – AEM offers a point-of-service managed care plan through United Health Care. The plan contains financial incentives to encourage utilization of participating providers and involves minimal out-of-pocket costs for in-network services. The single, annual deductible for in-network services is \$250 and the maximum annual out-of-pocket cost is \$1,000 per person for in-network services. The plan also has a \$250 per person prescription drug deductible.

AEM's health insurance includes a spousal surcharge program. The intent of the surcharge 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 will be subject to the surcharge noted if you wish to add your working spouse to the AEM plan.

#### Monthly Employee Premium

Employee Coverage Only	\$133.00/mo.
Employee/Dependent(s)	\$254.00/mo.
Employee/Spouse**	\$294.00/mo.
Family**	\$427.00/mo.

\*\*If spouse eligible for group health insurance elsewhere, the monthly cost to insure the spouse is \$650 on top of the amounts listed above.

**Vision Insurance** – AEM offers a full service plan through Superior Vision. The plan includes higher benefit levels for services received from participating providers.

#### Monthly Employee Premium

Employee Coverage Only	\$ 2.50/mo.
Limited Family	\$ 5.00/mo.
Family	\$ 7.50/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 basis. AEM pays the full cost of the pension benefits by crediting a participant's account plan that is maintained on an individual 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 up to a certain level with 100% vesting after 3 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. The plan has an automatic enrollment feature after three months of service. New employees are automatically enrolled with a payroll deduction of 2% of salary, unless the employee follows opt out procedures.

**Incentive Bonus** – AEM offers eligibility for an annual incentive bonus designed to reward staff for their contribution towards the success of AEM. Staff member goals are outlined on individual scorecards with a bonus target of 10% of salary for Senior Directors, 8% of salary for Directors, 6% of salary for Managers, Coordinators and Assistants. Bonuses are distributed in spring and are subject to approval by the AEM Board of Directors.

**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.

**Casual Dress Code** – Employees enjoy a casual dress code Monday through Friday. Neat blue jeans can be worn every day and tennis shoes and tasteful t-shirts/sweatshirts are acceptable on Fridays.

**Telecommuting** – Salaried staff (manager level and above) may be eligible to work from home up to two days per week. Some jobs, by nature of their duties, are not compatible for telecommuting. Manager approval is required.

**Staff Development** – AEM provides training in a variety of areas including understanding our members and the industry, functional skill enhancement, and professional development. AEM also offers limited tuition reimbursement after one year of service.

**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.

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*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.*

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