



2017

Summary of NAFCU Employee Benefits Program

Effective January 1, 2017

This document provides a brief summary of NAFCU's Employee Benefits Program. For a detailed description of your insurance benefits, see the evidence of coverage information that will be provided to you by the insurer for each specific plan. A more detailed description of other employee benefits is provided in the NAFCU Employee Handbook.

Definitions

Date of Eligibility

Insurance:	1 st day of the month following date of initial employment
401(k) Plan:	6 months from date of initial employment, provided that individual has reached age 20.5. Entry dates: 1 st of the month following transition to regular employment status
Holidays:	1 st business day following date of initial employment
Paid Leave:	Date of transition to regular employment status (i.e., upon successful completion of 90-day initial evaluation period), except as otherwise noted
Other:	As noted

Employment Status

Regular or Initial Employment Status:

- Full-time – eligible for full benefits
- Part-time (min. 20 hrs/wk) – eligible for benefits, except as noted under specific benefits
- Part-time employees (less than 20 hrs/wk) - not eligible for benefits

Temporary Employment Status:

- Not eligible for benefits

Flexible Spending Accounts

Infinisource

Eligibility:	Full-time, regular employees Part-time, regular employees who work at least 20 hours per week
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Company Contribution

NAFCU funds the employee's account with \$250 at the start of the plan year

Premium Conversion

Employees can pay their share of their dependents' health premiums on a *payroll reduction* (i.e., pre-tax) basis through the plan's "Premium Conversion" feature.

Accounts Available

Unreimbursed Medical Expense: (to max of \$2,600/year). This account can be used to reimburse for the cost of prescription medications as well as other qualified medical and dental expenses not covered by insurance.

Dependent Care: (to the legal maximum of \$5,000/year for single or married filing jointly; or \$2,500/yr for married filing separately)

“Use It or Lose It / Carry It Over”

Funds deposited to your Unreimbursed Medical or Dependent Care account must be applied toward eligible expenses incurred within the current plan year. However, you may carry over up to \$500 of the funds in your Unreimbursed Medical account from one plan year to the next.

Medical Plan

NAFCU pays 100% of the premium for eligible full-time employees (50% for eligible part-time employees) plus 50% of the premium for covered employees’ dependent(s) (25% for eligible part-time employees’ dependents).

Cigna

	In-Network You Pay:	Out-of-Network You Pay:
Deductible	None	\$1,000 individual / \$3,000 family
Co-pay	\$25 per office visit (Primary); \$30 per office visit (Specialist); no gatekeeper required	20% after deductible has been met (Cigna covers 80%)
Annual maximum out-of-pocket expense	\$3,000 individual / \$6,000 family	\$4,000 individual / \$8,000 family

Access Cigna network providers at www.cigna.com.

Pharmacy Plan (Cigna National Pharmacy Network)

	Network Pharmacies You Pay:	Mail Order You Pay:
Deductible	No deductible	
Co-pay	30-day supply:	90-day supply for non-specialty medications = 3x copay less \$10:
Tier 1	\$10 generic	\$30 generic
Tier 2	\$35 preferred brand	\$105 preferred brand
Tier 3	\$60 non-preferred brand	\$180 non-preferred brand

Employee’s Share of Premium (per pay period)

	Full-time	Part-time
Employee Only	\$ 0.00	\$ 119.35
Employee + Spouse	\$ 131.29	\$ 316.29
Employee + Child(ren)	\$ 85.93	\$ 248.25
Family	\$ 241.09	\$ 480.99

Dental Plan

Delta Dental

NAFCU pays 100% of the premium for eligible full-time employees (50% for eligible part-time employees) plus 50% of the premium for covered employees' dependent(s) (25% for eligible part-time employees' dependents).

	In-Network	Out-of-Network
Deductible	\$50 individual / \$150 family (waived for preventive and orthodontic)	
Co-insurance	Preventive/diagnostic: 100% Basic: 90% Major: 60% Orthodontic: 50%	Preventive/diagnostic: 100% Basic: 80% Major: 50% Orthodontic: 50%
MaxOver benefit	\$500	
Maximum yearly benefit	\$2,000 (network and non-network)	
Lifetime orthodontic benefit	\$2,000	

MaxOver Benefit - When a member has at least one cleaning per year and spends less than \$1,000 in claims in the plan year, \$500 will roll over into their MaxOver account which will be added to the member's annual maximum dollars. Where dependents are covered, each dependent has their own MaxOver account and the monies cannot be shared among family members. The MaxOver account has a maximum accrual of \$2,000 and remains available for the member's use as long as he/she has coverage with NAFCU.

Access Delta Dental network providers at www.deltadentalva.com.

Employee's Share of Dental Plan Premium (per pay period)

	Full-time	Part-time
Employee Only	\$ 0.00	\$ 9.61
Employee + Spouse	\$ 10.97	\$ 26.06
Employee + Child(ren)	\$ 11.64	\$ 27.07
Family	\$ 27.40	\$ 50.71

Vision Plan

VSP

NAFCU pays 100% of the premium for eligible full-time employees (50% for eligible part-time employees) plus 50% of the premium for covered employees' dependent(s) (25% for eligible part-time employees' dependents).

Deductible: \$0
Frequency of Services: Exam – 12 months
 Frames – 12 months
 Lenses – 12 months
Co-pay: Applies to both in-network *and* out-of-network
 \$10 – exam
 \$10 – materials

Co-insurance:

	In-Network	Out-of-Network
Eye examination	100%	\$35
Basic Corrective lenses	Most at 100%	\$25-\$80
Frames (limited selection)	\$130	\$45
Contact lenses (necessary)	100%	\$210
Contact lenses (elective)	\$130	\$105

Access in-network optometrists through the VSP website: www.vsp.com

Employee's Share of Vision Plan Premium (per pay period)

	Full-time	Part-time
Employee Only	\$ 0.00	\$ 3.04
Employee + Family	\$ 3.83	\$ 8.79

Short-Term Disability Insurance

Mutual of Omaha

NAFCU pays 100% of premium for employee (not available for family members).

Benefit:	60% of regular monthly salary
Maximum Benefit:	\$750/week (covers maternity leave, for period of doctor-determined disability only)
Waiting Period:	0 days – accident / 7 days – sickness
Benefit Period:	Covers days 1-90 of the qualifying disability period (employees who have accrued a sufficient balance of Sick Leave and/or Vacation Leave may use their accrued leave to maintain, but not to exceed, their full salary)

Long-Term Disability Insurance

Mutual of Omaha

NAFCU pays 100% of premium for employee (not available for family members).

Benefit:	60% of regular monthly salary
Maximum Benefit:	\$7,500/month
Waiting Period:	90 days

Life & Accidental Death/Dismemberment Insurance

Mutual of Omaha

NAFCU pays 100% of premium for employee (not available for family members).

Benefit:	2 x annual salary
Maximum Benefit:	\$200,000

Employee Assistance Program (EAP)

Mutual of Omaha

NAFCU pays 100% of premium for employees, spouse and eligible dependent children up to age 26.

Benefit: Employees have unlimited telephone access to EAP professionals (counselors) 24/7 to help deal with personal and job-related concerns, three free face-to-face sessions with a counselor (per household per calendar year), and additional resources and online information for legal and financial services.

401(k) Plan

Standard Insurance Co. (plan administrator)

Part I:	<p>Employer Basic Match NAFCU will match employee payroll contributions at 100%, up to a max of 4% of annual salary.</p> <p>Vesting: immediate, 100% (for both employee contributions and employer matching contributions; employer and employee contributions deposited to accounts per pay period)</p>										
Part II:	<p>Additional Employer Match NAFCU will match additional employee payroll contributions (above initial 4% of annual salary) at 100%, up to a max of 2% of annual salary.</p> <p>Vesting: employee contributions – immediate</p> <p>NAFCU contributions:</p> <table> <tr> <td>0-1 year</td> <td>2 years</td> <td>3 years</td> <td>4 years</td> <td>5 years</td> </tr> <tr> <td>0%</td> <td>20%</td> <td>40%</td> <td>60%</td> <td>100%</td> </tr> </table> <p>(employer and employee contributions deposited to accounts per pay period)</p>	0-1 year	2 years	3 years	4 years	5 years	0%	20%	40%	60%	100%
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Part III:	<p>Profit-Sharing Contribution NAFCU may contribute 2% of annual salary per year (independent of employee contributions) to employee's 401(k).</p> <p>Vesting:</p> <table> <tr> <td>0-1 year</td> <td>2 years</td> <td>3 years</td> <td>4 years</td> <td>5 years</td> </tr> <tr> <td>0%</td> <td>20%</td> <td>40%</td> <td>60%</td> <td>100%</td> </tr> </table>	0-1 year	2 years	3 years	4 years	5 years	0%	20%	40%	60%	100%
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Contribution Limits:	<p>Employee Contributions</p> <table> <tr> <td>Regular salary deferral:</td> <td>\$18,000.00</td> </tr> <tr> <td>Over-50 catch-up deferral:</td> <td>\$6,000.00</td> </tr> </table>	Regular salary deferral:	\$18,000.00	Over-50 catch-up deferral:	\$6,000.00						
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Loans:	Employees may borrow up to 50% of their vested account balance, not to exceed \$50,000; loans are not permitted on non-vested funds.										
Normal Retirement Age:	65										
Early Retirement:	55 (minimum 5 years service as of the date individual ceases to be an employee of NAFCU)										

NAFCU pays administrative fees on 401(k) accounts for active employees.

Identity Theft Insurance

Travelers

NAFCU has in effect a master policy providing coverage for losses due to identity theft. NAFCU staff members are covered under this master policy for their personal losses due to identity theft, up to a maximum benefit of \$25,000. There is no deductible under this policy.

If you discover that you have been the victim of identity theft, please see the Director of Human Resources & Administration to initiate the process of submitting your claim to Travelers.

Travel Insurance

ITT/Hartford

NAFCU pays 100% of the premium for the employee. (Supplements Life/ADD insurance benefit.)

Benefit: \$100,000 Accidental Death/Dismemberment coverage for employees while traveling on NAFCU business.

Credit Union Membership

Employees of NAFCU are eligible to join **Congressional FCU, NARFE Premier FCU, State Department FCU, NASA FCU** and **NAPUS FCU**.

Holidays

12 full-day and 2 half-day holidays are observed in 2017:

New Year's Day	Columbus Day
M. L. King Day	Veterans' Day
Inauguration Day	Thanksgiving Day
Presidents' Day	Friday after Thanksgiving
Memorial Day	Christmas Eve (1/2 Day)
Independence Day	Christmas Day
Labor Day	New Year's Eve (1/2 Day)

Leave Types

Vacation Leave

Accrual Schedule:

0-24 months service	10 days
2 years	12 days
3 years	15 days
5 years	18 days
8 years	20 days

Employees become eligible for Vacation Leave on the date of their transition to regular employment status (i.e., after successful completion of their probationary period). Accrual is accounted from date of hire. Up to 160 hours of vacation leave will carry over at the end of the calendar year.

Sick Leave

Full-time employees will accrue 12 full days (96 hrs) of Sick Leave per calendar year; part-time employees will accrue 12 half-days (48 hrs) of Sick Leave per calendar year. Employees become eligible for paid leave on the date of their transition to regular employment status (i.e., after successful completion of their probationary period). Accrual is accounted from date of hire. Unused sick leave will carry over at the end of the calendar year.

Personal Leave

Full-time employees will be credited with 2 full days of Personal Leave per calendar year; part-time employees will be credited with 2 half-days of Personal Leave per calendar year. (Personal

Leave is pro-rated according to start date for new employees starting during the current calendar year). Any Personal Leave not used as of December 31 of each calendar year will **not** carry over at year-end.

Maternity Leave

Covered under Short-Term Disability at 60% of salary, up to \$750 per week.

Parental Leave

Employees will be allowed up to 3 days of paid leave (in addition to any Vacation Leave, Sick Leave, and Personal Leave) for the birth or adoption of their child.

Bereavement Leave

Employees will be allowed up to 3 days of paid leave (in addition to any Vacation Leave, Sick Leave, and Personal Leave) for the death of a member of their immediate family or immediate household.

Jury Duty Leave

Employees may request up to 10 days of paid leave if called to serve on a jury, or required to appear in court.

Military Leave

Employees may request up to 10 days of paid leave if called up for military service, or to participate in required military reserve exercises. All other military leave will be handled consistent with the terms of USERRA.

Transportation

Full- and part-time employees in regular or probationary employment status may choose ***one or the other*** of:

SmartTrip Card, up to IRS monthly maximum for public transportation expenses;

— ***OR*** —

Parking permit allowing free parking for personal car in NAFCU staff lot.

Discount Movie Tickets

Discount tickets for AMC (AMC, Loews, Cineplex Odeon, Magic Johnson and Star Theatres) and Regal (Regal, United Artists and Edwards Theatres) are available for \$9.00 each in Human Resources.

Recognition of Length of Service

NAFCU offers gifts in recognition of employees' length-of-service as follows:

1 year	pen with name engraved
5 years	clock with name engraved
10 years	\$250 AmEx gift card
15 years	\$500 AmEx gift card
20 years and over	at the discretion of the CEO

Recognition gifts will be presented at monthly All-Staff Meeting