



ASCE

Benefits Summary 2019

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As a regular full-time employee of the American Society of Civil Engineers or one of our affiliates, you have access to many valuable benefit options. This brochure represents a summary of these benefits. We are happy to bring these benefits to you and believe you will be pleased with them. If you have questions about any of the benefits offered, please contact a member of the Human Resources team.

I. Health & Welfare Benefits:

<ul style="list-style-type: none"> • <u>Health Insurance:</u> all employees are eligible to participate on their date of hire. ASCE offers a PPO and a HSA plan. • <u>In-Network Provider Locator:</u> www.anthem.com 	
Anthem BCBS-PPO Bi-weekly contribution rate: Employee = \$91.25 Employee + Spouse = \$237.91 Employee + Child(ren) = \$209.80 Employee + Spouse + Child(ren) = \$316.49 HSA Plan also available	<u>In-Network</u> services covered at 100%, refer to benefits summary for payment for specific services <u>Out-of-Network</u> services: covered at 70% after deductible - \$300/single \$600/family
<ul style="list-style-type: none"> • <u>Paid Prescriptions:</u> \$10 Generic-1st tier; \$40 Formulary-2nd tier; \$60 Non-formulary-3rd tier. For customer service inquiries call 1-800-451-1527 or visit www.anthem.com Mail order – 90 day supply available. 	
<ul style="list-style-type: none"> • <u>Vision Insurance:</u> \$10 co-pay for exams; exams, lenses, contact lenses covered once every 12 months; frames covered once every 24 months. For benefit information call 1-800-877-7195; for provider locator service call 1-800-877-7195 or visit www.vsp.com 	
<ul style="list-style-type: none"> • <u>Dental Insurance:</u> all employees are eligible to participate on their date of hire. For benefit information call (800) 237-6060; to locate participating dentists go to www.deltadentalva.com 	
Delta dental Single: \$7.00 EE + Spouse: \$19.50 EE + child(ren): \$19.75 Family: \$20.50	Calendar year deductible: \$50/single; \$150/family. Diagnostic & preventive care (100%); restorative procedures (80%); orthodontia – children up to age 19 (50%). \$2500/year maximum.

- **Life/AD&D Insurance:** all employees are eligible to participate on their date of hire. ASCE provides 2x base salary plus \$10,000.
- **Voluntary Term Life:**
Offered through Sun Life, this supplemental insurance allows you to purchase additional life insurance for yourself, spouse, or children.
- **Travel Accident Insurance:** all employees are eligible to participate on their date of hire. When traveling on business, ASCE provides 4x base salary; dependents traveling w/staff members are covered as follows: spouse/\$50,000; children/\$25,000.

Worker's Compensation

Benefits are provided if an employee is unable to work due to work related injury or illness.

Disability Insurance:

- **Short Term Disability**

Benefits begin seven days (five-work days) after of a non-work related injury or illness. After 6 months of employment, salary continuation is provided at 100% of base pay for the length of the disability for a maximum of 12 weeks. Benefits for weeks 13-26 are paid at 60% of base pay up to a max. of \$1500/week.

If employed less than 6 months, salary continuation is provided at 60% of base pay.

- **Long Term Disability**

Benefits begin on the 27th week of a disability and provide 60% of base pay to a maximum of \$15,000 per month. Benefits are payable for the length of the disability or until your normal retirement date (age 65).

- **Long Term Care**

Offered through UNUM Provident, long term care is a type of care received either at home or in a facility, when someone needs help with activities of daily living, including bathing, dressing, and eating. This need may result from an illness, accident or advancing age. Unum's insurance will help you meet the financial and personal needs a long-term care situation can present.

To learn more about this important benefit, visit www.unum.com/enroll/asce.

II. Retirement Benefits:

- **Defined Contribution Plan:** 403b

Group Supplementary Retirement Annuities (GSRA)

Administered through TIAA-CREF, employees may defer earnings on a pre-tax basis to a variety of investment funds. All

employees are eligible to participate on their date of hire. There is a maximum contribution amount of \$19,000 for 2018 (\$25,000 if over the age of 50).

Group Retirement Annuity (GRA)

Also administered through TIAA-CREF. After 1 year of service, ASCE will give an annual employer contribution of 2% of salary. Additionally, participants with 5 or fewer years of service will receive a 50% match up to a maximum of 5% of base salary, commissions, overtime, and bonuses; totaling a 7% *employer match*. Participants with more than 5 years of service will receive a 50% match up to a maximum of 6% of base salary; totaling a 8% *employer match*. In either case, employee must be contributing to the GSRA contract in order to receive the employer match. There is a 2-year vesting period.

III. Other Employee Benefits:

Paid Time Off (PTO)

All regular full and part-time employees are eligible for Paid Time Off (PTO) leave. PTO accrues on a bi-weekly basis, beginning on an eligible employee's date of hire.

Level of PTO

<u>Years of Service</u>	<u>PTO Rate</u>
0-4	18 Days
5-9	22 Days
10-14	26 Days
>15	30 Days

A maximum of 10 days of PTO leave may be carried over each year.

Family & Medical Leave

This leave allows up to 12 weeks of unpaid, job-protected leave to employees who have completed at least 1,250 hours in a 12 month period preceding the beginning of the leave. See a member of the HR team for additional information.

Bereavement

Employees are granted up to 5 days of paid leave when there is a death in the immediate

family (spouse, child, sibling, and parent).

Military

A leave of absence without pay may be requested for full-time active military duty, as well as active duty for training with the reserves.

Jury Duty

While serving as a juror, the ASCE will pay regular salary.

- Holidays:
Granted an average of 12 paid holidays per year.

IV. Professional Development:

- Tuition Reimbursement: For approved courses, reimbursement is granted up to 90% of tuition cost. There is a 6-month waiting period from date of hire.
- Professional Membership: National and local affiliate dues are payable for membership in one job-related professional organization. Individual departments may also choose to pay for an additional membership. Managers and above are eligible for a complimentary ASCE membership.

V. Employee Programs:

- Legal Insurance: The Legal Resources Plan offers fully covered services such as wills, real estate closings and debt collection defense. This plan also includes unlimited telephone advice and office consultation with a local attorney. The cost of the plan is \$19.00 per month.
- Auto & Home Insurance: Liberty Mutual offers a *Group Savings Plus* Program where employees can purchase low-cost, high quality insurance protection. Participants receive an additional 10% savings.

- Flexible Spending Accounts: This program is administered through PayFlex. Employees may defer money on a pre-tax basis to pay for health care services not covered by a chosen benefit plan (up to \$2,700/year) or to pay for dependent care services (up to \$5,000/year).
- 529 College Savings Plans: Offered through the American Funds, this program allows employees to save for college through market investment, and withdrawal the funds (pre-tax) for qualified educational expenses.
- Transportation Reimbursement Accounts: This program is administered through the HR Department. Employees may defer money on a pre-tax basis to pay for parking expenses (up to \$265/month) or to pay for public transport expenses (up to \$265/month).
- Employee Assistance Program: Inova Employee Assistance will provide employee assistance and dependent care services to all ASCE employees and their eligible dependents.
- Employee Referral: Employees that refer a successful applicant are awarded a \$500 bonus. Referred applicants must remain employed for 3 months.
- Employee Recognition Program: ASCE recognizes and rewards employees for significant individual or team accomplishments through this employee driven effort.
- Service Awards: ASCE annually sponsors a recognition event for those employees who have celebrated anniversaries with ASCE in multiples of five years.
- AT&T Mobility Purchase Program: Discounted AT&T Mobility plans saving 15% off a price plan.

- Dell Employee Purchase Program: Up to a 12% discount on Dimension TM & Inspiron TM & home office products.
- YMCA Corporate Wellness Program: 20% off monthly dues & 50% off the joiner fee.

VI. General Information:

- Office Hours: Employees are responsible for a 40-hour work week. The office is officially opened 8:30 a.m. to 5:00 p.m.
- Dress Policy: Dress is business-casual. Appearance should be professional and businesslike. Appropriate attire, good grooming, neatness and cleanliness are essential at all times.
- Cleaners: We have an arrangement with a local cleaning service that picks up and delivers laundry and dry cleaning.
- Payday: Paychecks/stubs are distributed bi-weekly on Friday for time worked the previous 2 weeks.
- Federal Credit Union: ASCE has joined Northwest Federal Credit Union's field of membership. Headquartered in Herndon, NWFCU is the third largest credit union in VA. Visit their website at www.nwfcu.org for more information about their services.