

North Point Ministries Full-Time Benefits Summary

OVERVIEW

North Point Ministries, Inc. (NPM) has developed a comprehensive set of employee benefits to supplement its full-time employees' regular wages. These benefits represent a hidden value of additional income to employees.

The Personnel Manual describes the current benefit plans maintained by NPM. Refer to the certificates of coverage for each benefit if you have specific questions regarding the plan. These specific plan documents govern over the Benefits Summary.

NPM reserves the right to modify its benefits at any time and employees will be informed of any changes.

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MEDICAL INSURANCE

Blue Cross Blue Shield is our medical insurance provider. Our plan is called the Blue Open Access POS **group number is 1048905-000**.

In-network

- \$25 co-pay for office visits
- \$25 co-pay for specialist visits
- \$500 Calendar Year Deductible for in-network benefits for individual and \$1,500 for family

Out-of-network

- Out-of-network plan pays 60% for office visits after \$1,000 deductible for individual and \$3,000 deductible for family
- Out-of-pocket Calendar Year Maximum (excluding deductible) is \$4,000 for an individual and \$12,000 for family

Prescription drugs

- Tier One: \$15 for low-cost generic drugs
- Tier Two: \$30 for higher-cost brand-name drugs
- Tier Three: \$60 for higher-cost drugs, both generic and brand-names

Please review the Blue Cross Blue Shield Benefit Summary for more specific information on plan benefits.

The **monthly** employee premium rates are listed in the chart below.

<u>Coverage Type</u>		<u>Per Pay Period</u>
Employee	\$29	\$13.38
Employee + Spouse	\$59	\$27.23
Employee + Child(ren)	\$58	\$26.77
Family	\$91	\$42.00

See below regarding fees associated with a **Spousal Surcharge**.

Eligibility

Employees are eligible for medical insurance immediately upon hire. If you choose not to enroll within 30 days of your initial eligibility date, you will not be eligible to enroll until Open Enrollment (December 1) without a qualifying event (marriage, birth, adoption, placement of adoption, loss of coverage, or expiration of COBRA).

LIFE INSURANCE

NPM offers life insurance to all full time employees through Blue Cross Blue Shield. The coverage amount for this life insurance is \$50,000.

*This benefit is of no cost to you. Humana life insurance premium is covered by NPM.

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DENTAL INSURANCE

Our dental insurance provider is Guardian. Our plan number is G-00452203. The dental program offers options for preventive and basic care as well as major services. You are can visit any dentist; but you pay less out-of-pocket when you choose a PPO dentist.

In-network

- Preventive services (cleanings, x-rays, exams) are covered at 100%
- Basic services (fillings, root canals, extractions) are covered at 80%
- Major services (crowns, bridges, dentures) are covered at 50%.
- \$50 member deductible applies to basic and major services, no deductible on preventive services
- \$1,500 yearly maximum for all services

Out-of-network

- Preventive, basic, and major services are covered based on pre-established reasonable service rates

See below regarding fees associated with a **Spousal Surcharge**.

***Enrollment in dental is contingent on your enrollment in medical insurance. No additional cost for dental coverage if enrolled in medical.**

Eligibility

Employees are eligible for dental insurance immediately upon hire. If you choose not to enroll within 30 days of your initial eligibility date, you will be able to enroll with Preventive services immediately, but there will be a six month waiting period for Basic services and a 12-month waiting period of Major services.

SPOUSAL SURCHARGE

A spousal surcharge (often called a working spouse surcharge) is a charge that applies to employees whose covered spouse has access to medical coverage through his/her own employer outside of North Point Ministries, Inc. There is an additional **\$200/monthly fee** if the surcharge is applicable to you.

Surcharge is application if:

- Spouse has access to medical coverage through his/her own employer outside of North Point Ministries and he/she elected not to enroll in his/her medical coverage.

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Surcharge is not applicable if:

- Spouse is self-employed and has no group insurance.
- Spouse is unemployed.
- Spouse is retired and has coverage based on their retirement.
- Spouse is enrolled in medical benefits through his/her employer and is not covered on employees North Point Ministries plan.
- Spouse has enrolled in medical benefits through his/her employer and employee also elected to cover spouse on North Point Ministries plan.

If a spouse does not have a job during North Point Ministries' annual enrollment but starts working after employee elected to cover him/her under NPM medical plan. Employee need to notify the HR Department to apply surcharge through payroll. If spouse becomes employed after the plan year begins, this is a family status change that allows employees to make new elections under our medical plan. For example, an employee can choose to terminate spouse's coverage under North Point Ministries' medical plan when spouse becomes covered under their employer's plan.

You can also change your enrollment status at each North Point Ministries' annual enrollment period. North Point Ministries also allows spouses to be removed from our group health plan consistent with changes made during the spouses' annual enrollment period at another employer. Please check with your spouses' employer to see what changes your spouse can make when North Point Ministries has an annual enrollment period.

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VOLUNTARY SUPPLEMENTAL TERM LIFE INSURANCE

NPM offers a voluntary supplemental term life insurance program through Reliance Standard. **Our group number is 179745.** Employees can apply for up to \$500,000 of total family coverage in increments of \$10,000. The Guarantee Issue for employees is \$100,000, \$20,000 for spouses, and \$10,000 of coverage for children. Guaranteed Issue means that Reliance Standard does not require any medical questions to be answered in order for the person to be granted coverage up to the specified dollar amount. For coverage amounts above the Guaranteed Issue, medical questions must be answered.

Please review the personalized Reliance Standard Certificate of Coverage for more specific information on the plan benefits.

*Rates vary based on age. Please review the Summary of Term Life Policy for monthly rate information.

Eligibility

Employees are eligible for voluntary supplemental term life insurance immediately upon hire. Coverage will begin the first of the month following the date the enrollment application is submitted to Reliance Standard.

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LONG-TERM DISABILITY

Long-term disability is an income protection plan for employees who, because of illness or accident, are permanently disabled and can no longer perform their job function. Our long-term disability provider is Lincoln Financial. **The plan number is 10106045.**

Long-term disability benefits begin after 90 days of disability. Lincoln Financial pays 60% of gross salary or \$10,500 after the 90 days of disability. Long-term disability insurance may be contributory, the employee pays for the maximum, non-taxable benefit, or non-contributory, Lincoln Financial pays for a reduced, taxable benefit.

Contributory (C)

- Cost for contributory insurance per pay period = $\text{annual salary} / 100 * 0.33 / 26$ pay periods

Non-Contributory (NC)

- There is no cost to the employee for the reduced taxable benefit.

For example, a single employee earning \$40,000 annually would pay \$5.08 a pay period (\$132 per year) for contributory insurance and would receive a benefit of approximately \$24,000 annually versus a benefit of \$17,760 annually for non-contributory insurance.

Please review the Lincoln Financial Certificate of Coverage for more specific information on the plan benefits.

Eligibility

Employees are eligible to enroll in long-term disability insurance immediately upon hire. Employees can make changes between the contributory and non-contributory plans at any time.

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403b QUALIFIED RETIREMENT PLAN

Our 403b qualified retirement plan provider is Fidelity. **Our group number is 69499.** The 403b offers a sound investment vehicle for your retirement.

Individual Contributions, Company Matching and Vesting Schedule

You may contribute up to 92% of your annual salary, with a 2009 maximum of \$16,500 per year. NPM matches 100% of the first 5% of your annual salary. Your contributions are made with pre-tax dollars and you become vested in the employer's matching contribution based on the following vesting schedule:

<u>Years of Employment</u>	<u>Vested Percentage</u>
1	20%
2	40%
3	60%
4	80%
5	100%

Once an account is established you can access your account online at www.403b.com to check account balances, fund performances, and to change investments.

Catch-up Contributions: Plan participants who are or will turn 50 years of age during the calendar year are eligible to make catch-up contributions. If you qualify, participants can contribute an additional \$5,500. You must first reach the annual maximum amount of \$16,500 in order to contribute additional dollars.

Eligibility

Employees are eligible to participate in the 403b plan after six months of employment.

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FLEXIBLE SPENDING ACCOUNTS

NPM offers a pre-tax flexible spending option for all employees through Admin America. Flexible Spending Accounts (FSA) are a way for employees to put aside pre-tax dollars to pay for their out-of-pocket health and/or dependent care expenses, rather than using after post-tax dollars to pay for these expenses. You have the option of enrolling in two different kinds of plans: the medical FSA and the dependent care (DCAP) FSA.

Medical FSA

- Maximum annual election amount per individual is \$5,000.00 and can be used for eligible health expenses
- Total elected balance is deducted evenly from paychecks each pay period over the course of the year (our biweekly pay schedule has 26 pay periods each year)
- Employee does not have to accrue balance before yearly elected balance can be used
- Calendar year 'use it or lose it' policy

DCAP FSA

- Maximum annual election amount per family filing jointly is \$5,000.00 and can be used for dependent care expenses that allow you and your spouse to be "gainfully employed". A typical DCAP expense is one that is incurred to have a day care provider take care of an your child(ren) under the age of 13 while both parents are working.
- Total elected balance is deducted evenly from paychecks each pay period over the course of the year (24 pay periods each year)
- Employee must accrue DCAP balance in order to use it
- Calendar year 'use it or lost it' policy

Eligibility

Employees are eligible to enroll in the FSA immediately upon hire. If you choose not to enroll within 30 days of your initial eligibility date, you will not be eligible to enroll until Open Enrollment (starts in December) without a qualifying event (marriage, birth, adoption, placement of adoption, or expiration of COBRA).

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PAID TIME OFF

NPM offers employees paid time off benefits including vacation days, personal day, ministry days, observed holidays, and sick days. Paid time off requires manager approval.

Vacation Days

- For your first year of employment, vacation days are accrued at the rate of .8333 days each month and you are only eligible to take these days off *after* your orientation period (90 days of consecutive employment).
- In the first full calendar year after your date of hire, you will earn 10 days of vacation
- In the calendar year following your fourth anniversary, you will earn 15 days of vacation. Time is accrued at a rate of 1.25 days each month of employment.
- In the calendar year following your eighth anniversary date, you will earn 20 days of vacation. Time is accrued at a rate of 1.666 days each month of employment.
- Employees can rollover up to five unused vacation days to the following year

Personal Day

You may take your birthday as a floating holiday/personal day.

Ministry Days

NPM offers full-time employees paid ministry time off to participate in other ministries.

2009 Observed Holidays

New Year's Day --- Thursday, January 1

Easter — Monday, April 13

Memorial Day — Monday, May 25

Independence Day —observed Monday, July 6

Labor Day — Monday, September 7

Thanksgiving Day & Day After — Thursday and Friday, November 26 & 27

Christmas — Wednesday, Thursday, Friday, and Sunday, December 23, 24, 25, 27

New Year's Day — Friday, January 1 (2010)

Sick Days

NPM's sick policy is to provide paid time off to our employees who, because of illness or accident, are temporarily disabled and absent from work for limited periods of time. Sick pay is not a fringe benefit but rather is a provision of NPM to assist a needful employee. As is true in all other areas of employment, employees are expected to be honest regarding sick leave and are expected to be responsible, good stewards in the way finances are used. Intentional abuse of sick leave policy may result in the termination of employment.