

## Eligibility for Medical Benefits

### For Regular Full-time Employees

If you are a full-time employee and are regularly scheduled to work 30 hours per week or more, you become eligible to participate in the medical insurance program upon completing your first 30 days of work. Coverage is available on a two (2) tier basis (employee only and full family).

The cost of the program will be provided to you during your new hire orientation process. Once enrolled, a summary plan description explaining your benefits in detail is available to you. Our Company contributes a significant portion of the medical plan. If you enroll, your employee contribution will be automatically deducted from your paycheck. If you decide not to enroll, you will be required to complete a waiver for our files.

If you leave our employment or have a qualifying event that will result in the loss of coverage, you and your eligible dependents may have the right to continue some of your benefits in accordance with the federal Consolidated Omnibus Budget Reconciliation Act (COBRA) of 1985. This information will be supplied by a third party provider after separation or loss of eligibility has occurred.

### For Regular Part-Time Employees

If you are a part-time employee, and are regularly scheduled to work less than 30 hours, or are a casual/temporary employee, you will be eligible only for those benefits specifically required by federal or state law, provided you meet the minimum requirements set forth by law and by the benefit plan(s).

### For Variable Hour Employees

Our Company, in compliance with Federal ACA provisions, will review the eligibility of variable hour employees on a monthly basis to determine eligibility for medical insurance.

#### *Newly Hired Variable Hour Employees*

All newly hired variable hour employees (determined by our Company in its sole and absolute discretion), will be subject to an Initial Measurement period of 12 months. The Initial Measurement will begin on the first of the month following date of hire and our Company will continue this review for the subsequent 12 months in order to determine full-time status. Your full-time status is determined based on an average 30 hours per week (or average monthly equivalent of 130 hours) during the initial 12 month measurement period.

If your work hours meet the full-time definition during the Initial Measurement period, you will be eligible to join the medical plan. Following an Administrative Period of 30 days to allow for your enrollment and processing, you will be covered for a stability period for the subsequent 12 months (tracked from the end of the Administrative Period), providing that you remain actively employed and make required employee contributions. If you are not determined to be full-time during the Initial Measurement Period, no coverage will be available during the Stability Period.

#### *Ongoing Review of Variable Hour Employees*

Our Company will conduct a review of eligibility for ongoing employees during its Standard Measurement period. If an employee is deemed to be full-time (averaging 30 hours per week or 130 hours per month during the measurement period), the employee will be offered coverage and will complete required enrollment materials during the Administrative Period. The employee will then be covered for the subsequent Stability Period, tracked from the end of the Administrative Period, providing the employee remains actively employed and makes required employee contributions for the insurance.

**Example (Plan Year starts October 1<sup>st</sup>)** – The Company will conduct the Measurement, Administrative Period, and Stability Period once per calendar year as follows:

Measurement Period: September 1<sup>st</sup> through August 30<sup>th</sup>;

Administrative Period: September 1<sup>st</sup> through September 30<sup>th</sup>;

Stability Period: October 1<sup>st</sup> through September 30<sup>th</sup>.