

## 2019 Benefits Summary Duke University Biweekly Payroll (Non-Exempt) Staff

We are pleased to provide you with information about your benefits at Duke. Our organization is rich in heritage and is proud of its work. While your pay is readily visible, the value of your employee benefits is often overlooked. These benefits add great value to your total compensation package, more than you may realize.

Here is a brief summary of some of the benefits that Duke offers:

### I. HEALTH BENEFITS

#### Medical Insurance

Duke offers four options for coverage: Duke Select, Duke Basic and Blue Care, which are open access HMOs, and Duke Options, which is a Preferred Provider Organization (PPO). Duke's medical plans are considered "grandfathered" under the Patient Protection and Affordable Care Act (otherwise known as National Health Care Reform). You have the benefit of paying premiums with before-tax payroll deductions. You may choose for your coverage to begin on the first of the month following your date of employment.

#### Your Options

- **Duke Select** is an open access Health Maintenance Organization, or HMO. If you choose this plan you must receive care from a participating physician. However, you don't need a referral from your primary care provider to see a network specialist.
- **Duke Basic** is an open access Health Maintenance Organization, or HMO. If you choose this plan you must receive care from a participating physician. However, you don't need a referral from your primary care provider to see a network specialist.
- **Blue Care** is an open access Health Maintenance Organization, or HMO. If you choose this plan you must receive care from a participating physician. However, you don't need a referral from your primary care provider to see a network specialist. This plan is administered by Blue Cross/Blue Shield.
- **Duke Options** is a Preferred Provider Organization, or PPO. You may choose to use in-network or out-of-network providers. Your out-of-pocket costs will be higher if you choose a provider outside of the network. This plan is administered by Blue Cross/Blue Shield.

## Employee Premiums

You can choose among the following levels of coverage. Premiums are deducted from your check on a pre-tax basis. You may add, change or drop coverage during your annual open enrollment or within 30 days of a valid change in family status. A major portion of the premium is paid by Duke. Duke covers more than 80% of the employee's premium and about 50% of the dependent premium for full-time employees (working 30 hours or more per week). The 2019 "monthly" premiums are listed below:

### DUKE SELECT (HMO) Premiums

|                         | Employee       | Employee/Child  | Employee/Children | Employee/Spouse | Family          |
|-------------------------|----------------|-----------------|-------------------|-----------------|-----------------|
| Total Premium           | \$457.00       | \$681.00        | \$851.00          | \$1,071.00      | \$1,252.00      |
| Duke Contribution       | \$375.00       | \$489.00        | \$573.00          | \$680.00        | \$770.00        |
| <b>Employee Premium</b> | <b>\$82.00</b> | <b>\$192.00</b> | <b>\$278.00</b>   | <b>\$391.00</b> | <b>\$482.00</b> |

### DUKE BASIC (HMO) Premiums

|                         | Employee       | Employee/Child  | Employee/Children | Employee/Spouse | Family          |
|-------------------------|----------------|-----------------|-------------------|-----------------|-----------------|
| Total Premium           | \$387.00       | \$570.00        | \$710.00          | \$894.00        | \$1,033.00      |
| Duke Contribution       | \$354.00       | \$461.00        | \$542.00          | \$644.00        | \$728.00        |
| <b>Employee Premium</b> | <b>\$33.00</b> | <b>\$109.00</b> | <b>\$168.00</b>   | <b>\$250.00</b> | <b>\$305.00</b> |

### BLUE CARE (HMO) Premiums

|                         | Employee        | Employee/Child  | Employee/Children | Employee/Spouse | Family          |
|-------------------------|-----------------|-----------------|-------------------|-----------------|-----------------|
| Total Premium           | \$907.00        | \$1,205.00      | \$1,369.00        | \$1,685.00      | \$2,018.00      |
| Duke Contribution       | \$747.00        | \$895.00        | \$978.00          | \$1,134.00      | \$1,301.00      |
| <b>Employee Premium</b> | <b>\$160.00</b> | <b>\$310.00</b> | <b>\$391.00</b>   | <b>\$551.00</b> | <b>\$717.00</b> |

### DUKE OPTIONS (PPO) Premiums

|                         | Employee        | Employee/Child  | Employee/Children | Employee/Spouse | Family          |
|-------------------------|-----------------|-----------------|-------------------|-----------------|-----------------|
| Total Premium           | \$861.00        | \$1,163.00      | \$1,368.00        | \$1,678.00      | \$1,965.00      |
| Duke Contribution       | \$707.00        | \$860.00        | \$963.00          | \$1,114.00      | \$1,258.00      |
| <b>Employee Premium</b> | <b>\$154.00</b> | <b>\$303.00</b> | <b>\$405.00</b>   | <b>\$564.00</b> | <b>\$707.00</b> |

## Dental Insurance

Duke offers three coverage options administered by Ameritas Life Insurance Corp. You pay the cost for coverage with before-tax premiums through payroll deductions.

### Your Dental Options

- **Plan A and B**

With Plan A and Plan B, you may visit any licensed dentist. Both plans include deductibles that must be met before coverage begins for non-preventive procedures. Plan A reimburses participants based on the usual and customary (U&C) allowable charge for each covered service. If a dentist charges more than the U&C charge, the participant is responsible for the excess charge.

Plan B provides a very basic benefit and payments are based on a fixed schedule of fees.

- **Preferred Provider Option (PPO) Plan**

The PPO plan offers similar coverage to Plan A at a lower monthly premium for employees who use dentists within a nationwide network. The PPO Plan includes a higher maximum annual benefit than Plan A and Plan B, and lower negotiated procedure rates. These provisions can lower participants' out-of-pocket expenses when using in-network dentists.

## Employee Premiums

You can choose among the following levels of coverage. The 2019 "monthly" premiums are listed below:

### Dental Premiums

| <b>Levels of Coverage:</b> | <b>PPO</b> | <b>Plan A</b> | <b>Plan B</b> |
|----------------------------|------------|---------------|---------------|
| Employee only              | \$39.21    | \$44.13       | \$12.18       |
| Employee + Child           | \$76.20    | \$85.73       | \$24.82       |
| Employee + Spouse          | \$78.47    | \$88.29       | \$24.37       |
| Family                     | \$118.79   | \$133.67      | \$45.24       |

## Vision Insurance

While Duke's medical plan provides coverage for annual eye exams, Duke offers a nationwide vision care plan to manage that cost of eyeglasses and contact lenses, as well as eye examinations.

The 2019 "monthly" premiums are listed below:

### Vision Premiums

|              | Employee | Employee/Child | Employee/Children | Employee/Spouse | Family  |
|--------------|----------|----------------|-------------------|-----------------|---------|
| Plan Premium | \$9.66   | \$18.49        | \$19.46           | \$18.50         | \$29.97 |

## Reimbursement Accounts

This plan allows you to make before-tax contributions to a health care reimbursement account and/or a dependent day care reimbursement account. When eligible expenses are incurred, you use the before-tax money in your account(s) to reimburse yourself. As a result, you pay less in total taxes. Duke offers a health care card that will pay for most eligible expenses at the point of sale using funds from an employee's health care reimbursement account. The health care card works similar to a debit card.

If you choose to participate in the account(s) by setting aside pre-tax money from your pay, you may later file for reimbursement of eligible expenses incurred during your participation period through the end of the plan year, December 31. You can carry over up to \$500 of an unused balance in the health care reimbursement account into the next plan year.

The 2019 minimum/maximum annual amount you may contribute to the reimbursement accounts is listed below:

| Reimbursement Account | Minimum Annual Limit | Maximum Annual Limit |
|-----------------------|----------------------|----------------------|
| Health Care           | \$130                | \$2,700              |
| Dependent Care        | \$130                | \$5,000              |

## II. RETIREMENT BENEFITS

### Retirement Plans

#### Employees' Retirement Plan

This plan is a traditional defined benefit pension plan paid entirely by Duke. There is no cost to the employee. You are eligible to participate in the plan if you have reached age 21, and have completed one year of continuous service (1,000 hours) during your first year of employment or in any future fiscal year. Your benefit is based on the following formula:

**1.25% of your final average compensation; times  
Your years of credited service up to 20; plus  
1.66% of your final average compensation; times  
Your years of credited service over 20**

#### Faculty and Staff Retirement Plan

This 403(b) retirement plan allows you to build additional retirement savings beyond the Duke-provided pension plan. You may contribute before-tax and/or Roth after-tax payroll deductions to a wide range of investment choices. You are eligible to participate in the plan immediately upon hire. You choose how much you want to contribute to the plan to fit your current needs and future financial goals.

### Post-Retirement Medical and Dental Coverage

Newly hired employees are eligible for retiree medical coverage at a subsidized rate once they have met the "Rule of 75" (your age plus your current continuous service date).

## III. BENEFITS YOU RECEIVE AUTOMATICALLY

### Employee Tuition Assistance Program

The Employee Tuition Assistance Program will reimburse full-time staff with two or more years of full-time service for up to \$5,250 per calendar year for tuition related to an employee's job and/or continued career growth at Duke. The benefit can be used for up to three classes per semester or quarter at any higher education institution in North Carolina that is accredited by the Southern Association of Colleges and Schools.

### Children's Tuition Grant Program

You will be eligible for the Children's tuition grant program after 5 years of full-time, consecutive service at Duke University. After a deductible, the program pays up to 75% of the current Duke tuition toward undergraduate tuition expenses. The benefit may be used for the child's full-time study at the associate or baccalaureate level at any approved, accredited, degree granting institution of higher education in the world, to obtain his/her first bachelor's degree.

### Employee Life Insurance

You are automatically covered by \$10,000 Basic Life Insurance and \$10,000 AD&D. In the event of your death while you are an active employee, Duke also provides a death benefit to your spouse or estate. The benefit is equal to one month's salary for each year of full time service, with an overall maximum of six months' salary.

### Travel Accident Insurance

You are covered automatically by this insurance when traveling out of town on Duke business — up to \$200,000 in the event of injuries resulting in death, dismemberment, or loss of hearing/sight, and up to

\$5,000 for related medical expenses. The plan also provides a \$5,000 benefit when a covered person suffers a covered loss at any time while insured by this policy.

## Duke Disability Insurance

As a Duke University staff member who works at least 30 hours per week, and has three (3) years of full-time continuous service, you may be eligible for the Duke Disability Program if you are out of work due to an illness or injury for more than 120 days. If approved for disability, the benefit pays 60% of the staff member's base salary (up to \$25,000 per month). If you had an employer-sponsored long term disability plan within 90 days of full-time employment at Duke, you may be eligible to waive the normal three-year waiting period.

## Paid Time Off (Vacation/Sick Program)

Duke provides a generous paid time off benefit. Your time accrues each pay period and your time off benefit is as follows:

**Holidays** – There are thirteen paid holidays per year.

**Sick Leave** – Duke provides time off with pay for personal illness or to care for sick members of your immediate family. Staff accrue twelve sick days per year. Unused sick leave may be accumulated without limit. There is no reimbursement of unused sick leave upon termination.

**Vacation** – Employees with less than 4 years of service earn 2 weeks, employees with 4 years of service but less than 9 years of service earn 3 weeks, and employees with 9 or more years of service earn 4 weeks. The maximum carry-over is two times your annual accumulation. Unused vacation leave may be reimbursed upon termination of employment. An additional three discretionary days also accrue during the calendar year that may be used during the calendar year in which they accrue.

## Personal Assistance Service (Employee Assistance Program)

Employees and their families are eligible to receive free, confidential professional assistance in resolving a broad range of personal and family problems. Contact PAS at 919-416-1727 for additional information.

## Live for Life and Duke Fitness Club

LIVE FOR LIFE is a comprehensive health promotion program to support you in your goals toward better health and fitness. The Duke Fitness Club is a network of fitness centers throughout the area who offer Duke employees discounted rates and convenient payroll deduction.

## Paid Parental Leave

In order to assist and to support new parent relationships through its leave policies, Duke provides Paid Parental Leave. To be eligible for Paid Parental Leave, you must be a benefits-eligible staff member working 30 or more hours per week after one year of employment and have worked for at least 1,250 hours during the prior twelve month period. This leave provides three consecutive weeks of 100% pay to the parent serving as the primary care giver following the birth or adoption of a child, after you have completed a three week waiting period.

## Child Care Resources

Duke offers an on-campus child care facility through the Duke Children's Campus. In addition, the Duke Child Care Partnership provides priority placement at over 30 area child care centers for parents at Duke.

## IV. OTHER VOLUNTARY BENEFITS

Duke also offers the following voluntary programs with premiums paid through payroll deductions.

### Personal Accident Insurance

This program provides a single lump sum amount in the event of accidental death, dismemberment or permanent total disability. You may select benefit amounts from \$50,000 to \$750,000 in multiples of \$10,000, but not exceeding 10x your salary. Individual and family coverage is available.

### Supplemental Life Insurance

You may choose supplemental term life insurance for yourself, your spouse, and your dependent children through this plan. With this optional coverage, you can supplement your Duke-provided Employee Life Insurance. You pay the full cost for coverage through payroll deductions.

### Universal Life Insurance

You can purchase this life insurance for yourself and your dependents. You pay the full cost for coverage through payroll deductions.

### Personal Casualty Insurance

You can purchase automobile, homeowners/renters, and excess liability insurance through this plan. The premiums for the coverage you select will be deducted from each paycheck. The program is offered through Mercer Voluntary Benefits' Auto and Home Insurance Benefit.

### Voluntary Short Term and/or Long Term Disability

Voluntary short term disability insurance provides staff with a work schedule of at least 30 hours per week with partial income protection in the event of disability. There is a four week waiting period before disability benefits become payable after the onset of a disability and benefits are payable up to a maximum of twelve weeks following the onset of disability. Conditions for which you received medical care during the 12 months prior to your coverage date are eligible for a maximum benefit of two weeks. A voluntary long term disability plan is also available. There is a sixteen week waiting period before disability benefits become payable after the onset of a disability under the long term disability plan.

*This brochure summarizes certain features of the benefit programs that are available. It is not a contract or any part of one. This overview is not intended to substitute for official plan documents or summary plan descriptions which are available from Benefits. If there is a conflict between this overview and an official plan document, the official plan document will govern in all cases. Duke reserves the right at any time to change or terminate these plans or your eligibility for benefits under the plans.*