

Midtown Alliance 2020 Employee Benefits Summary

This document describes the array of employee benefits that will be in effect for full-time employees as of 1/1/2020. We are very pleased to offer this comprehensive package of benefits with a substantial insurance premium subsidy paid by the organization. We are confident that this places Midtown Alliance in the top tier of benefits packages.

While benefit offerings and cost sharing arrangements for premiums are subject to change, Midtown Alliance ("MA") expects these offerings and cost sharing arrangements to remain in effect through 2020 and beyond. Please see the annual benefits enrollment guide for additional details on the following health and welfare plans.

HEALTH AND WELFARE PLANS

Medical Insurance Plans: We provide two comprehensive medical package options. The organization pays 100% of the employee's own coverage. As you may know, our formal policy is for the employee to cover all additional costs of adding coverage for family members (spouse and/or dependents). However in 2020 the organization will plan to cover 50% of the premium cost of adding family members. Since the premium costs of full "family" plans are more expensive than spouse or dependent(s) coverage, we will plan to cover 60% of "family" medical insurance premiums. Our decision to cover these costs of spouse/dependent/family premiums is discretionary and subject to change. As we continue to evaluate employee benefits packages on an annual basis, we will notify you of any planned changes. The employee will be able to pay their portion of spouse/dependent/family premiums on a pre-tax basis via a payroll deduction.

Dental Insurance Plans: MA provides two dental plan options. Both cover 100% of preventative services (cleanings and basic x-rays), 80% for basic services (e.g. fillings) and 50% for major services (e.g. crowns). The base plan is provided at no cost to the employee. The higher coverage option includes a capped level of orthodontia services, and a higher annual total benefit coverage. Employees are responsible for paying the incremental premium cost (to the company) for the higher coverage option. This amounts to \$7.13/month for 2020. Similar to the policy noted for medical insurance plans above, in 2020 we will cover at least 50% of the incremental premium cost of adding family members to dental plan coverages.

Vision Plan: MA provides a vision plan (for glasses, contacts and annual eye exams) and pays 100% of the cost for the employee's own coverage. Similar to the policy noted for medical insurance plans above, at the company's discretion the MA will in 2020 cover at least 50% of the incremental premium cost of adding family members to the vision plan.

Life Insurance: MA provides a fully employer-paid term life insurance plan with a \$25,000 death benefit and an additional \$25,000 for accidental death. Employees can elect to add an additional coverage amount, with the employee covering the incremental premium cost.

Short-Term Disability: MA provides a short-term disability plan for injury or illness. Benefits commence immediately for injury and after a seven day waiting period for illness. The benefit period is generally 26 weeks with payment at 60% of employee compensation (not to exceed \$1,500 per week).

Long-Term Disability: MA provides a long term disability plan for injury or illness. Benefits commence after 26 weeks and continue until Social Security disability coverage begins. The plan pays 60% of compensation not to exceed \$6,000/month

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Other Insurance Plan Coverages (100% employee paid): Various other plans are offered – both upon hire and during annual benefit plan enrollment periods. These include supplemental health and accident coverages, as well as pet insurance (with premium payments for pet insurance required to be after-tax payroll deductions).

LONG-TERM SAVINGS PLAN

Most MA employees are eligible to participate in our 403b Thrift Plan. Employees are automatically enrolled at a 1% of gross pay level, payroll deductions are started using a default target dated mutual fund, and each new participant is encouraged to begin monitoring their savings account, make individualized decisions on their savings rate, and select to invest their savings from various options offered by the plan. Employees can opt out of this savings plan at any time, or may increase their contribution up to IRS annual limits. After a one-year waiting period (from the employee's date of hire) MA will match the employee's payroll contribution deduction amount dollar for dollar up to 5% of the employee's gross pay (with the match computed separately for each payroll period). Both employee and MA match amounts from each pay period are immediately 100% vested, and are put into a separate account for each employee by the plan's custodian.

PAID TIME-OFF BENEFITS

Vacation: The amount of annual paid vacation starts at 15 days per year (prorated for mid-calendar year hire dates) with 1 additional vacation day per year of service added at each employee's anniversary hire date, up to a total of 5 additional vacation days per year. So after 5 years of service, an employee will have 20 paid vacation days annually. Up to 10 days of accrued and unused vacation may be rolled forward into the next calendar year.

Paid Sick Leave: MA pays for up to 10 days of paid leave per year (prorated for mid-calendar year hire dates). There is no roll forward of unused sick leave into the next calendar year.

Paid Holidays: MA offers 13 paid holiday days per year, consisting of 3 floating holidays and 10 named holidays (New Year's Day, Martin Luther King Jr. Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, the Friday after Thanksgiving, Christmas eve day, Christmas, and New Year's Eve day). Floating holidays are prorated for mid-calendar year hire dates, and there is no roll forward of unused floating holidays into the next calendar year.

ALTERNATIVE COMMUTER TRANSPORTATION INCENTIVES

MA provides incentives to employees who elect to use alternative modes of transportation (something other than driving alone) to and from work. This incentive is:

- Transit: a \$50 subsidy toward the cost of a monthly transit pass for employees who choose to commute via transit. The remainder of the monthly cost of a transit pass will be deducted from the employee's payroll earnings on a pre-tax basis.
- Carpooling/Vanpooling: \$20 monthly incentive; and Walking/Biking - \$15 monthly incentive. Both of these are paid via payroll as additional income.