



## ***Benefits Summary***

All full-time and benefitted part-time employees at W3i are eligible for the following benefits.

### ***Health Insurance***

W3i's group health insurance is offered through **Medica**. The plan covers 100% of the costs of all preventative care and lab work; 100% coverage on all physicians' office visits after a \$25 co-payment. A list of the covered services under the 'In-Network' and 'Out-of-Network Benefits' will be given to a new employee electing health insurance.

#### **Full-time Employee**

W3i pays approximately 88% of the health insurance premium for full-time employees. For the full-time employee's spouse and dependants or domestic partners' coverage, W3i pays approximately 65% of the premium cost. W3i will reduce its reimbursement by \$100 for spousal coverage when a spouse is employed and is eligible for employer provided health coverage, but instead chooses coverage under W3i's plan.

#### **Part-time Employee**

For part-time employees who consistently work 30-39 hours per week, W3i pays at least 75% of the health insurance premium. The proportion of benefits received by a part-time employee will depend on the actual number of hours consistently worked.

An example, for a part-time employee who consistently works 30 hours per week, W3i pays 75% of the health insurance premium. W3i will also pay  $(60 \times 30/40)$  37.5% of the premium cost for the employees spouse and dependants or domestic partner.

#### **Waiver of Health Insurance**

If an employee has health insurance elsewhere, W3i will pay the employee through the bi-weekly payroll at a rate of \$125 per month.

#### **Enrollment and Coverage**

Full-time salaried employees and benefitted part time employees (working a minimum of 30 hrs per week) are eligible to sign up for coverage upon being hired. Coverage will start on the date of hire.

### **Continuation of Health Insurance After Termination**

See COBRA handout. If you have questions please contact Human Resources.

### ***Dental Insurance***

W3i's dental insurance is offered through Lincoln National Life Insurance Company. The coverage for the dental insurance provided through Lincoln is as follows:

#### TYPE I Services

Diagnostic & Preventive: oral exams, cleanings, X-rays & sealants .....100% charges covered

#### TYPE II Services

Basic: fillings, extractions, endodontics & periodontics ..... 80% charges covered

#### TYPE III Services

Major Care: crowns & dentures.....50% charges covered

Coverage of charges paid is limited to a maximum of \$1500 per benefit year per person.

For a summary of the Benefits Provision (TYPE I, II, III Services) please refer to your 'Lincoln National Life Insurance Company Summary of Dental Benefits' or contact Human Resources.

### **Full-time Employee**

W3i pays 100% of the dental insurance premium for full-time employees. For the full-time employee's spouse and dependants or domestic partners' coverage, W3i pays 60% of the premium cost.

### **Part-time Employee**

For part-time employees who consistently work 30-39 hours per week, W3i pays at least 75% of the dental insurance premium. The proportion of benefits received by a part-time employee will depend on the actual number of hours consistently worked.

An example, for a part-time employee who consistently works 30 hours per week, W3i pays 75% of the dental insurance premium. W3i will also pay  $(50 \times 30/40)$  37.5% of the premium cost for the employees spouse and dependants or domestic partner.

### **Enrollment and Coverage**

Full-time salaried employees and benefitted part time employees (working a minimum of 30 hrs per week) are eligible to sign up for coverage upon being hired. Coverage will start on the date of hire.

### **Continuation of Health Insurance After Termination**

See COBRA handout. If you have questions please contact Human Resources.

## ***Life Insurance***

W3i provides all eligible employees, their spouses and dependents with a life-insurance policy through Lincoln National Life Insurance Company. An eligible employee is offered a life insurance with a policy value of \$50,000; the employee's spouse is entitled to a life insurance policy with a value of \$5,000 and each dependent child receives a \$2,500 value life insurance. W3i pays 100% of the insurance premium for this employee benefit.

### **Enrollment and Coverage**

Full-time salaried employees are eligible to sign up for coverage upon being hired. Coverage will start from the date of hire.

## ***Voluntary Life Insurance***

W3i offers to all eligible employees the option of Voluntary Life Insurance through Lincoln National Life Insurance Company. Employees have the ability to purchase group term life insurance on a payroll deduction basis. Employees choose the protection they want up to five times their annual salary. Benefit options are available in \$10,000 increments with a minimum of \$10,000, and a maximum of \$300,000. Employees have the option to cover their spouses up to 50% of the benefit amount the employee elects. Spousal coverage options are available in \$5,000 increments with a minimum of \$5,000, and a maximum of \$150,000. Employees also have the option to cover dependent children ages 6 months to 19 years in the amount of \$10,000.

### **Enrollment and Coverage**

Full-time salaried employees are eligible to sign up for coverage upon being hired. Coverage will start from the date of hire.

## ***Long Term Disability Insurance***

W3i provides all full-time salaried employees and part-time employees who consistently work 30 hours per week, with long term disability insurance through Lincoln National Life Insurance Company. The policy is set at a monthly benefit equal to 60% of employee's monthly income, up to a maximum benefit of \$5,000. The benefit also includes a 3% cost of living adjustment based on the maximum benefit duration.

For commencement of benefits, you will need to satisfy a 180-day elimination period. This elimination period can be satisfied with days of partial disability, total disability or a combination of both.

### **Enrollment and Coverage**

Full-time salaried and benefitted part-time employees are eligible to sign up for coverage upon being hired. Coverage will start from the date of hire. W3i pays 100% of the insurance premium for this employee benefit.

### **Retirement Savings**

W3i employees can contribute a pre-defined portion of salary towards a 401K retirement savings account. W3i will match the first 3% of salary contribution dollar for dollar and 50 cents on a dollar for the next 2% of the salary contribution. Merrill Lynch is the designated provider for the 401K benefit.

This investment vehicle is an essential part of your planning for future retirement and savings needs.

### **Enrollment**

Full-time salaried employees and part-time employees who consistently work 30 hours per week are eligible to sign up for the plan upon being hired.

You will also receive a complete handout including the summary plan description from Human Resources on your start date.

### **Direct Deposit of Pay Check**

W3i provides direct deposit of the employee's bi-weekly paycheck, to their defined account (savings/checking) at their preferred banking institution. Employees will still receive a statement (pay stub) for their paychecks on their designated bi-weekly payday.

### **Employee 125 Cafeteria Plan**

This plan allows employees to pay for certain expenses tax-free. These items are deducted from the pay prior to calculation of any obligation for federal tax, state tax and Medicare/social security taxes.

This plan allows employees to determine on an annual basis the amount of dollars they wish to set aside for medical expenses and deductibles not covered by insurance. A maximum of \$1500 can be scheduled for this benefit. Since this is a use-it or lose-it basis, it is recommended to use a conservative assumption in determining this amount.

Employees can also deduct childcare charges from their pay and pay for those services tax-free. Reimbursements will occur each pay period. A maximum deduction of \$5000 is allowed; see the plan summary for details.

### **Tuition Reimbursement**

To encourage employees to further develop their education and for professional development, related to the areas of business and technology, W3i offers a reimbursement

on tuition, books and other direct expenses related to the course. The expense budgeted is up to a maximum of \$4000 per calendar year.

After successfully completing the enrolled course, the employee must be employed with W3i for a period of one year since the date of completion (grades published) to receive the reimbursement. If the employee chooses to terminate employment within the first 6 months from the date of completion of the course (grades published), W3i will not reimburse for any costs. After the completion of 6 months, from the date of completion of the courses (grades published), the employee will receive 40% of the cost of tuition reimbursement that was requisitioned. The remaining 60% of the cost of tuition reimbursement will be paid out in equal installments over the following 6 months.

### **Eligibility**

- Employee with six months of completed service
- Receive a 'B-' or better grade, or if on a pass/fail grading system, must receive a passing grade
- Eligible courses should be in the areas of business and technology, usually offered by the College of Business, College of Science and Engineering at a University.
- Professional certifications and certificate courses are also eligible.
- Classes must not interfere with work and must be taken prior to or after work hours.
- Policy will be effective for all courses enrolled after May 31<sup>st</sup>, 2007.
- When enrolling for a coursework on which you plan to utilize the tuition reimbursement benefit, please inform your manager and HR, prior to enrollment.

### ***Discounted Fitness Club Membership - Medica Fit Choices***

W3i in partnership with its health insurance provider (Medica) provides its employees, discounted membership at Gold's Gym in Sartell, MN. Gold's Gym is located in two convenient locations of Saint Cloud and Sartell, close to the W3i office. W3i's corporate membership at Gold's, allows employees to waive the \$200 one time registration fee. Additionally, if an employee visits the gym at least eight times each month, Medica pays \$20/month towards the monthly membership fees towards a single membership of \$37.95/month. Hence, W3i employees are required to pay only \$17.95 per month towards their fitness club membership at Gold's Gym.