

Benefit Programs Summary January 2024

The American Academy of Neurology (AAN) offers a wide-range of benefit programs providing employees with support for their personal health, well-being, and development. These programs are described in summary form here. More detailed information is provided upon enrollment.

Eligibility: Employees who work a minimum of 30 or more hours per week; same or opposite sex domestic partner coverage is available on all plans

Effective Date: You are eligible to participate on the first of the month after your date of hire.

Health and Insurance Plans

Medical Coverage The AAN offers health insurance through Medica through 2 different plans (low and high deductible), and 4 different networks. 2024 plan designs and network costs are as follows:

	Low Deductible Plans (In-Network)	High Deductible Plans (In-Network)
Deductible	\$1,000 Single \$3,000 Family Deductible	\$3,500 Single \$7,000 Family Deductible
Co-insurance	25%	25%
Co-Pays	\$25 office co-pay Prescription co-pays of: \$12/\$50/\$90	Does not apply
Out of Pocket Maximums	\$3,500 Single \$7,000 Family Out of Pocket Max	\$6,500 Single \$13,000 Family Out of Pocket Max

Low Deductible Plans						
	Passport Network		Elect Network		Vantage Plus OR Park Nicollet Network	
	AAN Monthly Cost	Employee Monthly Cost	AAN Monthly Cost	Employee Monthly Cost	AAN Monthly Cost	Employee Monthly Cost
Employee Only	\$719.68	\$179.92	\$629.73	\$157.42	\$611.74	\$152.92
EE + Child(ren)	\$1,334.82	\$493.70	\$1,167.97	\$431.98	\$1,134.60	\$419.64
EE + Spouse	\$1,644.12	\$608.08	\$1,438.59	\$532.08	\$1,397.49	\$516.88
Family	\$2,484.05	\$918.74	\$2,173.54	\$803.90	\$2,111.43	\$780.94

High Deductible Plans							
	Passport Network		Elect Network		Vantage Plus OR Park Nicollet Network		Employer H.S.A Contribution
	AAN Monthly Cost	Employee Monthly Cost	AAN Monthly Cost	Employee Monthly Cost	AAN Monthly Cost	Employee Monthly Cost	
Employee Only	\$628.17	\$69.78	\$549.65	\$61.06	\$533.94	\$59.32	\$50.00
EE + Child(ren)	\$1,134.93	\$283.72	\$993.06	\$248.26	\$964.69	\$241.16	\$83.34
EE + Spouse	\$1,397.90	\$349.46	\$1,223.16	\$305.78	\$1,188.22	\$297.04	\$83.34
Family	\$2,640.04	\$528.00	\$1,848.03	\$462.00	\$1,795.23	\$448.80	\$100.00

Dental provided through Formula Dental, is preventative in nature, with 100% coverage of check-ups and cleanings, and other dental services at a discounted rate. Includes Orthodontics 50% (for dependent children up to age 19).

Vision Plan Employees can purchase vision care services through EyeMed. This plan offers discounts on eye exams, prescription eye wear and contacts.

Flexible Spending Account (FSA) Plans: programs that allow employees to pay for certain expenses on a pre-tax basis; elected amounts are set aside through payroll deduction. Employees do not pay federal, state or FICA taxes on allowable expenses. Up to \$640 can be rolled over in to 2025 accounts; funds above this are lost if not used.

- **Medical FSA:** For low deductible plan enrollees – set aside up to \$3,200 pre-tax dollars for medical, dental and vision expenses.
- **Limited FSA:** For high deductible plan enrollees – set aside up to \$3,200 pre-tax dollars for dental and vision expenses. May be used for medical expenses once deductible has been met.
- **Dependent Care FSA** allows employees to set aside up to \$5,000 pre-tax dollars to pay for dependent childcare expenses.

Health Savings Account (HSA) Plan: program for high deductible enrollees that allow employees to pay for medical, dental and vision expenses on a pre-tax basis; elected amounts are set aside through payroll deduction. Contribute funds tax free, earn interest tax free, and be reimbursed tax free. All funds rollover year to year if unused, and are portable if an employee leaves the AAN. The 2024 IRS maximum contribution limits are: \$4,150 for an individual; \$8,300 for family coverage.

Life Insurance The group life insurance plan provided by Prudential is designed to help replace the earnings lost in the event of death, to help one's survivors. Employees are eligible the first of the month after date of hire. Full-time regular employees (working at least 30 hours per week), receive life insurance equal to one times their annual salary, to a maximum of \$250,000. An Accidental Death and Dismemberment benefit doubles the payment if death is caused by an accident, as well as providing dismemberment benefits. Employees may also elect to purchase additional term life insurance for themselves or their dependents through a related group plan.

Disability Pay Programs The AAN provides employees who work 30 or more hours per week with two disability programs to help protect income in the event of short or long-term disability. Eligibility begins the first of the month after date of hire. These programs are provided through Prudential and apply for absence of greater than seven calendar days due to sickness and immediately in the case of accident. The Short-term plan provides 60% of basic monthly earnings for a period of up to 13 weeks, with a weekly maximum benefit of \$1,500. The Long-term plan begins after 90 days of qualified disability and provides 60% of basic monthly earnings to a maximum of \$10,000/month.

Transportation FSA Plan The AAN transportation program is also pre-tax.

For those who work out of the Minneapolis office: The AAN provides full-time and part-time employees working 20 or more hours/week, \$40 per month for parking or public transportation costs. Parking in the ramp costs \$90/month total; the employee pays \$50 pre-tax/month and AAN contributes \$40/month.

For those who work out of the Washington D.C. office: The AAN provides regular, full time and part-time employees working 20+ hours a week a \$75 monthly stipend to be used for transportation costs.

Time Off Plans

The AAN supports employee needs for time off with a variety of paid and unpaid time off programs.

Office Closure Days The AAN observes the following office closure days each year: New Year's Day, Martin Luther King Day, Presidents' Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Veterans' Day, Thanksgiving Day, Friday after Thanksgiving, Winter Break (December 25-December 31) and 1 Floating Day.

Office closure days for part-time employees working 30-39 hours/week are prorated to 6 hours and employees working 20-29 hours/week are prorated to 4 hours per holiday.

Paid Time Off (PTO) Program The AAN provides employees with paid time off to be used for vacation, illness or personal business. This program applies to all regular, full and part-time employees. The full-time accrual schedule is based on years of service; part-time employees accrue PTO on a pro rata basis.

Employees may carry up to 1½ times their annual accrual in their PTO bank and any time above such amounts will be forfeited.

	Full Time	
	Accrued Hours per pay period	Days
0-3 years	6.80	22
3-10 years	7.68	25
10+ years	9.52	31

	Part-Time (30-39)	Part-Time (20-29)
	Accrued Hours per pay period	Accrued Hours per pay period
0-3 years	4.08	2.72
3-10 years	4.61	3.07
10+ years	5.71	3.81

Volunteer Time Off (VTO) Program Upon completion of 3 months of service, the AAN provides each employee the opportunity to use 8 hours to volunteer. These hours can either be used in one day or be split into 4-hour increments.

Leave of Absence Plans The AAN may provide employees with time off from work for a variety of non-PTO reasons, including bereavement (up to 10 days), paid parental leave (up to 8 weeks), paid family care leave (up to 2 weeks), family medical leave, extended disability, jury duty, military duty, and personal leave. Each program is designed to meet the needs of employees while allowing the Academy to manage work schedules effectively. More information is available on these plans in the Employee Handbook or by contacting Human Resources.

Retirement Program

The AAN offers an excellent long-term savings 401k plan through Nationwide. Employees working 30 hours or more per week* are eligible to start contributing to the plan immediately. If no election is made within the first 30 days, there is an automatic pre-tax deferral of 4%. Additionally, the plan is set to auto increase contributions by 1% each January until a maximum of 8% has been attained. Employees may opt out of either or both options at any time.

The Plan includes a company contribution starting on the first month after 30 days of employment for employees working 30 or more hours/week*. A contribution of 10.5% of your annual salary allocated on a bi-weekly base wage will be made by the AAN on your behalf. Of this amount, 3% is 100% vested immediately. The remaining 7.5% is fully vested after 3 years.

Employees can contribute subject to IRS Regulations (currently \$23,000, plus an additional \$7,500 for individuals 50 years of age or older) to the plan on an annual basis. Employees may allocate 401k funds into a variety of accounts offered through Nationwide. Funds may be rolled from an existing 401k plan into the AAN plan immediately upon enrollment. Note that once funds are placed in the account, they must generally be left there until separation from the company or reaching age 71. More details on this program will be provided upon enrollment eligibility.

*Employees working less than 30 hours/week are eligible based on Plan documents which include a 1,000 hours of service requirement.

Additional Benefit Programs and Policies

Identity Theft Employees can purchase identity theft protection for themselves and their family. This service includes credit report, continuous monitoring and identity restoration.

Computer Loan Program After six months of employment, the AAN will provide a no-interest loan of up to \$2,000 for employees in good standing to assist with the purchase of a PC or PC-compatible device. Repayment of the loan is handled through payroll deduction for a period of up to eighteen months.

Business Casual Dress The AAN follows a business casual dress code; for virtual and in-person Committee member meetings, business dress is required.

Flexible Work Hours Employees are expected to agree to a regular work schedule with their supervisor. Any flextime and/or relocation (including short-term) requests need to be approved, in advance, by the supervisor & Human Resources.

Tuition Reimbursement Employees are eligible for up to a \$2,000 reimbursement for pre-approved courses during each budget year as per policy.

Staff Incentive Program A calendar-year program, based on organizational performance metrics that are set and identified by the CEO on an annual basis. Eligibility and organizational performance must be met in order to receive any payment. Additional details on the program are provided upon hire.

Note that all programs and policies may be changed, without notice, at any time, at the company's discretion. Nothing in this document implies a contract of employment.