

The benefits highlighted below are those offered to full-time and/or part-time employees of Valley Hope. For benefits purposes, full-time employees are those scheduled to work 36 or more hours per week; part-time employees are those scheduled to work 35 hours or less per week.

BENEFIT	WHO PAYS	WHO IS ELIGIBLE	WHEN ELIGIBLE	DESCRIPTION
Health Insurance <i>(Medical & Prescription)</i>	Valley Hope & Employee	Full-time Employees	First of the month following 30 days of full-time employment.	Two plan options for Employees and their eligible dependents. Premium costs are shared between the Employee and the Company. Employee premiums are paid through pre-tax payroll dollars. <ul style="list-style-type: none"> • Option 1 – High Deductible Health Plan (HDHP) <ul style="list-style-type: none"> • Deductible - \$3,000 Individual / \$6,000 Family <i>(in-network)</i> • Out-of-Pocket Maximum - \$4,000 Individual / \$8,000 Family • Option 2 – Traditional PPO <ul style="list-style-type: none"> • Deductible - \$1,200 Individual / \$2,400 Family <i>(in-network)</i> • Out-of-Pocket Maximum - \$5,000 Individual / \$10,000 Family
		Part-time Employees	First of month following 12 months of employment for part-time employees who have worked 130 hours per month for a minimum annual total of 1560 hours.	<i>Same as above</i>
Dental Insurance	Valley Hope & Employee	Full-time Employees	First of the month following 30 days of full-time employment.	Dental coverage for Employees and their eligible dependents. Premium costs are shared between the Employee and the Company. Employee premiums are paid through pre-tax payroll dollars. <ul style="list-style-type: none"> • 100% coverage for in-network preventative/diagnostic • 80% coverage for basic services; 50% for major services • Deductible - \$50 per person/\$150 family limit
		Part-time Employees	First of month following 12 months of employment for part-time employees who have worked 130 hours per month for a minimum annual total of 1560 hours.	<i>Same as above</i>
Vision Insurance	Employee	Full-time Employees	First of the month following 30 days of full-time employment.	Vision coverage for Employees and their eligible dependents. Premium costs are paid 100% by Employee premiums are paid through pre-tax payroll dollars. <ul style="list-style-type: none"> • Covers eye exams, lenses or contact lenses, and frames, subject to co-payments and benefit limits
		Part-time Employees	First of month following 12 months of employment for part-time employees who have worked 130 hours per month for a minimum annual total of 1560 hours.	<i>Same as above</i>

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Health Savings Account (HSA)	Valley Hope & Employee	Full-time Employees	First of the month following 30 days of full-time employment.	<p>Pre-tax medical savings account to pay for eligible health expenses including out-of-pocket medical, dental, and vision expenses for employee's enrolled in our HDHP.</p> <p>Valley Hope contributes to employee HSA account for those in HDHP at the following rates (regardless if you contribute):</p> <ul style="list-style-type: none"> • Employee Only: \$50.00/month (\$600 annually) • All Family Levels: \$100.00/month (\$1,200 annually) <p>HSA accts administered by Discovery Benefits</p>
		Part-time Employees	First of month following 12 months of employment for PT employees who have worked 130 hours per month for a minimum annual total of 1560 hours.	<i>Same as above</i>
Flexible Spending Accounts (FSA)	Employee	Full-time Employees	First of the month following 30 days of employment.	<p>Pre-tax savings account options to pay for qualified Health Care and/or Dependent Care expenses.</p> <p>Health Care FSA: \$2,750 annual maximum (<i>used to pay for qualified healthcare expenses</i>)</p> <p>Dependent Care FSA: \$5,000 annual maximum <u>per household</u> (<i>used to pay for qualified dependent care expenses</i>)</p> <p>Limited Purpose FSA: \$2,750 annual maximum (<i>used to pay for health care expenses not covered by the HDHP deductible</i>)</p> <p>FSA plans are administered by Discovery Benefits</p>
		Part-time Employees	First of month following 12 months of employment for PT employees who have worked 130 hours per month for a minimum annual total of 1560 hours.	<i>Same as above</i>
401(k) Retirement Plan	Valley Hope	Full-time & Part-time Employees	Date of hire.	<p>Employees may contribute up to 60% of eligible compensation on a pre-tax basis (per IRS guidelines). Employee contributions are always 100% vested.</p> <p>Employer match is 50% on the first 6% of the Employee's contribution; the employer match begins, following 12 months of employment. Employer match vests 20% per year over 6 years.</p>

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401(k) Retirement Plan - cont'				<p>Employer provided 1% non-elective contribution made once annually at year-end to employees age 21 or over with 1 year of service prior to January 1 or July 1 and a minimum of 1,000 service hours.</p> <p>401(k) Retirement Plan is administered and funds provided by Fidelity Investments.</p>
Long-Term Disability (LTD)	Valley Hope	Full-time Employees	First of the month following 30 days of full-time employment.	<p>60% of monthly income to a maximum of \$12,500. You must be disabled for at least 90 days before you can receive LTD.</p> <p>LTD coverage is provided through Reliance Standard.</p>
Group Life & Accidental Death & Dismemberment (AD&D) Insurance	Valley Hope	Full-time Employees	First of the month following 30 days of full-time employment.	<p>Employer provided basic term life insurance and AD&D insurance; coverage provided based on position at the following class levels:</p> <ul style="list-style-type: none"> • Class 1 - \$50,000 • Class 2 - \$100,000 • Class 3 - \$150,000 • Class 4 - \$200,000 • Class 5 - \$250,000 <p>Life and AD&D coverage is provided through Reliance Standard.</p>
Voluntary Life Insurance & Accidental Death & Dismemberment (ADD) Insurance	Employee	Full-time Employees	First of the month following 30 days of full-time employment	<p>Employees may purchase additional Life and ADD insurance for themselves. If you elect voluntary insurance for yourself, you can also elect coverage for your Spouse and/or dependent Children.</p> <p>Life insurance and ADD coverage amounts for Employees can be purchased in increments of \$10,000 up to a maximum of \$500,000. Coverage for Spouse can be purchased in increments of \$5,000 up to a maximum of \$250,000. Child Life insurance and ADD coverage is available in the amount of \$10,000.</p> <p>Voluntary Life and AD&D coverage is provided through Reliance Standard.</p>

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Voluntary Critical Care Insurance	Employee	Full-time Employees	First of the month following 30 days of full-time employment.	<p>Employees may purchase Critical Care insurance for themselves and their dependents. If you elect Critical Care insurance for yourself, you can also elect coverage for your Spouse and/or dependent Children.</p> <p>Critical care insurance provides lump sum payment to you directly if you are diagnosed with a covered critical illness. Coverage for Employees and Spouse can be purchased in increments of \$5,000 up to a maximum of \$20,000. Child coverage is available at 25% of Employee enrolled amount up to a maximum of \$5,000.</p> <p>Critical Care coverage is provided through Reliance Standard.</p>
Voluntary Accident Insurance	Employee	Full-time Employees	First of the month following 30 days of full-time employment.	<p>Employees may purchase Accident insurance for themselves and their dependents. If you elect Accident insurance for yourself, you can also elect coverage for your Spouse and/or dependent Children.</p> <p>Accident insurance provides payment directly to you to help with out-of-pocket expenses incurred due to an injury.</p> <p>Accident Insurance coverage is provided through Reliance Standard.</p>
Paid Time Off (PTO)	Valley Hope	Full-time & Part-time Employees	<p>Date of hire for full-time employees.</p> <p>Beginning of January for the prior calendar year lookback period for part-time employees, unless otherwise required by applicable state law where you work.</p>	<p>Full-time employees begin accruing PTO upon date of hire and accrue hours on a per-pay-period basis. The PTO level and accrual rate are based on your position (5 tiers) and on years of continuous service.</p> <p>Full-time employees may use PTO following the completion of 30 calendar days of continuous employment.</p> <p>Part-time employees receive PTO on a pro-rated basis in accordance with the hours they worked in the previous calendar year.</p> <p>Part-time employees who worked at least 1000 hours in the prior calendar year will receive PTO in the current calendar year at a rate of 50% of the full PTO level for their respective position.</p> <p>PTO has a maximum annual carry over of 360 hours. Employees are allowed to take up to 40 hours of PTO in advance of earning the hours. Any hours used prior to being earned must be re-paid upon separation.</p>

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Paid Time Off (PTO) – cont'	Valley Hope	Tier 1	Date of hire.	Annual accrual (pro-rated for date of hire): 0 – 5 yrs of service: 15 days (120 hours/4.62 hrs/pay period) 6+ yrs of service: 20 days (160 hours/6.15 hrs/pay period)
		Tier 2	Date of hire.	Annual accrual (pro-rated for date of hire): 0 – 5 yrs of service: 17.5 days (140 hours/5.38 hrs/pay period) 6 + yrs of service: 22.5 days (180 hours/6.92 hrs/pay period)
		Tier 3	Date of hire.	Annual accrual (pro-rated for date of hire): 0 – 5 yrs of service: 20 days (160 hours/6.15 hrs/pay period) 6 + yrs of service: 25 days (200 hours/7.69 hrs/pay period)
		Tier 4	Date of hire.	Annual accrual (pro-rated for date of hire): 0 – 5 yrs of service: 25 days (200 hours/7.69 hrs/pay period) 6 + yrs of service: 30 days (240 hours/9.23 hrs/pay period)
		Tier 5	Date of hire.	Annual accrual (pro-rated for date of hire): 0 – 5 yrs of service: 27.5 days (220 hours/8.46 hrs/pay period) 6 + yrs of service: 32.5 days (260 hours/10 hrs/pay period)
Holidays	Valley Hope	Full-time Employees	Date of hire.	7 Company-paid Holidays New Year's Day Martin Luther King, Jr. Day Memorial Day Independence Day Labor Day Thanksgiving Day Christmas Day
Personal Holiday	Valley Hope	Full-time Employees	Date of hire.	1 Paid Personal Holiday Personal Holidays are to be used in full-day increments during the calendar year awarded. Personal Holidays cannot be carried over to subsequent years and are not paid out upon termination.
Family & Medical Leave Act (FMLA) Leave	N/A	Employees who have been employed for 12 months and who have worked 1,250 hours in the previous 12 months	After one year of employment.	Provides eligible Employees with up to 480 hours (12 week equivalent) of unpaid leave each year for any of the following reasons: <ul style="list-style-type: none"> • The birth and care of the newborn child of an Employee; • Placement with the Employee of a child for adoption or foster care; • To care for an immediate family member (spouse, child or parent) with a serious health condition; • To take medical leave when the Employee is unable to work because of a serious health condition; or • Military family leave

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Tuition Assistance	Valley Hope	Full-time Employees	After 6 months of continuous employment; must remain an active employee during course term.	<p>Provides reimbursement of education costs for approved courses of study. Covers tuition, enrollment & course-related fees, books, library & lab fees. Repayment requirements apply if Employee leaves VHA within 2.5 years of receiving reimbursement.</p> <p>Program benefits:</p> <ul style="list-style-type: none"> • \$5,000 annual benefit for undergraduate courses • \$10,000 annual benefit for graduate and post graduate courses • \$25,000 undergraduate degree maximum benefit • \$35,000 graduate degree maximum benefit • \$45,000 post graduate degree maximum benefit
Employee Assistance Program	Valley Hope	All Employees	First of the month following 30 days of employment.	<p>Provides confidential counseling for Employees and household family members in areas such as parenting, eldercare, relationships, work, stress, financial difficulties, etc.</p> <p>6 counseling sessions are provided within a 1-year period per issue. Services are provided for through LifeWorks. Contact LifeWorks over the phone (1-888-456-1324), the online member portal, or through their mobile app.</p> <p>Provides alcohol/drug treatment and related services for Employees in need of rehabilitation assistance. Treatment is provided via Valley Hope treatment facilities (if a facility employee, treatment is provided at another location).</p>
Unemployment Compensation	Valley Hope	All Employees	Date of hire.	Benefits per State law.
Workers' Compensation	Valley Hope	All Employees	Date of hire.	Coverage under State law for work-related injuries or illnesses.

The benefits and descriptions above are only highlights of the benefits offered to Employees and are not complete benefit descriptions; for more detail, please consult the Benefits Summaries available on UKG. In the event of discrepancies between summaries and the Plan Document, the Plan Document controls.