

2011 Employee Benefit Summary

Geisinger System Services on behalf of its affiliate entities under the common corporate control of the Geisinger Health System Foundation, collectively referred to as Geisinger provides various levels of benefits to all regular **full-time employees** and regular **part-time employees** who are in positions budgeted at 0.5 FTE or higher or who work at least 1,000 hours during a calendar year.

Geisinger's comprehensive program includes opportunities for education & development, competitive compensation & benefits, and supports work life balance. Geisinger offers a flexible benefit plan where the costs are shared between the employer and the employee. New employees may elect benefits immediately upon employment. Benefits enrollment is completed using Lawson, online on our intranet. In addition to benefits enrollment, it provides quick and easy access to key plan information, levels of coverage, contributions, and eligible dependents with electronic forms that are easy to understand and navigate.

If you have questions about the benefit programs, specific plan information or need more detail than this summary provides please call your Geisinger Human Resources office at:

North Central Region: (570) 271-6640

Northeast Region: (570) 808-7885

Western Region: (814) 235-3380

This is a summary of existing or current benefit plans and policies, which may be subject to change. Where this summary and the official contracts, plan documents and policies vary in the descriptions of the plans, the contract, the plan documents and policies are the final authority.

Highlights of each of the benefit plans follow:

Health Plan Options

Medical

Employees can choose between MyCare Solutions & MyCare Select. Each plan provides immediate coverage with no pre-existing condition clause. Employees will be responsible for a contribution to participate in the medical coverage. MyCare Solutions is a managed care medical plan that requires you to choose a primary care site with a Primary Care Physician (PCP) who will coordinate all of your medical care. Find out who participates at www.thehealthplan.com.

MyCare Solutions

- Annual Deductible of \$500 individual / \$1,000 two person / \$1,500 family
- \$20 co-pay – primary care physician visit / \$30 co-pay specialist visit
- Preventive Services – 100% coverage (*see the 2011 MyBenefits – MyLife Guide for details*)
- \$75 emergency room co-pay

- \$20 outpatient mental health co-pay per visit
- Other services may require a co-pay - see the *2011 MyBenefits – MyLife Guide* for details.

MyCare Select

- Members are not required to designate a single primary care physician with MyCare Select. You have the freedom of choice to use physicians and hospitals within the Geisinger Health Plan (GHP) provider network, or go outside of the network to use the services of other physicians and hospitals.
- When accessing providers outside the GHP network, the financial costs for which you will be responsible will be much higher than using the providers within the GHP network. Usually, within the GHP network you will have 90% of the costs covered as opposed to 70% with providers outside the network.

In Network

- \$500 individual / \$750 two person / \$1,000 family deductible
- 90% coverage 10% co-insurance
- \$750 individual / \$1,125 two person / \$1,500 family co-insurance maximum

Out of Network

- \$1,500 individual / \$2,250 two persons / \$3,000 family deductible
- 70% coverage 30% co-insurance
- \$2,000 individual / \$3,000 two person / \$4,000 family co-insurance maximum

Physician Services (*In Network*)

- \$20 co-pay - primary care services (via pediatrician, family practitioner, general internist or obstetrician)
- \$35 co-pay - specialty services
- Deductible and co-insurance apply after co-pay

Preventive Services

- 100% coverage
- Pays 100% of certain preventive services, including annual exams, vaccinations and health screenings. See the *MyBenefits – MyLife Guide* for details.

Emergency Room - \$75 co-pay

Mental Health - \$20 co-pay (deductible and co-insurance apply)

Vision - 100% coverage for one eye refraction per year. Other services - \$35 co-pay

Maternity - \$20 co-pay (initial visit only) (*see the MyBenefits – MyLife Guide for details*)

MyHealth Rewards Program

MyHealth Rewards Program is designed to encourage and support employees to identify and follow a pathway to better health for themselves and their families. Key elements of this program include:

- **Geisinger Wellness** initiatives provide information, resources and participation opportunities for all employees to improve their health by increasing physical activity, nutrition, weight management, screenings, tobacco cessation and other activities.
- **Health Risk Assessment (HRA)** is a confidential web-based questionnaire designed to evaluate individual health status. HRA is also a tool for building a personal health improvement plan to be agreed on by you and your doctor. HRA will be available to all employees and dependent family members over age 18.
- **Free medications for hypertension, high cholesterol and diabetes** – After meeting the Prescription Drug Plan deductible, Health Plan members can obtain free medications from a list of nearly 200 generic and brand name drugs used to control hypertension, cholesterol and diabetes. View the list of approved medications on-line at *INFOweb/hr/benefits*.
- **Health Management Program participation** – Each Geisinger Health Plan member who meets enrollment criteria and enrolls in one or more of the health management programs will receive a \$200 enrollment incentive payment. Participants have an opportunity for 2 additional reward payment of \$200 each. View additional information at *INFOweb/MyHealth Rewards*. Please note: Standard GHP eligibility criteria for Disease Management or Complex Case Management must be met.

Mental Health and Substance Abuse

United Behavioral Health (UBH) manages services for participants of MyCare Solutions and MyCare Select. For pre-authorization, please call UBH at 888-839-7972.

Accessories Program

As a member of Geisinger Health Plan you have access to a variety of discounted, health related products and services. Eye Med, Weight Watchers® and fitness center discounts are included in the program. Discounts ranging from 15-60% depending on the service selected are offered through partnerships with outside contracted vendors. No referrals are necessary, and premium is not affected. American Specialty Health networks offers a 25% discount off the provider's usual fee for acupuncture, chiropractic care and massage therapy. In addition, members can also receive a discount of 15-40% on more than 2,400 health and wellness-oriented products. Find out what services and discounts are available through GHP's Accessories Program at www.thehealthplan.com.

Vision

Refraction, Contact Lens, eyeglasses and Lasik Surgery at reduced prices at specified locations

Prescription

When an employee chooses Health Insurance through Geisinger they are automatically enrolled in the prescription drug plan. Once a \$50 per individual / \$75 two-person / \$100 family deductible per calendar year (maximum of two deductibles per family) is met, you are responsible for a co-pay per prescription. The amount you pay depends on whether the drug is a generic, preferred brand name or non-preferred brand name.

Free generic and brand name drugs (after meeting the deductible) for hypertension, diabetes and CAD (coronary artery disease, i.e. high cholesterol) **only at Geisinger Pharmacies** (GMC Outpatient, Knapper, CareSite and Geisinger Mail-Order pharmacies). A list of almost 200 medications can be found online at *INFOweb/hr/benefits*.

Tier	Geisinger Retail/ CareSite Pharmacy (30-day supply)	Other Retail Pharmacy (30-day supply)	Geisinger Mail- Order Pharmacy (90-day supply)
Select Medications (cholesterol, diabetes and hypertension)	After deductible, you pay \$0	After deductible, you pay the Tier 1, 2 or 3 co-pay	After deductible, you pay \$0
Tier 1 Generic Drugs	You pay \$7.50	You pay \$10	You pay \$15
Tier 2 Preferred Brand Name Drugs	You pay \$20	You pay \$25	You pay \$40
Tier 3 Non-Preferred Brand Name Drugs	You pay \$30	You pay \$40	You pay \$60
Injectibles and other Biologic Drugs	You pay 20% Co-insurance	You pay 20% Co- insurance	You pay 20% Co- insurance

- **Select medications are subject to GHP formulary rules.**
- Co-pays apply after the deductible has been met. Deductible is \$50 for individual, \$75 for two-person and \$100 for family coverage.
- Retail Pharmacy – Limited to a 30-day supply.
- Mail Order Pharmacy – Provides a 90-day supply for two “Geisinger Retail Pharmacy” co-pays. Certain drugs may only be available through mail order.
- **When the prescribed drug cost is less than the co-pay, the cost of the drug will be charged.**
- Diabetic supplies: test strips and syringes are free at Geisinger Pharmacies under the free medication program.
- Cosmetic drugs are not covered. Fertility drug costs, including dispensing fees, are covered up to \$5,000 per year.
- Prescriptions written by a physician for himself/herself or his/her family members are not covered.

Dental

Geisinger offers a comprehensive Dental Plan through Delta Dental. All covered dental procedures, except diagnostic and preventive services, are subject to an annual per person deductible of \$100, with a family limitation of \$200 for In-Network and Out-of-Network dentists. The deductible is waived for diagnostic and preventive services. There is an \$1800 annual maximum per person for services provided by Delta Dental PPO and Premier participating dentists and \$1500 annual maximum per person for services provided by non-participating dentists. The following payment schedule shows the co-insurance percentages involved with each covered procedure, in accordance with the Delta Dental payout level.

Class I Services (Excluded from annual maximum unless otherwise noted)	Plan Pays ¹	
	In-Network	Out-of-Network
Examinations (2 per calendar year)	100%	100%
X-Rays (Bitewing – 2 per calendar year; Full mouth series – 1 per 3-year period)		
Cleanings (2 per calendar year; 1 additional for expecting mothers)		
Fluoride Treatments (2 per calendar year)		
Sealants (to age 17, 1 per tooth per 3-year period)		
Space Maintainers		
Palliative Treatment		
Class II Services		
Basic Restorative	75%	75%
Posterior Composites		
Endodontics		
Periodontics (Surgical and Non-Surgical)		
Simple Extractions		
Complex Oral Surgery		
General Anesthesia and/or IV Sedation		
Class III Services		
Inlays, Onlays, Crowns	50%	50%
Prosthetics		
Implants		
Pre-Orthodontic Treatment Visit (to age 19)		
Pre-Orthodontic Treatment Visit Only	Orthodontic exams will be paid at \$50 for the first 3 exams only.	
Deductibles and Maximums		
Deductible Per Member (Class I services and Pre-Orthodontic Treatment Visit excluded)	\$100 per person \$200 per family	\$100 per person \$200 per family
Annual Program Maximum (per person)	\$1,800	\$1,500
Networks	Delta Dental PPO & Premier	

To obtain a list of PPO and Premier dentists in your area, go to www.deltadentalins.com/geisinger, select "Find A Dentist".

¹ Percentage is based on Delta Dental's applicable Maximum Plan Allowance or the dentist's fee, whichever is less (the Allowed Amount). The Delta Dental payment under the program, plus the patient payment, equals the Allowed Amount, which is accepted by Delta Dental participating dentists as full payment.

Life, Disability and Liability

Full-time employees are covered by **Group Term Life Insurance**. Coverage is equal to two times annual salary, subject to a limit of \$500,000.

Group Term Life Insurance automatically includes **Accidental Death and Dismemberment (AD&D)** coverage which has an additional death benefit of two times the Group Term Life policy. Dismemberment coverage provides financial protection if an employee suffers the loss of a limb, eyesight, etc. **Full-time and part-time employees** may elect to purchase **Optional Life Insurance** up to six times salary capped at \$1,500,000. The cost of the Optional Life Insurance is based on age. See the *MyBenefits – MyLife Guide* for details.

Full-time and part-time employees electing Optional Life Insurance may elect to purchase **Spouse/Domestic Partner Life Insurance** up to \$100,000 in \$10,000 increments and **Dependent Children Life Insurance** up to \$25,000 in \$5,000 increments.

As a Geisinger employee, you are automatically covered for **Business Travel Accident Insurance**, including Life Flight® coverage.

Voluntary Short-Term Disability Insurance is available to **full-time and part-time (.50 fte or higher) employees**. Eligibility begins on your first day of employment or in an eligible position. You can choose a 14, 30 or 60-day elimination period and monthly disability benefits will be 60% of your salary.

Long-Term Disability (LTD) Insurance is available to **full-time and part-time employees**. Eligible full-time employees can choose 50% or 60% salary replacement. Eligible part-time employees will automatically receive 50% salary replacement. Long-Term Disability coverage is designed to cover any lengthy disability that continues for more than six months. A pre-existing condition limitation applies to newly hired employees.

Professional Liability Insurance

Geisinger Health System pays the full premium to provide commercial insurance for professional liability and also pays the full premium for extended coverage under the Catastrophic Loss Fund administered by the Commonwealth of Pennsylvania.

Flexible Spending Account (FSA)

This benefit offers you the option to redirect a portion of your pay, through payroll deduction, into Flexible Spending Accounts (FSAs). The money that is deposited into your FSA is deducted from your pay on a pre-tax basis (before Federal and Social Security taxes are calculated). Because you do not pay taxes on the money that is contributed to an FSA, you decrease your taxable income and potentially increase your take-home pay. The plan limits for 2011 continue to be \$5,000 for health care or dependent day care.

The Healthcare Flexible Spending Account (HFSA) provides you with the ability to set aside money on a pre-tax basis for any IRS-allowed health care expenses not covered by your health coverage. These expenses include deductibles, co-pays, coinsurance

payments, routine physicals, uninsured dental expenses, vision care expenses, hearing care expenses and orthodontia.

Due to the Healthcare Reform Act, effective January 1, 2011, Over-The-Counter (OTC) medications are no longer eligible for reimbursement through a Health Care FSA unless you have a prescription or note of medical necessity from your physician. For a list of eligible/non-eligible items see the MyBenefits – MyLife Guide for details.

Note: Federal tax rules prohibit the Health Care Account from being used for expenses incurred by your domestic partner and your domestic partner's dependents unless they are also your dependents.

For a complete list of eligible health care expenses view Publication 502 at www.irs.gov.

The Dependent Care Flexible Spending Account (DFSA) provides you with the ability to set aside money on a pre-tax basis for dependent care expenses for your child, disabled parent or spouse. Generally, expenses will qualify for reimbursement if they are the result of caring for children under 13 years of age or children 13 or over who are physically or mentally unable to care for themselves. A spouse or elderly parent residing in your home, who is physically or mentally unable to care for himself or herself, also qualifies. In addition, in order to qualify for reimbursement, the expenses must enable you and your spouse (if applicable) to work full-time, seek employment or attend school on a full-time basis.

Benny™ Prepaid Benefits Card

The Benny is a special-purpose Visa® card allowing for electronic access to your pre-tax FSA dollars. You may use the Benny at healthcare providers and facilities, dependent care providers and participating merchants who are able to identify FSA-eligible items at the point of sale. The Benny works similar to a debit card, deducting eligible expenses from the available funds in your account (annual election amount for an HFSA and current account balance for a DFSA). When using the Benny, you will automatically pay for qualified healthcare and dependent care expenses each time you swipe your card. When you enroll in an HFSA and/or DFSA, you will automatically receive two Prepaid Benefits Cards in your name (i.e., the employee's name). You may request additional Prepaid Benefits Cards for your dependents (a \$5 fee is charged for each additional set).

You may elect to participate in either, or both, the Health Care Account - FSA or the Dependent Day Care Account - FSA for child/dependent day care expenses, while allowing you to save money on your taxes.

Plan carefully, you must use the money for expenses incurred by March 15th of the following year that it's deposited or – under IRS rules – the money left in your account will be forfeited.

Go to www.vantagenllc.com/resources-forms/ for more information. The amount you elect will be deducted in even amounts from each of your paychecks, and contributed to your account(s).

Retirement Programs

Employees are immediately eligible to participate in the Geisinger Retirement Plan(s).

Geisinger Contribution

Geisinger automatically contributes an amount equal to 5 percent of an employee's compensation under the Social Security (FICA) wage base (\$106,800 in 2011), plus 9 percent of earnings over the wage base, up to the federal compensation limit (\$245,000 in 2011) to the 401(k) Savings Plan, provided the employee is at least age 18 and in an eligible group. Employees receive this contribution even if they do not contribute to the plan.

The money Geisinger invests in the 401(k) plan on your behalf is subject to a 3-year cliff-vesting schedule. One year of credited service is a calendar year where a minimum of 1,000 hours are worked. That means if you leave Geisinger before completing three years of credited service, you take only the money that you have put into the plan and any earnings on it, but not the money Geisinger has contributed on your behalf.

Employee Contribution

Pre-Tax or Roth 401(k) Savings Plan

Employees who earn less than the highly compensated limit (\$110,000 in 2011) may personally contribute a minimum of 2% of compensation to the pre-tax or Roth 401(k) Plan through convenient payroll deduction, up to the IRS limit (\$16,500 in 2011).

Unless an employee elects to not participate in the 401(k), they will be automatically enrolled with a 3% employee contribution after 90-days of employment/eligibility.

Pre-Tax or Roth TSA - 403(b) Plan

Geisinger Health System also offers the ability to make voluntary contributions to the pre-tax or Roth TSA – 403(b) Plan, up to the IRS limit (\$16,500 in 2011). The minimum contribution to the 403(b) is 3% of compensation.

If an employee contributes to both the TSA - 403(b) and the 401(k) the total combined personal contribution cannot exceed the maximum limits set by the Internal Revenue Code (\$16,500 for participants age 49 and younger; \$22,000 for participants age 50 and older).

Catch-up Contributions

If you are age 50 or older; you may make additional "catch-up" contributions to the 401(k) and/or 403(b). Eligibility is very straightforward. All employees who are age 50 or older before January 1, 2011, can make "catch-up" contributions in the amount of \$5,500 to the 401(k) or 403(b), so long as the plans allow such contributions to be made and the employee is contributing the maximum defined by the IRS.

Employees may direct Geisinger's and personal contributions made to the retirement plan(s) to a variety of investment options with Fidelity Investments. The investment options include Fidelity and Non-Fidelity funds, which cover a range of risk and return characteristics to help you build a retirement portfolio from conservative short-term funds to aggressive stock mutual funds.

Work/Life Balance

Personal Holidays

Balancing work time and time off is an important decision, one that is certainly different for each employee. This program gives **full-time employees** the option each year to take 4 (four) Personal Holidays as time off with pay during the year, or to "sell" one or more of them for cash to be paid as a lump sum or flex credits to be applied equally to your pay throughout the plan year.

Pro-rated Personal Holidays for newly hired **full-time employees** must be used as time off prior to the end of the plan year. (January 1 through December 31)

Unused or unsold Personal Holidays are not eligible to be carried over from year to year. If you change from **full-time** to **part-time** status during the calendar year, any unused Personal Holidays or remaining credits are forfeited. Also, upon termination of employment, you lose the balance of unused Personal Holidays or flex credits.

Paid Time Off

Paid Time Off (PTO) Primary is provided for scheduled time off such as vacations, unscheduled instances of illness and personal emergencies. All regular **full-time** and benefits-eligible **part-time employees** accrue PTO biweekly.

- **Part-time employees** are eligible to receive a prorated portion of the equivalent full-time employee accrual. Part-time accruals are earned each pay based on hours worked.
- **Full-time employees** are eligible for immediate use of PTO primary hours accrued biweekly.
- **Hourly paid employees** - the initial accrual is based upon 14 1/2 days a year.
- **Salaried employees** - the initial accrual is based upon 19 1/2 days a year.

Paid Time Off (PTO) Extended hours provide employees pay continuance during periods of personal illness. These hours may be accessed after 24 consecutive hours of scheduled work time in instances of an absence of personal illness each fiscal year (July-June), or other pre-defined illnesses. A maximum of 1,040 hours (130 days) or six months of extended leave will be paid per episode of illness.

- **Part-Time Employees** accrue on a biweekly basis a prorated amount equivalent to 8 days (64 hours) of PTO extended time annually.
- **Full-Time Employees** accrue on a biweekly basis the equivalent of 8 days (64 hours) of PTO extended time annually.

Holidays

Full-time employees are eligible for six paid holidays in a calendar year. Should a **part-time employee** work on an actual holiday, (s)he will receive time-and-a-half for the hours worked. (*New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day.*)

Jury Duty

Employees asked to serve on a jury are eligible for regular pay.

Funeral Leave

Full-time employees may be eligible for up to a maximum of three days paid funeral leave. **Part-time employees** may be eligible for up to a maximum of 8 hours paid funeral leave if they are scheduled to work on the day of the funeral or viewing. Funeral leave is granted depending on your relationship to the deceased.

Employee Assistance Program (EAP)

Geisinger Health System offers counseling and guidance to individuals who may need confidential assistance with personal problems, through the EAP.

Travel Assistance Program

As a **full-time employee** or **part-time employee** with Optional Life Insurance, your benefits include the Travel Assistance Program through our life insurance carrier. This program provides emergency assistance during international travel or domestic travel more than 100 miles from your home. Services include language and legal assistance, medical referrals, medical evacuation, assistance for lost ID, lost luggage or prescriptions. For more information about these services and how to access them, go to INFOweb/hr/benefits.

Education/Development

Educational Assistance (Tuition Reimbursement)

Tuition reimbursement is for work-related courses or a job related degree program with prior approval from the Employee Development office. The annual reimbursement is 85% up to a maximum of \$2,500 for undergraduate and \$2,500 for graduate courses per calendar year for job-related courses. Employees must satisfactorily complete the course to be eligible for reimbursement. Reimbursement does not include books, fees, etc.

- **Part-time employees** - After one year of regular part-time employment and 1,000 hours worked, part-time employees are eligible for tuition reimbursement.
- **Full-time employees** - After six months of continuous full-time employment full-time employees are eligible for tuition reimbursement.

Advanced Practitioners (Physician Assistants (PAs), Nurse Practitioners (NPs), Certified Registered Nurse Anesthetists (CRNAs), Certified Nurse Midwives (CNMs)) are allotted 10 working days (80 hours) per fiscal year (July-June) for external Continuing Medical Education (CME), plus \$1,500 per fiscal year. The \$1,500 may be used for external CME, books, journals, annual professional dues, and Board certification and recertification fees. Licensure and equipment are NOT covered by CME funds.

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This document is a summary of existing or current benefit plans and policies, up to date as of 1/1/2011.