



# Employee Benefits Package Summary

This summary is intended to give a brief overview of the benefits plans. For complete details of eligibility and coverage, please review the summary plan descriptions and benefits information from the providers. Benefits are subject to change at any time, with or without notice except as required by law.

## Health Insurance

- Includes medical, hospitalization, vision, and prescription drug coverage
- EPO plan with no primary care doctor or referrals required
- A national network with both in-network and out-of-network coverage
- Coverage begins on the first day of the month following employee's start date
- Current employee cost per month for employees with annual salary less than \$45,000
  - Employee only coverage = \$37.72
  - Employee +1 coverage = \$144.82
  - Employee + family coverage = \$217.24
- Current employee cost per month for employees with annual salary greater than \$45,000
  - Employee only coverage = \$37.72
  - Employee +1 coverage = \$220.16
  - Employee + family coverage = \$330.26

## Dental Insurance

- Covers preventative care, as well as basic and major dental services
- Insurance can be used with any dentist
- Coverage begins on the first day of the month following employee's start date
- 2012 employee cost per month
  - Employee only coverage = \$3.04
  - Employee +1 coverage = \$17.80
  - Employee + family coverage = \$29.96

## Flexible Spending Plan

- Medical Reimbursement - allow you to pay for uninsured medical expenses with pre-tax dollars
- Dependent Care Reimbursement - allow you to pay for child care with pre-tax dollars
- Transportation Reimbursement - allows you to pay parking or bus fees with pre-tax dollars
- Premium Conversion - allows you to pay health and dental insurance premium with pre-tax dollars

## Retirement Plan

- Employees may contribute pre-tax dollars into their 403(b) account
- BTI makes a matching contribution of 100% of the first 4% of employee contribution to the 403(b), which is vested immediately
- BTI makes a discretionary 403(b) contribution based on the institutes financial performance, historically 6-12% annually based on length of service, which vests with three years of service

## Short-Term Disability

- Provides up to \$170 per week for up to 26 weeks while out of work for a disability
- 7-day elimination period before benefits begin
- Premiums paid in full by BTI
- Salary continuation of up to 3-7 weeks is available for employees on short-term disabilities based on length of service

## Long-Term Disability

- Provides up to 2/3 of pay after 26 weeks of disability
- Premiums paid in full by BTI

## Group Term Life Insurance

- Benefit amount of 2x annual salary up to \$150,000
- Includes accidental death & dismemberment benefits
- Premiums paid in full by BTI

## Supplemental Life Insurance

- Employee, spouse, and children coverage available
- Premium rates based on age & tobacco use



# Employee Benefits Package Summary (continued)

## Business Travel Insurance

- Death benefits, medical coverage & repatriation while traveling for BTI
- Premiums paid in full by BTI

## Employee Assistance Program

- Professional & confidential assistance for personal issues available to employees and their families
- Premiums paid in full by BTI

## Tuition Reimbursement

- Reimburses of 80% of tuition, books, and fee up to \$5250 per calendar year, if a grade C or higher is earned
- Available after one year of service
- Courses must be pre-approved and work-related

## Life-Time Learning

- Reimburses up to \$100 per calendar year for non-college coursework or for participation in wellness programs, including health club membership

## Cornell Non-Degree Courses

- Employees may take up to four credits per semester as non-degree extramural education through Cornell University

## Professional Development

- Reimbursement of 100% of fees and books up to \$1000 per calendar year for coursework leading to professional certification
- BTI pays for some external training programs and conferences for professional skills development
- Post-Graduate Society with programs for Postdocs and graduate students
- BTI conducts internal seminars to share research and allow researchers to develop their presentation skills

## Flex Time

- Employees can develop a schedule that meets both the work needs and their outside obligations

## Paid Time Off

- PTO is accrued on a monthly basis at an initial rate of 1.67 days per month (prorated for part-time) and increases with length of service

## Paid Holidays

- BTI has 11 paid holidays each year

## Bereavement Time

- Three days of paid bereavement time for the death of an immediate family member

## Jury Duty Pay

- Employees will be paid their regular rate of pay for up to three months of jury duty service

## Military Leave

- Employees may be granted paid leave once per year for a military training period of 8-30 days
- Benefits and reinstatement for any period of military leave are compliant with USERRA standards

## Parties and Events

- BTI sponsors various events through the year, including a summer picnic, holiday party, health fair, and other events recommended to the Fun Committee

## Mandated Benefits

- Social Security & Medicare - BTI contributes an amount equal to your payroll deductions for these benefits
- Workers' Compensation - BTI pays premiums to cover benefits related to workplace injuries
- Unemployment - BTI pays premiums for employees who lose a job due to no fault of their own

## COBRA

- Continuation of some benefits, including the health insurance and dental insurance, is available to participants at their own cost, after they leave employment with BTI or for certain other qualifying events