



Employee Life Insurance

Employee Life Insurance coverage provides important financial protection for you and your loved ones.

You may choose an Employee Life Insurance coverage amount from nine options. The maximum Employee Life Insurance coverage level is eight times your insured earnings up to \$2,500,000. In addition to Life Insurance, the options also provide an equal amount of Accidental Death and Dismemberment (AD&D) Insurance. The Life Insurance plan is administered by Cigna.

The Company pays the full premium for Employee Life Insurance coverage up to two times your annual insured earnings. You pay for any Employee Life Insurance you elect in excess of two times your insured earnings. If you increase your Employee Life Insurance coverage by more than one level during the annual enrollment period, you will need to provide Evidence of Insurability (EOI).

The premium for Employee Life Insurance coverage in 2018 is based on your attained age (in whole years) at the end of the preceding calendar year (December 31, 2017), as shown in the rates in the Premium Cost Sheet.

- 1 times your annual insured earnings (paid by Relias)
- 2 times your annual insured earnings (paid by Relias)
- 3 times your annual insured earnings (supplemental paid by Employee)
- 4 times your annual insured earnings (supplemental paid by Employee)
- 5 times your annual insured earnings (supplemental paid by Employee)
- 6 times your annual insured earnings (supplemental paid by Employee)
- 7 times your annual insured earnings (supplemental paid by Employee)
- 8 times your annual insured earnings (supplemental paid by Employee)
- **\$50,000 Option: If you elect this option, you avoid having to pay income tax on the “imputed” value (“premium”) of Employee Life Insurance in excess of \$50,000 (as required by IRS regulations). In accordance with the IRS rules, if you have Employee Life Insurance coverage in excess of \$50,000, the value will be treated as taxable income and will be indicated on your pay stubs and on your year-end W-2 Wage and Tax Statement.**

Note: The Employee Life Insurance plan contains a “living benefit” provision that allows up to \$50,000 to be paid to an employee who is terminally ill.

SOME POINTS TO CONSIDER

- Your “insured earnings” for Employee Life Insurance is your current base salary. Your “insured earnings” and corresponding premium are adjusted for any future changes to your base salary.
- If you are a new hire and do not elect an Employee Life Insurance option, you will be automatically enrolled for two times your annual insured earnings.
- You may increase or decrease your Employee Life Insurance amount during an annual enrollment period, or if you have a qualified change in status.

Be Sure to Designate a Beneficiary

A current and accurate beneficiary designation will ensure that, in the event of your death, a life insurance benefit is paid in accordance with your wishes. Even if your account is ultimately distributed to your spouse or other intended survivor, the distribution process can be difficult for your loved one if you have not designated that person as your beneficiary.

Designating your beneficiaries now can make things easier for your survivors during a difficult time. To designate your beneficiary, complete the beneficiary designation information during the annual enrollment period. Please note that your life insurance beneficiary is a separate designation from your 401(k) beneficiary.

During the annual enrollment period, it's a good idea to review and check your beneficiary information to make sure that it's up to date.

Business Travel Accident Insurance

The Company also automatically provides Business Travel Accident Insurance, with coverage equal to two times your annual insured earnings. The benefit would be paid out in the event of your death as a result of an accident while traveling on Company business. The maximum Business Travel Accident Insurance coverage amount is \$2,000,000.

