



Employee Benefits Overview 2010-2011

Harbor's Edge is pleased to offer full-time employees a competitive benefits package. Details are outlined in the Health & Welfare Plan, Cafeteria Plan, 403(b) Plan Summary Plan Descriptions in your Employee Manual, as well as the attached benefits enrollment materials provided by the insurance carriers. Some rights and responsibilities also apply to your eligible dependents, so we encourage you to share these materials with them. Other benefits such as Paid Time Off are outlined in your Employee Handbook.

HEALTH & WELFARE PROGRAMS:

- Medical Insurance (Optima) – Basic HMO, High HMO, or POS
- Dental Insurance (Delta Dental) – Low Option or High Option
- Basic Life Insurance/Accidental Death & Dismemberment Insurance (Prudential) – \$25,000 (Hourly Employees), 1 x Annual Salary (Salaried Employees)
- Voluntary Life Insurance (Prudential)
- Short-Term Disability (Prudential) – 60% of weekly earnings for up to 25 weeks
- Long-Term Disability (Prudential) – 60% of monthly earnings
- Pre-Paid Legal Services – enrollment opportunity later in the year

Eligibility: Full-time employees scheduled to work at least 35 hours per week are eligible to participate in the Health & Welfare programs effective the first of the month following 90 days of employment (Hourly Employees) or 30 days of employment (Salaried Employees). The Pre-Paid Legal Services program is offered to full-time and part-time employees.

Enrollment: You will be automatically enrolled in the Basic Life/AD&D and Short-Term Disability Insurance programs. To participate in the Medical, Dental, Optional Life, and/or Long-Term Disability Insurance programs, you must complete and return the appropriate enrollment forms prior to the effective date. If you do not enroll when first eligible or you have a qualifying life event during the year, you may be able to change your election if you do so within 30 days of the event. Otherwise, you will not be able to enroll or change until the next Open Enrollment period. You may enroll your spouse and dependent children in the Medical and Dental programs. Dependent children are eligible to participate in the Medical program through the end of the month in which the child reaches age 19, or 24 if a full-time student. Dependent children are eligible to participate in the Dental program through the end of the year in which the child reaches age 25 (regardless of student status). Special rules apply for over-age handicapped dependent children. The Pre-Paid Legal Services program has special enrollment meetings during the year.

Contributions: Harbor's Edge contributes a portion of the Medical Insurance premiums and pays the full cost of the Basic Life/AD&D and Short-Term Disability insurance. Employees who enroll in the Dental, Voluntary Life, Long-Term Disability, and/or Pre-Paid Legal Services programs pay the full premiums. Employee contributions (payroll deductions) for the Medical and Dental programs are taken pre-tax.

RETIREMENT SAVINGS PROGRAM: 403(b) – Harbor’s Edge matches your contributions up to 2.5% of pay

Eligibility: All employees are eligible to participate in the 403(b) Plan upon hire.

Enrollment: To participate, you must complete and return the appropriate enrollment form. You may enroll or change your deferral election at any time.

FORMS:

You must return the following forms/information to Human Resources:

1. Optima Health Medical - offers 3 choices of coverage which are detailed in the Benefit Information Guide. To participate, complete the appropriate enrollment form:
 - a. Optima Health Enrollment Application for either the Basic HMO (500/20/80%) or High HMO (25/50).
 - b. Optima Health Enrollment Application for the POS (25/50).
2. Delta Dental Enrollment Application for either the High or Low Plan.
3. Harbor’s Edge Medical/Dental Election/Waiver and Salary Reduction Agreement – allows Harbor’s Edge to withhold the employee portion of the costs for Medical and/or Dental from your paycheck in pre-tax dollars.
4. Prudential Optional Life Insurance and/or Long Term Disability Enrollment Form
5. Prudential Basic and Optional Life Beneficiary Designation Form
6. 403(b) Retirement Plan Salary Reduction Agreement and Beneficiary Designation

If you have any questions, please contact Human Resources at 757.616.7932.