Wake Forest University Health Sciences is committed to providing cost-efficient benefit plans that can respond to employees’ changing needs. Our program recognizes that we have a diverse group of employees, and everyone’s benefit needs are not the same. Since we offer a variety of benefit coverages, as your personal situation changes, you can respond by choosing benefits that are right for you.

WHO IS ELIGIBLE?
This summary provides an overview of benefits available to full-time and part-time regular staff employees. You are eligible for coverage if you are an active full-time or part-time regular staff employee who works a minimum of 20 hours per week. Once you are eligible, your enrollment period generally is 31 days. If you are a newly hired employee, you become eligible to elect coverage for benefits shown on the Eligibility for Benefits chart on the next page.

PLEASE NOTE
This booklet provides a brief overview of the benefits provided by WFUHS. For complete details of the benefits offered, refer to the Summary Plan Descriptions or contact the Benefits Office in Human Resources.
**ELIGIBLE DEPENDENTS**

Your eligible dependents are your spouse, your same sex domestic partner, your unmarried children under age 19, and your unmarried children under age 26 who are regularly attending an accredited school on a full-time basis. Your children who are mentally or physically handicapped while covered can remain covered beyond the normal age limits if they have not been married, cannot support themselves, and rely on you for their main support and care.

You can enroll your same sex domestic partner for WFUHS health, dental, vision, and dependent life insurance. You must complete several documents to establish eligibility. See Eileen Pennington in Human Resources for more information.

**ELIGIBILITY FOR BENEFITS**

<table>
<thead>
<tr>
<th>Benefit Plans</th>
<th>Full-Time Staff</th>
<th>Part-Time Staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health, Dental, and Spending Accounts</td>
<td>You are eligible as of your date of hire.</td>
<td>You are eligible as of your date of hire.</td>
</tr>
<tr>
<td>Basic and Supplemental Life and AD&amp;D Insurance, Dependent Life Insurance, Long Term Disability, and Business Travel Accident Insurance</td>
<td>You are eligible on the first day following three consecutive months of service.</td>
<td>You are eligible on the first day following three consecutive months of service.</td>
</tr>
<tr>
<td>Money Purchase Pension Plan/401(a) Plan</td>
<td>If you are age 21 or older, you are eligible to participate on the first pay period of the month following three consecutive months of service.</td>
<td>If you are age 21 or older, you are eligible to participate on the first pay period of the month following three consecutive months of service.</td>
</tr>
<tr>
<td>Tax Deferred Annuity/403(b) Plan (includes optional Roth 403(b) Plan)</td>
<td>You are eligible to contribute on a voluntary basis beginning with the first pay period following your date of hire/appointment date. WFUHS requires that you contribute a minimum of 2% (on a pretax-basis) if you are age 21 or older and have completed three consecutive months of service.</td>
<td>You are eligible to contribute on a voluntary basis beginning with the first pay period following your date of hire/appointment date. WFUHS requires that you contribute a minimum of 2% (on a pretax-basis) if you are age 21 or older and have completed three consecutive months of service.</td>
</tr>
<tr>
<td>Tuition Concession Benefits</td>
<td>You are eligible after you have three consecutive years of service.</td>
<td>You are not eligible for this benefit.</td>
</tr>
<tr>
<td>Holidays</td>
<td>You are automatically eligible for holidays observed by WFUHS.</td>
<td>You are automatically eligible for holidays observed by WFUHS.</td>
</tr>
<tr>
<td>Vacation and Sick Time</td>
<td>You begin accruing vacation hours and sick time from your date of employment.</td>
<td>You begin accruing prorated vacation hours and sick time from your date of employment.</td>
</tr>
<tr>
<td></td>
<td>You may use vacation and sick time from date of employment.</td>
<td>You may use vacation and sick time from date of employment.</td>
</tr>
<tr>
<td>Employee Assistance Program (EAP), Children’s Choice Learning Center, Child Care Resources and Referral Program, Elder Care Resources and Referral Program, Fitness Center, and Employee Discounts</td>
<td>You are automatically eligible. (Your access to the on-site Children’s Choice Learning Center and the Fitness Center is based on availability of services.)</td>
<td>You are automatically eligible for most of these services. (You are not eligible for the on-site Children’s Choice Learning Center. Your access to the Fitness Center is based on availability of services.)</td>
</tr>
</tbody>
</table>
## Cost of Coverage

The cost of your coverage is determined as follows:

<table>
<thead>
<tr>
<th>Benefit Plans</th>
<th>Full-Time Staff</th>
<th>Part-Time Staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health</td>
<td>WFUHS’s portion of health coverage cost is equal to approximately 70% of the cost</td>
<td>You pay 100% of the costs through before-tax deductions based on the coverage</td>
</tr>
<tr>
<td></td>
<td>for the MedCost PPO plan. If you select this option, you will pay approximately 30%</td>
<td>category you select.</td>
</tr>
<tr>
<td></td>
<td>of the coverage costs through before-tax deductions.</td>
<td></td>
</tr>
<tr>
<td>Dental</td>
<td>WFUHS’s portion of dental cost is equal to approximately 70% of the cost for the</td>
<td>You pay 100% of the costs through before-tax deductions based on the option and</td>
</tr>
<tr>
<td></td>
<td>high option dental plan. If you select this option, you will pay approximately 30%</td>
<td>coverage category you select.</td>
</tr>
<tr>
<td></td>
<td>of the costs through before-tax deductions. If you select the low option dental</td>
<td></td>
</tr>
<tr>
<td></td>
<td>plan, your costs will be lower.</td>
<td></td>
</tr>
<tr>
<td>Basic Life and AD&amp;D Insurance</td>
<td>Cost is paid by WFUHS.</td>
<td>Cost is paid by WFUHS.</td>
</tr>
<tr>
<td>Supplemental Life and AD&amp;D Insurance and</td>
<td>You pay 100% of the cost for coverage with before-tax deductions. Cost is based</td>
<td>You pay 100% of the cost for coverage with before-tax deductions. Cost is based</td>
</tr>
<tr>
<td>Dependent Life Insurance</td>
<td>on your age, pay, and the coverage option you select.</td>
<td>on your age, pay, and the coverage option you select.</td>
</tr>
<tr>
<td>Short Term Disability/Salary Continuance</td>
<td>You pay STD coverage with after-tax deductions.</td>
<td>You pay STD coverage with after-tax deductions.</td>
</tr>
<tr>
<td>Long Term Disability</td>
<td>Cost is paid by WFUHS.</td>
<td>If you have 60 or more months of service, WFUHS pays the full cost of coverage.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>If you have less than 60 months of service, you pay the full cost for coverage,</td>
</tr>
<tr>
<td></td>
<td></td>
<td>through after-tax deductions.</td>
</tr>
</tbody>
</table>

## On-Site Convenience

WFUHS campus provides you with some on-site conveniences to make life a little easier. These include:

- Children’s Choice Learning Center
- Fitness Center
- Banking
- Bookstore
- Food Services (cafeteria, deli and pizzeria)
- Internet cafe
- Allegacy Federal Credit Union Branch
Health

Your health coverage is an open access preferred provider organization (PPO) plan that is provided by MedCost Benefit Services.

THE MEDCOST NETWORK

MedCost has one of the largest managed care networks in the Carolinas—with over 28,000 doctors. MedCost is owned by the Carolinas Healthcare System and North Carolina Baptist Hospital.

MedCost’s network of participating physicians is committed to providing quality health care at reasonable costs. See the MedCost Provider Directory for a detailed listing of participating physicians. A current listing is available through the internet at http://www.medcost.com.

The MedCost network benefits include:

<table>
<thead>
<tr>
<th></th>
<th>MedCost Network</th>
<th>Non-WFUP/WFUBMC Community Physicians</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wake Forest University Physician (WFUP) or WFUBMC Community Physicians (formerly Aegis)</td>
<td>$15</td>
<td>$30</td>
</tr>
<tr>
<td>Specialist Visit</td>
<td>$30</td>
<td>$60</td>
</tr>
<tr>
<td>Most other services</td>
<td>90% after deductible ($500 individual/ $1000 family)</td>
<td>70% after deductible ($500 individual/ $1000 family)</td>
</tr>
</tbody>
</table>

For an overview of network and out-of-network benefits, see the “Health and Dental” booklet.

Benefits for Your Health

The health plan at WFUHS, provided by MedCost, focuses on keeping you healthy by providing quality preventive care. And the comprehensive dental plans can keep you and your family smiling.

WFUHS also offers a number of services to help you get healthy and stay that way, including:

- Two On-site fitness centers
- Aerobic classes
- Wellness Lunch n’ Learn sessions
- Tae Kwon Do classes
- EAP services
- And much, much more!

You’ll be kept informed of all the health and wellness programs and services through the Medical Center Wellness Department—ActionHealth.
Dental

WFUHS offers two levels of dental coverage: a high option plan or a low option plan. Both dental options cover reasonable and customary charges—at varying levels of coverage—for most types of expenses, including preventive, maintenance, surgical, and periodontic. The high option plan also covers replacement and orthodontia expenses.

Life and Accidental Death and Dismemberment

WFUHS automatically provides basic life and accidental death and dismemberment (AD&D) coverage to employees and offers additional coverage through supplemental life and AD&D options. You also can purchase coverage on your spouse and children by selecting a dependent life insurance option.

- **Basic Life and AD&D Insurance:** WFUHS automatically provides basic life and AD&D coverage equal to one times your annual salary or $50,000, whichever is greater, rounded up to the next $1,000 (up to $200,000).

- **Supplemental Life and AD&D Insurance:**
  You may increase your life and AD&D insurance by purchasing supplemental life and AD&D coverage of one, two, three, or four times your basic annual salary.

- **Dependent Life Insurance:** You can purchase life insurance coverage of $10,000 spouse/$5,000 children or $25,000 spouse/$10,000 children by enrolling in the dependent life insurance plan.

- **Business Travel Accident Insurance:** You automatically receive business travel accident insurance coverage equal to $100,000 at no cost to you. This coverage pays a benefit to your beneficiary if you die as a result of an accident while traveling on authorized WFUHS business.

Disability

If you are ill or injured and unable to work for an extended period, you still would need a regular income. WFUHS’s short term and long term disability plans can be an important part of your financial security.

- **Short Term Disability (STD)** coverage pays a weekly benefit of up to 60% of your pay if you are unable to work because of an injury or illness. Benefits begin after 60 days of hospitalization, sickness, or injury and continue (as long as you meet the policy’s definition of “disability”) for up to 18 weeks.

- **Long Term Disability (LTD)** benefits begin after six months (180 days) of disability. LTD coverage ensures that you will receive up to 60% of your predisability earnings (up to a maximum of $5,000 per month) as long as you are disabled, up to age 65 (or older if your disability begins at age 62 or later), or until other plan limitations have been met.
WFUHS offers **three** spending accounts that let you reimburse yourself on a tax-free basis for certain health and dental care expenses and dependent care expenses. This can mean significant tax savings on your expenses—anywhere from 23% to 43%—depending on your tax bracket.

- **The Health Care Spending Account** covers any IRS-approved health or dental care expenses not paid by WFUHS benefit plans or any other health or dental care plans—things like deductibles, coinsurance payments, vision or hearing care, and dental services. You can contribute up to $8,000 annually.

- **The Dependent Care Spending Account** covers dependent care expenses incurred so you and (if you are married) your spouse can work or attend school full-time. This includes care for your children under age 13—or an elderly parent—in your home, an individual’s home, or a licensed day care center. You can contribute up to $5,000 a year (or $2,500 if you are married and file separate tax returns).

- **The Medical Center Child Care Spending Account** is available to full-time staff employees. It lets you pay for child care at the Children’s Choice Learning Center on a before-tax basis. You can contribute up to $5,000 a year (or $2,500 if you are married and file separate tax returns).

### Retirement

To help you prepare for a financially secure retirement, WFUHS provides two retirement plans: a Money Purchase Pension Plan 401(a) and a Tax-Deferred Annuity 403(b) Plan.

- **Money Purchase Pension 401(a) Plan:**
  WFUHS makes contributions of 6.6% of your covered compensation plus 5.7% of covered compensation in excess of the Social Security Wage Base to your account. You can invest contributions with either TIAA-CREF, American Century Investments, or The Vanguard Group. Once you are vested under the plan (after three years of service), you may allocate contributions among all three fund sponsors.

- **Tax-Deferred Annuity 403(b) Plan:** You are required to make mandatory contributions of 2% of your covered compensation (on a pre-tax basis) to the Tax-Deferred Annuity Plan. You also may make voluntary contributions as follows:
  - **Voluntary Pre-Tax Contributions:** you may elect to contribute on a pre-tax basis up to the legal maximum. Your contributions and earnings grow tax-free and are taxable upon future distribution (at age 59-1/2 or after termination of employment).
  - **Voluntary Roth 403(b) After-Tax Contributions:** You may also elect to contribute to the Roth 403(b) Plan on an after-tax basis. Contributions and their earnings may be withdrawn tax-free after they have been invested for five years if you are at least age 59-1/2 at the time of withdrawal.

The voluntary contributions you make to the pre-tax 403(b) and Roth after-tax 403(b) combined may not exceed the legal annual maximum limits ($16,500 in 2009; $22,500 if age 50 or older). You are always 100% vested in any contributions you make to the plan.

The 403(b) Plan lets you choose how you want to invest your contributions through the investment funds offered by TIAA-CREF, The Vanguard Group, or American Century Investments.
Tuition Reimbursement

If you are a full-time staff employee with **three or more consecutive years of service**, you are eligible for these tuition benefits:

- **For Yourself:** WFUHS will pay one-half tuition concession for undergraduate courses at Wake Forest University’s College of Arts and Sciences or School of Business and Accountancy and for graduate courses in The Graduate School of Arts and Sciences or Divinity School of Wake Forest University. Department approval is required.

- **For Your Dependent Children:** WFUHS will pay up to 88% of tuition for undergraduate tuition at Wake Forest University, or up to the University Tuition Reimbursement of North Carolina in-state tuition per semester for undergraduate tuition at other academic institutions. If you are a North Carolina resident, you may apply for an additional 6% N.C. Legal Grant. This grant is for students attending a private college in North Carolina only.

- **For Your Spouse or Same Sex Domestic Partner:** WFUHS will pay for one-half tuition concession for undergraduate courses at Wake Forest University and for graduate courses in The Graduate School of Arts and Sciences or Divinity School of Wake Forest University. Department approval is required.

Time Off

- **Holidays:** WFUHS recognizes these holidays:
  - New Year’s Day
  - Martin Luther King Day
  - Good Friday
  - Memorial Day
  - Independence Day
  - Labor Day
  - Thanksgiving Day
  - Friday after Thanksgiving
  - Christmas (2 to 21/2 days, determined annually)

- **Vacation:** You begin earning vacation hours and sick time on your first day of work. New full-time staff employees scheduled to work 40 hours per week earn approximately ten days of vacation and ten days of sick time annually. To use vacation or sick time, you must have approval by a supervisor. Staff employees scheduled to work less than 40 hours per week earn prorated vacation and sick time.

- **Leaves of Absence:** WFUHS provides a variety of leaves to meet your needs, including educational, FMLA, medical, military, personal, school activity leaves, and Workers’ Compensation. Eligibility requirements for leaves vary by type of leave. For specific information on WFUHS’s Leave Policy, contact Human Resources.
Other WFUHS Benefits

WFUHS offers other benefits centered around your personal needs, such as:

- **Employee Assistance Plan (EAP):** The EAP is available to provide you and your family with professional help for personal problems.

- **Children’s Choice Learning Center:** This facility is available to full-time staff employees. It provides on-site child care while you work. (Enrollment is subject to space availability.) You can pay Children’s Choice Learning Center fees on a before-tax basis (see Spending Accounts) or after-tax basis.

- **Child Care Resources and Referral Program:** For help in finding off-campus child care, you may use the Child Care Resources and Referral Program. This service, which is free of charge to WFUHS employees, provides information about child care based on your schedule and individual needs.

- **Elder Care Resources and Referral Program:** If you need help in finding care for an older adult, you can use the Elder Care Resources and Referral Program, a consultation and referral service that helps you identify available eldercare services in communities across the United States.

- **Long Term Care:** WFUHS employees can purchase long term care insurance at a discount through John Hancock. This long term care policy provides benefits for home health care, adult day health care, nursing home care, and respite care.

- **Fitness Center:** The Fitness Center provides you with a convenient way to keep in shape. You can pay for your membership through payroll deductions.

- **Banking:** If you choose to deposit your paychecks to a Wachovia, Bank of America, Allegacy, or Summit Credit Union account by “direct deposit,” you will have access to many of that institution’s banking products and services at reduced costs. These services may include free checking, discounted loans, and discounted mortgage closing costs.

- **Employee Discounts:** WFUHS offers a variety of recreation and entertainment discounts, such as:
  - Cafeteria discounts
  - Cinema tickets
  - Discount passes to area attractions (Anheuser-Busch Theme Parks, Tweetsie Railroad, and Grandfather Mountain)

FOR MORE INFORMATION

For more information about WFUHS’s benefits, you can call the Benefits Office in Human Resources at (336) 716-6267.

Summary of Benefits for Staff

2009

Wake Forest University Health Sciences