



BioKyowa

Benefit Summary

Group Health Insurance

- **Medical** – BioKyowa offers comprehensive medical insurance benefits for full time employees and their eligible family members. Enrollment of family members requires eligibility verification. Anthem BlueCross BlueShield provides coverage using the Blue Access network. Hourly employees may choose one of the following plans and are eligible to participate after a 30-day waiting period:
 - **PPO** (Preferred Provider Organization): In-network benefits are paid at 80% of eligible charges, subject to the deductible of \$750 per person, \$2250 per family. Out-of-network benefits are paid at 50% of eligible charges, subject to the deductible of \$1500 per person, \$4500 per family. Office visit copays are \$20/\$30 within the network.
 - **HDHP/HSA** (High Deductible Health Plan with Health Savings Account): In-network deductible is \$1500 for an individual, \$3000 for family. Maximum out-of-pocket is \$2500 individual, \$5000 family. Out of network deductible is \$3000 for employee, \$6000 for family. The company will also make a one-time contribution annually to the employee's account.
 - **Flexible Spending Account** – Employees who have elected the PPO medical plan are eligible to participate in a section 125 cafeteria plan that allows for the deferral of pre-tax deductions for claims of unreimbursed medical and dependent care expenses. Participation is voluntary and is subject to re-enrollment each calendar year.
- **LiveHealth Online** – Anthem provides access to physicians and therapists via online access from any smart device with web access.
- **Dental** – Our Dental Plan is a comprehensive dental program using the Anthem Dental Complete network. The deductible is \$50 per person, up to a maximum of \$150 per family. Benefits are paid according to plan provisions with preventative being paid at 100%, basic at 80%, and major dental at 50%. Orthodontic benefits are paid at 50% of eligible charges and carry a lifetime maximum benefit of \$2,000 subject to annual deductibles. Employees are eligible to participate after a 30-day waiting period.
- **Prescription Drugs** – Benefits under the PPO plan include \$10 generic, \$25 preferred brand, \$50 nonpreferred brand with a 4th tier for any specialty drugs. Mail order is available for maintenance drugs at 2x the network copay. HSA benefits for prescription drugs are based on plan design and include Preventive Prescription Drug coverage from a selected list at 100%.
- **Disability Insurance** – Short Term Disability is provided for each full time hourly employee with eligibility starting after the 8th continuous day of injury or illness. Disability payments are paid at 2/3 of normal base wages up to a maximum of \$ 810 weekly for 26 weeks. Eligibility is subject to a 30-day waiting period. Long Term Disability is provided for all full time employees. Employees are eligible for benefits after the 26th week of disability with payments being paid at 2/3 of normal base wages.

Life Insurance

- **Group Term Life** – Term Life Insurance is provided for each employee at one (1) times their annual base salary, rounded to the nearest \$ 1,000. Eligibility is subject to a 30-day waiting period.
- **Voluntary Life Insurance** – Additional life insurance coverage for the employee, spouse, and children is available for purchase with premium payments being made through regular payroll deductions.

NOTE: This summary sheet is designed as a brief description of selected benefits. For benefit details, please refer to the plan document, employee manual, or ask a member of Human Resources.

Financial Programs

- **401(k) Investment Program** – Employees are eligible to participate in the company’s traditional and/or Roth 401k program after 30 days of full time employment. An employee may elect to deduct up to 75% of their gross earnings and contribute into various investment accounts with Fidelity. The company will match 100% of the first 4% of deferred wages. Employee and employer matching contributions (and gains/losses) are 100% vested.
 - **Auto Enroll** – new hires will be automatically enrolled into the traditional 401k program at a 6% deferral rate when eligible. The employee will only need to update beneficiary information unless they want to “opt-out”, enroll in a different percentage, or change the default investment.
 - **Auto Escalate** – In March of each year, employee deferrals in the traditional 401k program will be automatically increased by 1%, up to a maximum of 10%, unless the employee has opted-out or elected another time period or percentage.
 - **Loans** – The 401k plan has a loan provision for those who may need additional funds.
- **Retirement Plan** – BioKyowa recognizes the need for long-term financial benefits for retirement. Based on company performance, BioKyowa may make an annual contribution into the 401k account of each employee, based on eligible earnings. Contributions and earnings are subject to the five-year vesting schedule.
- **Direct Deposit** – Employees are required to use direct deposit of their paycheck. Employees will continue to receive a check stub showing all earnings, deductions, withholdings, etc.

Time Off

- **Vacations** – Employees earn time off for vacation days according to the following general schedule (see handbook for detailed explanation):

New Hire – up to one week, based on date of hire	
After 1 year through 4 years	2 weeks
After 5 years through 9 years	3 weeks
After 10 years of employment	4 weeks
- **Holidays** – BioKyowa recognizes the following paid holidays for employees: New Year’s Day, Martin Luther King Jr. Day, President’s Day, Good Friday, Memorial Day, Fourth of July, Labor Day, Thanksgiving, Day after Thanksgiving, Christmas Eve, and Christmas Day. BioKyowa production facilities operate 24 hours per day, 7 days per week. Therefore, if an employee is scheduled to work on a holiday, he/she is expected to be there. We pay hourly employees time and one-half for time worked on a holiday plus the base holiday pay.
- **Sick Time** – Hourly employees are given 40 hours of paid time off each calendar year in the event of illness. An employee is not eligible during the first 90 days of employment. During the first year of employment, the 40 hours of annual sick leave will be prorated from the 91st day thru the end of the calendar year. Any sick time earned and not used will be paid to the employee in the 1st quarter of the next year.
- **Bereavement Leave** – In the event of the death of a family member or relative, employees are given up to five days off with pay, depending on the relationship of the employee to the deceased.

Vision

The company pays for one basic eye exam per year for all full time employees. In addition, the employee may select a pair of safety glasses or goggles from a pre-approved selection. The employee must call the provider, Regional Eyecare Center, (573) 335-3937 to make an appointment.

5469 Nash Road * PO Box 1550 * Cape Girardeau, MO 63702-1550
(573) 335-4849 phone (573) 335-1466 fax