

## Medical, Dental and Vision Plans

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Dominion Enterprises is interested in the health and well-being of its employees and offers medical and dental plans designed to keep eligible employees and their families healthy. Dominion Enterprises offers the Medical Plan 80, Medical Plan 80 In-Network Only and Medical Plan 90 administered through Anthem Blue Cross and Blue Shield. We also offer an HMO plan in California. In addition, employees are offered dental coverage through Delta Dental and vision coverage through VSP. Employees become eligible to participate in the Medical, Dental and Vision Plans on the 1st of the month following 30 days of full-time employment.

## Flexible Spending Accounts

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Dominion offers two types of Flexible Spending Accounts for eligible employees: a Health Care Flexible Spending Account and a Dependent Day Care Flexible Spending Account. The Health Care Flexible Spending Account reduces taxable income up to \$5,000 to pay for eligible Health Care expenses within a Plan year. The Dependent Day Care Flexible Spending Account reduces taxable income up to \$5,000 to pay for eligible day care expenses within a Plan year. Employees are eligible to participate in the HCFSA and the DCFSA on the 1st of the month following 30 days of full-time employment.

## Short-Term & Long-Term Disability

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The Company fully pays for the cost of its disability plans that are designed to provide salary continuance in the event that eligible employees become disabled and are unable to work for a period beyond 14 days. The disability plans provide partial continuance of salary based on a percentage of the employee's salary dependant upon length of service with the Company.

## Group Life Insurance

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The Company fully pays for Basic Life/AD&D Insurance (one times annual salary up to \$50,000) and Business Travel Accident Insurance for full-time employees in case of an accident or death during business travel. We also provide eligible employees with opportunity for enrollment in the following life insurance plans: Supplemental Life/AD&D, Spouse Life/AD&D, and Child(ren) Life AD&D. Employees become eligible on the 1st of the month following 30 days of full-time employment.

## Jury Duty, Bereavement and Military Leave

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The Company pays the difference between regular base pay and the amount received for jury duty to full-time employees. Full-time employees are eligible for Jury and Witness Duty on date of hire. Bereavement leave is available on an as-needed basis to all full and part-time employees upon hire. Bereavement leave typically does not exceed more than three days. Military time-off leave is granted to employees without pay. Full-time and part-time employees are eligible on date of hire.

*While this overview describes the principle provisions of the plans in simplified terms, the administration of the plans is subject to the actual terms and provisions of the plans set forth in the formal plan documents. These descriptions are intended only to help you understand the plans and can in no way modify the actual terms and provisions as specified in the plan documents.*

## 401(k) Employees' Savings Plan

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The 401(k) Employees' Savings Plan is designed to build employees' financial assets for the future. Our plan allows eligible full and part-time employees, who have enrolled to contribute up to 25% of qualified wages to their own 401(k) account. An employee is eligible to participate on the 1st of the month following 30 days of service and must be 21 years of age. The Company will match contributions 100% up to 4% of eligible wages after one year of service and once an employee reaches 1,000 hours in any calendar year. An employee will be vested in the Company matching after one year of service.

## Tuition Reimbursement

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Dominion Enterprises is committed to employees' growth and development and supports employees' efforts to continue their education. The Company fully pays for in-state, public university tuition for eligible employees for undergraduate courses that are related to their current job duties or advancement within the organization. Employees are eligible to apply for tuition reimbursement one year from full-time date of hire, or one year from full-time status.

## Paid Time Off Benefits

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**Vacation:** Employees earn between one and four weeks of vacation depending upon the employee's status and length of service with the Company. New, full-time employees receive 2 weeks of vacation after 90 days of service, employees with 1 to 2 years of service receive two weeks, and employees with 3-5 years receive 3 weeks. Employees with 6-9 years of vacation also earn one additional day each year in addition to their 3 weeks, and employees who have been with the Company for 10+ years receive four weeks of vacation each year. Full-time employees are eligible for vacation 90 days from their date of hire; part-time employees are eligible for one week of vacation three years from their date of hire. Full-time employees in California are eligible to earn vacation each pay period from their date of hire. Part-time California employees earn vacation every pay period after two years of employment.

**Sick Leave:** Sick leave is granted on an as-needed basis. California, Washington and Maine employees earn up to six days per year, and can accumulate up to a maximum of 10 days. Full-time employees in California and Washington, and full-time and part-time employees in Maine are eligible for sick leave immediately. Part-time California and Washington employees are eligible three years from their date of hire. In all other states, full-time exempt employees are eligible for sick leave on their date of hire; full-time non-exempt employees are eligible for sick leave after 6 months from the date of hire.

**Holidays/Floating Holiday:** Full-time employees immediately receive seven paid holidays, as well as a paid floating holiday (except in RI and CA), upon hire. The holidays observed are: New Year's Day, Martin Luther King Day, Memorial Day, Independence Day, Labor Day, Thanksgiving and Christmas.

## Employee Assistance Program (EAP)

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Dominion Enterprises fully pays the cost of an Employee Assistance Program available to all employees of the Company. The EAP is a completely confidential, professional service that offers counseling, information and support for all types of issues and problems in such areas as behavioral health, family and caregiving, physical health, wellness and more. Support is available 24-hours a day, 7 days a week by phone or online.