

Benefit Options: Transfer from Regular Full-Time Status to Regular Part-Time Status

A Guide Explaining How Changing Your Employment Status Affects Your Benefits

January 2022

Important Notice of Summarized Information

This summary outlines the features of several benefit plans available to eligible employees. While we have attempted to describe the benefits as accurately as possible, due to the relatively brief nature of this summary and the complexity of the plans that govern these benefits, some details may not be described or may be described only briefly. Consequently, any conflicts between this summary and the actual legal plan document will be controlled by the terms of the legal plan document, not this summary. Likewise, any confusion about the plans that arise from reading this summary should be resolved by referring to the actual legal plan document. The legal documents for the plans are available for your review from the Battelle Benefits department. Battelle reserves the right to amend the plans at its discretion.

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Your Benefits & Your Transfer from Regular Full-Time Status to Regular Part-Time Status

To help you prepare for the upcoming change in your employment status, the following describes the impact to your benefits as a result of transferring from Regular Full-Time to Regular Part-Time (50%, 60%, 75% or 80%) work status.

Benefits That Remain the Same

You will experience no change in coverage to the following benefits:

- Medical
- Dental
- Vision
- Flexible Spending Account (FSA) Contributions
- Health Savings Account (HSA) Contributions
- Employee Assistance Program (EAP)
- Business Travel Accident Insurance
- Group Accident Insurance
- Accidental Injury Insurance
- Critical Illness Insurance
- Identity Theft Protection Services
- Legal Benefit
- Pet Insurance
- Pet Discount Program

Benefits Affected by a Change to Regular Part-Time Percentage

Below are benefits that will be affected by the change in your part time percentage.

Life Insurance

The impact to your Basic Life and Additional Life Insurance coverage will be based on your reduced pay. Benefits will not be applied toward hours worked in excess of percent work schedule for both Basic Life Insurance and Additional Life Insurance. **There are no changes to coverage for Dependent Additional Life Insurance.**

Pension (Grandfathered Employees Only)

For participants in the Pension Plan, participation and vesting will continue. As of July 1, 2019, the annual contribution to the Pension Plan is based on your actual eligible pay.

Savings Plan

For the Savings Plan, your participation will remain the same and vesting will continue. Your contributions and Battelle's matching and non-matching* contributions will be based on your actual pay. Savings plan contributions can be updated at any time by visiting <https://retirementplans.vanguard.com>.

**Fringe B employees are not eligible for Battelle's non-matching contributions.*

Holidays & Paid Time Off

Holidays will be paid based on the schedule percent time. For example, if you will be 50% Part-Time, you will be paid for 4 hours for the holiday, whether or not you are scheduled to work that weekday. Floating holidays allocated as of Jan 1 will not be affected by your status change.

Paid Time Off (PTO) hours earned will be prorated based on your hours worked.

Short-Term Disability Insurance

Short-Term Disability is paid at 70% of your base annual pay. Short-Term Disability will be calculated based on your new pay. Hours recorded cannot exceed the scheduled work hours per day. For example, if you are scheduled to work 8 hours, you will be paid for 8 hours; if you are scheduled to work 4 hours, you will be paid for 4 hours; if you are not scheduled to work, you will not be paid.

Long-Term Disability Insurance

Long-Term Disability is 50% of your base annual pay your new coverage will be reflective of your new annual pay.

Workers' Compensation

Workers' Compensation will be prorated based on scheduled work hours.