

Benefit Options at Termination Guide

For Employee Who Live in Puerto Rico

March 2024

Important Notice of Summarized Information

This summary outlines the features of the benefit plan 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. Battelle reserves the right to amend the plans at its discretion.

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Benefit Options at Termination

Benefit Options

The following are your benefit options at the time of your termination of employment with Battelle.

Coverage for Short-Term Disability, Long-Term Disability and Business Travel Insurance ends on the date of termination.

All other insurance coverages continue until the end of the month in which you terminate.

Example: If an employee terminates employment on May 3, insurance coverage ends May 31. If an employee terminates employment May 31, insurance coverage ends May 31.

Your termination date is your last day worked.

COBRA

Coverage for the below plans will cease at the end of the month in which you terminate. However, you can elect continuation of coverage for up to 18 months through a legally required option—COBRA.

- Medical/Prescription
- Dental
- Vision
- Employee Assistance Program (EAP)

If you are considering maintaining coverage for any of the above benefits through COBRA, please review the following:

- COBRA packets are mailed once your active coverage ends. You have 31 days after the last day of active coverage to elect COBRA benefits. A notice of COBRA options will be distributed to you, typically within one to two business days of your termination date. You will be sent rates and a notification providing additional information regarding coverage through COBRA as well as a *COBRA Continuation Enrollment Form*. This package of information will be mailed to your home (or the address that appears in the Battelle address system). If you prefer electronic communication or do not want to wait for mail, you can contact bcobenefits@battelle.org to request the notice be forwarded to you to complete your enrollment.
- Under COBRA, your premium will be 102% of the full contribution (your share plus Battelle's share plus the 2% administrative fee). Contribution rates are subject to change annually.
- At the time of termination, you may elect to continue your current level of coverage, a lower level of coverage, or individual coverage for yourself or a dependent you have maintained coverage for as an active employee.
- The completed *COBRA Continuation Enrollment Form* must be completed no later than 60 days from the latter of either the end of the month of your termination date or the date you receive the COBRA notification from Businessolver, Battelle's COBRA administrator. **Otherwise, you will forfeit your right to elect to continue coverage under COBRA.**
- If you elect to continue health care benefits, you have 45 days to bring your premiums current.

- Once you have received your payment coupons to continue coverage under COBRA, Businessolver must receive your payment within 30 days from the date due or coverage will automatically be cancelled.
- If you or your spouse are Medicare-eligible, electing COBRA continuation of coverage may impact your Medicare coverage. If you or your spouse are Medicare-eligible, your COBRA continuation of coverage will pay as if Medicare is your primary insurance, and you will be responsible for that portion of your medical claims **even if you are not enrolled in Medicare**. In addition, you or your spouse may be subject to a Medicare premium penalty if you fail to enroll in Medicare when eligible. COBRA continuation of coverage is not Active employer coverage.

You may enroll in COBRA and make payments at www.benefitsolver.com (keyword: Battelle). Once you are logged in you can download the MyChoice App and manage your COBRA coverage from your mobile device.

Medical, Dental and Vision Insurance

If you maintained medical, dental, and/or vision coverage as an active employee, you are eligible for continued coverage through COBRA. You can enroll for coverage after termination by completing your *COBRA Continuation Enrollment Form* as described above.

Employee Assistance Program (EAP)

You will be able to continue to use and have access to the Employee Assistance Program up to 90 days after your termination date. This benefit is provided free of charge.

You are also able to elect this benefit through COBRA and utilize the program free of charge for up to 18 months after date of termination.

Group Accident Insurance

You have 31 days from the end of the month in which you convert to an individual policy through Chubb Group of Insurance Companies with no proof of insurability required. If you choose to convert your coverage, contact the Benefits Office to request additional information.

Group Life Insurance

Basic Life Insurance

Your Basic Life Insurance coverage ceases at the end of the month in which you terminate. You have **31 days** from that date to convert to an individual whole life policy through Unum. Conversion means you are not required to provide evidence of good health—no medical examination is required.

If you choose to convert your coverage, contact Unum at 1.866.269.0978 to request conversion rates and a conversion form. Unum will need to be in receipt of the completed form by the end of the 31-day deadline.

Additional Life Insurance

If you have Additional Life Insurance coverage, you may continue this coverage, up to a maximum of \$250,000, with Unum by filling out the Application for Portability of Your Group Life Insurance Benefits form. Please contact Unum at 866.269.0978 to request portability rates and a portability form. The deadline to request your coverage be ported is 31 calendar days from the end of the month of our termination.

If your Additional Life Insurance coverage is greater than \$250,000, the amount over \$250,000 is convertible to an individual whole life policy at the time of termination. You have 31 calendar days from the date coverage ends to convert to an individual whole life policy through Unum. If you wish to convert coverage, please contact Unum at 1.866.269.0978 to request conversion rates and a conversion form.

Dependent Life Insurance

If you maintained Dependent Life Insurance Coverage for your spouse and/or child(ren) it will cease at the end of the month in which you terminate. You have 31 days from that date to convert to an individual whole life policy through Unum. Conversion means you are not required to provide evidence of good health—no medical examination is required.

If you choose to convert your dependent coverage, contact Unum at 1.866.269.0978 to request conversion rates and a conversion form. The conversion will no longer be offered if you miss 31-day deadline.

Vacation

You will receive a lump-sum payment for vacation hours not used as of your termination date. The check will be automatically deposited at the end of the month following the month of termination. If you did not have direct deposit set up, the check will be mailed to your home address at the end of the month following the month of termination. If you do not receive your vacation pay out or have questions about the payout please contact payroll at bcopayroll@battelle.org.

Sick Leave

Sick leave hours not used as of your termination date will be forfeited and will not be paid out.

Floating Holidays

Employees who receive a floating holiday due to being on a compressed work week must use their floating holiday before their termination date. Any floating holiday not used before your termination will be forfeited and will not be paid out unless required by law.

Solver Points

You can log onto <https://battelle.werecognize.com/login> for up to 30 days after your termination date to redeem your points from the rewards catalog. If you have any issues or questions please contact Halo Recognition at 1.888.598.4455 or via email at totalvisionrecognition@mcfina.com.

Tax Forms

The IRS requires employers to report wage, salary and health care coverage information for employees on several different forms provided to assist you in preparing your tax return.

Form W-2 (Wage and Salary Information)

W-2 wage and salary information is distributed by Jan. 31 each year. If you have signed up to receive an electronic W-2, you can access and view your report by visiting the Dayforce non-SSO URL or by using the Dayforce mobile app. Use your employee number as your username. You will be able to see earnings statements, tax forms and reset your password. Access the Dayforce website at <https://www.dayforcehcm.com/mydayforce/login.aspx> or use the Dayforce mobile app. Enter your

employee number as your username. Enter your birth year plus the word “Login” as your temporary password (example: BirthYearLogin = 1990Login).

If you have not signed up to receive an electronic W-2, you will receive your form through the mail. Please contact the Payroll Department at bcopayroll@battelle.org or 1.614.424.7143 in mid-February if you haven’t received your paper W-2.

Form 1095-C (Health Care Coverage Information)

If you participated in a Battelle-sponsored health plan, you will receive a Form 1095-C. Businessolver is Battelle’s benefits portal partner (My Benefits) and will prepare your 1095-C form. You will receive an email notice from Businessolver (benefits@battelle.org) when your 1095-C is available to download.

If you did not provide consent for electronic distribution of your 1095-C form, a paper copy will be mailed to your home address by Mar. 31. If you do not receive your 1095-C by mid-April, contact Battelle Benefits at bcobenefits@battelle.org or 1.614.424.6350.

LegalEASE

You may continue your Legal benefit coverage through LegalEASE. After your last day, LegalEASE will send a letter with instructions on how to continue your benefits.

Contact Information

Contacts		
Battelle Benefits	Email: bcobenefits@battelle.org	1.614.424.6350
Battelle Human Resources	Email: humanresources@battelle.org Battelle Offboarding Site: https://www.battelle.org/site/employee-offboarding	1.614.424.5000
Battelle Payroll	Email: bcopayroll@battelle.org	1.614.424.7143
Chubb (Group Accident)	Contact Battelle Benefits	
COBRA Administrator (Businessolver)	Website: www.benefitsolver.com (keyword: Battelle)	1.833.929.1106
Delta Dental	Website: www.deltadentaloh.com	1.800.524.0149
GuidanceResources (EAP)	Website: www.guidanceresources.com	1.844.846.0531
LegalEASE	Website: www.legaleaseplan.com/battelle	1.800.248.9000
Unum (Life Insurance)	Contact Unum by phone	1. 866.269.0978
Work Number (Employment Verification)	Website: www.theworknumber.com	1.800.367.5690

If you have any questions, please contact bcobenefits@battelle.org.