

HQI is pleased to offer a comprehensive benefit program. For details about any of these benefits, please contact the Human Resources Department.

Health, Dental, Vision, Flexible Benefits, Life and Disability Insurance

Eligibility

- Benefits begin on your date of hire.
- You are eligible for health and dental benefits if you are regularly scheduled to work thirty (30) or more hours per week.
- You are eligible for life and disability benefits if you are regularly scheduled to work twenty (20) or more hours per week.

1. Medical

- Open Access Plan with a nationwide network.
- Medical Plan is currently administered by Cigna.

2. Dental

- Includes diagnostic and preventive, routine restorative, major restorative and orthodontic benefits.
- Dental Plan is currently administered by Cigna.

3. Voluntary Vision

- Provided through Spectera, a division of United Healthcare.
- Enhanced vision coverage provides routine exam and lenses every year and frames every two (2) years at a deeply discounted rate.

4. Flexible Benefits

- Pay for uncovered medical care expenses with pre-tax dollars.
- Pay for dependent care expenses with pre-tax dollars.
- Pay for health, dental and vision premiums with pre-tax dollars.
- Administered by Flexible Benefits Administrators.

5. Life Insurance

- Pays your designated beneficiary two times your basic annual earnings in case of your death.
- You have the option of selecting coverage for your spouse (pays \$10,000) and children (pays \$5,000).

6. Health Services Allowance

- Reimbursement is available if covered on the health or dental plan of a spouse/domestic partner up to what HQI currently pays for "employee only" coverage (for health coverage, HMO rate applies).

7. Disability Insurance

- Short-term disability (STD) coverage after fourteen (14) day elimination period at 70% of weekly wages up to \$1,750 per week.
- Long-term disability (LTD) coverage after expiration of 24 week STD benefit period. Benefits provide 66.67% of monthly wages up to a maximum of \$10,000 per month.

Paid Leave Benefits

Eligibility

- You are eligible to receive leave benefits if you are a full-time team member or a part-time team member regularly scheduled to work twenty (20) or more hours per week.
- The number of leave hours earned is dependent on your status and years of service.

1. Annual Leave

- Begins accruing on the first day of the pay period in which you were hired.
- There is no waiting period to use annual leave.
- You can accumulate and roll over annual leave up to a maximum of 200 or 240 hours, depending upon your position grade.

2. Sick Leave

- Paid sick leave is available.

3. Holiday Leave

- HQI observes seven (7) paid holidays – New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the day after Thanksgiving Day and Christmas Day.

4. Personal Leave

- HQI gives full-time team members thirty-two (32) hours of personal leave per calendar year.
- You can use your personal leave throughout the entire year; however, you are entitled to eight (8) hours per calendar quarter.
- Personal leave does not accumulate or roll over, so you should use it by the end of the calendar year.

5. Bereavement Leave

- You may receive up to three (3) days of bereavement leave for the death of an immediate family member.

6. Administrative Leave

- Leave may be granted under special circumstances, such as inclement weather or HQI special events.

7. Flexible Work Arrangement

- In order to meet business needs and workforce requirements, HQI may utilize a Flexible Work Arrangement consisting of Core Hours and Telework.
- Core hours are set from 9:00 a.m. through 3:30 p.m.

401(k) Retirement Plan

Eligibility

- You are eligible to receive 401(k) benefits if you are a full-time team member or a part-time team member regularly scheduled to work twenty (20) or more hours per week.
- HQI contributes funds for you on the first day of eligibility following your date of employment (that is: January 1, April 1, July 1 or October 1).
- This is the same eligibility date when you may begin your own 401(k) contributions.
- You can rollover existing qualified plan funds at any time.

1. 401(k) Plan
 - Consists of team member contributions, salary deferral and rollover funds into a 401(k) plan.
 - The plan allows you to contribute (pre-tax) up to the annual contribution limit as established by the IRS on an annual basis for your retirement.
 - You have the option to contribute either on a percentage or a fixed-rate basis.
 - You can direct your money into a variety of investment options.
 - **HQI contributes up to 5% match of contributions into the plan (safe harbor plan provisions with immediate vesting).**
 - In addition, HQI may make a discretionary contribution as a percentage of your annual earnings into the plan. These funds are subject to a three (3) calendar year vesting schedule, in which you complete 1,000 hours of service per year.

Professional Development

Eligibility:

- All team members are eligible to participate in the Professional Development Program.
- You are eligible for the educational assistance program after 6 months of successful employment with HQI.

1. Educational Assistance
 - Reimbursement for tuition up to current per credit rates at Virginia Commonwealth University (VCU).
 - Reimbursement for books, supplies and materials is available.
2. Training
 - HQI provides in-house training in quality improvement, leadership, self-development and technology.
3. Professional Groups/Certifications
 - Reimbursement for membership in job-related professional groups and professional certifications as determined on an annual basis.
4. Off-Site Training
 - Reimbursement to participate in off-site conferences, seminars and workshops that enhance your work performance.

Other Team Member Benefits & Services

1. Continuous Quality Improvement
 - HQI practices continuous quality improvement in its own operations.
 - Quality improvement teams foster a positive work environment.
 - Annual team member survey and needs assessment solicit feedback.
2. Awards & Recognition Program
 - There are several programs to recognize and reward team members, these include:
 - Years of service gift and certification
 - Educational and Certification achievement certificate
 - Core values cards (recognition cards for exemplifying the company's core values)
 - Outstanding and Exceptional Performance Awards

3. Employee Assistance Program

- You can receive free, confidential services through MetLife, an employee assistance program (EAP).
- Your family members can also access the EAP.
- MetLife's EAP provides resources to address issues such as personal relationships, health information, legal counseling and financial planning.

4. Community Service

- HQI supports four (4) hours of paid leave for each full time team member for voluntary participation in a designated community service project.
- Project will be selected annually.

This document is a representative listing of the benefits at HQI at the time of publication (10/2017). In the event of a discrepancy regarding benefits at HQI, the terms of the master contracts govern. HQI reserves the right to change any of these benefits at any time, in its sole discretion, as determined necessary.

