



2022 Heart Rhythm Society Benefits Summary

A brief description of the Heart Rhythm Society (HRS, the Society) Benefit package follows. Employees should refer to the formal Benefit Summary Plan for complete details.

Paid Time-Off (PTO)

All full time (employees regularly scheduled to work 37.5 hours per week) and part-time employees regularly working a minimum of 20 hours per week are eligible to participate in the HRS PTO program. Part-time employees will earn PTO on a pro-rated basis. Part-time employees working less than 20 hours per week will not be eligible to participate in the paid time-off program.

PTO is earned pro rata on a bi-weekly basis based on the annual allotment set forth below:

| Years of Service | Annual PTO Accrual Full-Time Employees | Part-Time Employees |
|-------------------------|---|----------------------------|
| 0 to 5 years | 20 | 10 |
| 6 to 19 years | 25 | 13 |
| 20 years + | 30 | 15 |

Holidays

The Society observes the following paid holidays each year for regular, full-time and part-time employees. Part-time employees, working a minimum of 20 hours per week, will be eligible for holiday pay if the holiday falls on the employee's regularly scheduled work day. The hours of holiday pay will be equal to the employee's regularly scheduled hours for that work day. Employees regularly working less than 20 hours per week, temporary, seasonal, and interns are not be eligible for holiday pay.

HRS observes the following paid holidays each year for regular, full-time and part-time employees:

- New Year's Day
- Martin Luther King, Jr. Day
- President's Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Columbus Day
- Veteran's Day
- Thanksgiving's Day
- Day After Thanksgiving
- Winter Break (Christmas Eve - New Years Day)

Medical Insurance

All full-time employees are eligible to enroll in one of over 50 different plans administered by CareFirst. As a District of Columbia employer, with fewer than 50 employees, we are required to join the DC Health Link Program. Medical insurance rates are age-based and are specific to the employee and his/her dependents age at the time of enrollment. There is an opportunity to compare and select the plan that best meets the needs of you and your family. You also will be able to compare prices, plan design options, and make your medical enrollment selections online. The Society provides a health care credit to each employee to offset the cost of eligible medical plans. Coverage is effective on the first day of the month following date of hire.

The information included in this summary is meant as an overview. The Heart Rhythm Society retains the right to change any benefits programs or plans at its discretion. If a discrepancy exists between this summary and any specific benefit plan, details from the benefit plan prevail.

The Heart Rhythm Society pays approximately 85% of the cost of the premium for our “gold base plan”. Employees have an opportunity to select a higher cost plan by paying the cost difference. This benefit is paid by the employee on a pre-tax basis.

Dental Insurance

Dental insurance is provided to full-time employees through United Concordia. Coverage is effective on the first day of the month following date of hire.

The Heart Rhythm Society pays approximately 70% of the cost of the individual monthly premium. The remaining cost of the monthly premium is paid by the employee. This benefit is paid by the employee on a pre-tax basis.

| Dental | EMPLOYEE COST PER PAY PERIOD |
|---|-------------------------------------|
| <i>Individual</i> | \$4.28 |
| <i>Parent/Child(ren)</i> | \$12.85 |
| <i>Employee/Spouse (Domestic Partner)</i> | \$12.85 |
| <i>Family</i> | \$20.35 |

Vision Benefits

Vision benefits are provided through Group Vision Services. Coverage is effective on the first day of the month following date of hire. This benefit is paid by the employee on a pre-tax basis.

| Vision | EMPLOYEE COST PER PAY PERIOD |
|---|-------------------------------------|
| <i>Individual</i> | \$2.59 |
| <i>Employee/Spouse Domestic/Partner</i> | \$5.19 |
| <i>Parent/Child(ren)</i> | \$5.45 |
| <i>Family</i> | \$8.82 |

Flexible Spending Accounts (FSA)

Full-time employees may participate in one of two flexible spending account plans. FSAs take advantage of income tax laws that allow you to pay your share of the cost of your benefits on a tax-free basis. Through a Flexible Spending Account, you "redirect" part of your pay before federal income or Social Security taxes are computed. We offer the Health Care Flexible Spending Account and the Dependent Care Flexible Spending Account.

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HRS offers the Flex Debit MasterCard. The Flex Debit MasterCard allows the employee to directly pay for eligible FSA expenses at the point of service. It deducts the payment directly from the employee's FSA account. This allows the employee to avoid the hassles of an FSA such as paying cash for services, completing and submitting a claim form, and waiting for a reimbursement check.

- **Health Care Flexible Spending Account (FSA).** A Health Care FSA will allow you to set aside "pre-tax" dollars for the reimbursement of health care expenses incurred for you or your dependents that are not covered by your insurance. Eligible expenses include deductibles, co-payments, as well as other tax deductible medical, dental or vision care expenses you pay out-of-pocket. You may use this program for you and your family's health care expenses regardless of whether you or your dependents are covered under our medical plan. You may elect to contribute up to \$2,750 per year.
- **Dependent Care Flexible Spending Account (FSA).** Employees who utilize babysitters or daycare institutions in order to work will be able to pay for those expenses with "pre-tax" dollars using the Dependent Care FSA. Most employees will find this benefit to be more valuable than the childcare tax credit. You may elect to contribute up to \$5,000.

Life and AD&D Insurance

At no cost to the employee, the Society provides full-time employees life insurance equal to one times their salary, up to a maximum of \$150,000. Accidental death and dismemberment insurance is provided at the same level. Life insurance is provided through Principal and is effective the first day of the month following date of hire.

Short Term Disability Insurance

At no cost to the employee, the Society provides full-time employees short-term disability insurance. The benefit has an 8 day elimination period for injury or illness. The benefit amount is 60% of basic weekly earnings to a maximum of \$2,000/week for a maximum period of 12 weeks. Short-term disability insurance coverage is provided through Principal and is effective on the first day of the month following date of hire. In addition, employees may supplement their STD benefits with available leave to bring their pay up to 100%.

Long Term Disability Insurance

At no cost to the employee, the Society provides full-time employees long-term disability insurance. There is a 90 day elimination period, after which benefits will be paid at 60% of salary up to \$11,000 per month. Maximum benefit duration will be Social Security Normal Retirement Age. Eligibility for this insurance is effective on the first day of the month following date of hire. Long-term disability insurance is provided through Principal.

Employee Assistance Program (EAP)

Through EAP services provided by Magellan Health Services, employees and their families can get help that's easy, convenient, and confidential. Counselors are available 24 hours a day, seven days a week from anywhere in the United States. The toll-free number is 1-800-456-4006 or online at www.MagellanHealth.com.

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Transit Benefits

HRS provides the opportunity for eligible full-time and part-time (those working a minimum of 20 hours per week) employees to participate in the Metrocheks and SmartTrip Card transit benefits through tax saving payroll deductions. See HR for details on joining the program.

Parking Reimbursement Program

HRS provides the opportunity for full-time and part-time (those working a minimum of 20 hours per week) employees to participate in a pre-tax salary deduction program for parking expenses up to \$270 per month as allowed by the IRS. Employees are eligible the first of the month following date of hire. This benefit is administered through PayFlex.

Retirement

- ***Supplemental Retirement Annuity (SRA) 403(b)***

The Society offers full-time employees, and part time employees who work a minimum of 1,000 hours per year, the opportunity to participate in a supplemental retirement program administered through the Principal Financial Group. Employees who choose to participate in this program may choose to deduct up to the maximum allowable amount (\$19,500 for 2021). For employees who will reach age 50 during the calendar year or are already 50 years of age, a catch-up deduction is available, up to the maximum amount permitted (\$6,500 for 2021). Employees are eligible to participate in the 403b plan beginning the first of the month following date of hire. In addition, the Society will match employees' contributions \$1 for \$1 up to 5%. There is a "graded" vesting schedule for the employer contribution. The vesting schedule is 33 1/3% after one year, 66 2/3% after two years and 100% after three years of service.

- ***Money Purchase Pension Plan***

The Society currently offers a retirement plan fully paid by the Society. Employees will receive a 5% contribution into employee directed funds after three (3) months of service. Employees are immediately 100% vested.