



2020 Benefits

Dental Wellness Commuter Volunteer Leave Vision Alliance Benefits Legal W&F Health Retirement Prescription Disability Health Premium Life Voluntary PTO Flexible Prescription Dependent Medical Gym Pet Premium Life Voluntary PTO Flexible Prescription Dependent Medical Gym



2020 Benefits Summary

Eligibility (on 1st day of employment)

If you are an active employee regularly working at least **30** hours per week, you are eligible to enroll in the AlexRenew benefits listed in this summary. Separate eligibility definitions will be noted if different. If you enroll, you can also cover your dependents, including your legal spouse, domestic partner, and eligible children up to age 26. Documentation supporting your dependents eligibility will be required upon enrollment and anytime a new addition is requested to your benefits.

Dependent Type	Documentation
Spouse	Marriage Certificate
Domestic Partner (DP)	Affidavit of Domestic Partnership (see HR for form)
Birth Child up to age 26	Birth Certificate or Qualified Medical Child Support Order
Adopted Child up to age 26	Adoption Certificate or Birth Certificate
Child up to age 26 for whom You Are the Legal Guardian	Proof of legal guardianship
Disabled Child age 26 and older	Birth Certificate AND Copy of front page most recent Tax Return
Step Child up to age 26	Birth Certificate AND Marriage Certificate

Health & Welfare

Medical

AlexRenew's medical and prescription coverage is provided through United Healthcare. To find an in-network provider, visit www.myuhc.com or call Member Services at 1-866-633-2446. Medical is a voluntary benefit, shared cost between AlexRenew and the employee. An abbreviated summary of employee costs are below:

Benefits	High Deductible Plan	
	In-Network	Out-of-Network
Annual Deductible		
Individual	\$2,800	\$4,000
Family	\$4,000 <i>(embedded)</i>	\$8,000
Annual Out-of-Pocket Max		
Individual	\$4,000	\$6,000
Family	\$8,000 <i>(embedded)</i>	\$12,000
Lifetime Maximum	Unlimited	Unlimited
Physician's Office		
Preventive Care	No Charge	30% after deductible
Sickness or Injury	10% after deductible	30% after deductible
Specialist Visit	10% after deductible	30% after deductible
Urgent Care	10% after deductible	30% after deductible
Emergency Services	10% after deductible	30% after deductible

Benefits	In-Network	Out-of-Network
Hospital – Inpatient	10% after deductible	30% after deductible
Outpatient Surgery	10% after deductible	30% after deductible
Diagnostic test (x-ray, blood work)	10% after deductible	30% after deductible
Imaging (CT/PET scans, MRIs)	10% after deductible	30% after deductible
Mental Health		
Inpatient	10% after deductible	30% after deductible
Outpatient	10% after deductible	30% after deductible
Prescription Drug Plan		
Individual	10% after deductible	30% after deductible
Family	10% after deductible	30% after deductible

Under the Affordable Care Act (ACA), group health plans are required to provide individuals with clear, consistent, and comparable information about their health plan benefits and coverage. Specifically, the regulations ensure that individuals have access to a document that will help them understand and evaluate their health insurance choices, a Summary of Benefits and Coverage (SBC). The SBC is intended to help you better understand the coverage you have and allow you to easily compare different coverage options. It summarizes the key features of the plan, such as the covered benefits, cost-sharing provisions, and coverage limitations and expectations. The SBC for our health plan is on AlexRenew’s Sharepoint and can be accessed using the following path:

Internet Explorer: Sharepoint – Employees – Benefits & Wellness – Benefits – Medical United Healthcare

Prescription Drug Plan

When you enroll in the medical plan, your drug coverage is included. This coverage allows you to fill your prescriptions at retail pharmacies through mail order or home delivery. The amount of your copay depends on the type of prescription that you purchase. United Healthcare has partnered with OptumRx to provide the prescription services, www.optumrx.com.

	High Deductible Plan	
	Core Preventive Drugs ONLY	
	Retail Network & Non-Network <i>(up to 31-day supply)</i>	Mail Order <i>(up to 90-day supply)</i>
Tier 1 (Generic)	\$10.00	\$ 25.00
Tier 2 (Formulary Brand)	\$30.00	\$ 75.00
Tier 3 (Non-Formulary Brand)	\$50.00	\$125.00

Your per pay period cost for the medical and prescription coverage is as follows:

Tier	High Deductible
Employee Only	\$ 48.90
Employee + Spouse/DP	\$125.93
Employee + Child(ren)	\$ 98.77
Employee + Family	\$161.40

Health Savings Account (HSA)

You have the option to open a health savings account with Optum Bank. An HSA is a personal bank account that you own. You can use the HSA to save money, federal income-tax free, to pay for qualified medical expenses. Or, you can save the money for a future need – even into retirement. You own the money in the HSA, no “use it or lose it” rule. If you choose to leave AlexRenew or switch health plans, you keep the money.

In **January 2020**, AlexRenew will deposit a one-time \$2,240 individual or \$3,200 family contribution into each participant’s account. A new hire entering the plan year will receive a pro-rated amount of the AlexRenew contribution. Participants can also elect, pre-tax up to an additional \$1,310 (single tax filer) or \$3,900 (family) plus catch-up contribution of \$1,000 for participants over age 55.

Dental

AlexRenew's dental plan is provided through Delta Dental. You can enroll in the dental plan regardless of whether you enroll in AlexRenew's group medical plan. You may select a dentist of your choice. However, you will receive the highest level of benefits available in the program by choosing a Delta Dental PPO provider. In addition, your out-of-pocket costs will usually be lower if you use a participating provider. To find a participating provider, simply visit www.deltadentalva.com or contact Customer Service 1-800-237-6060. Dental is a voluntary benefit, shared cost between AlexRenew and the employee. An abbreviated summary of employee costs are below:

Annual Deductible Individual	\$ 50
Family	\$ 150
Annual Benefit Maximum	\$1,500
Coverage Type	
Diagnostic & Preventive	0% (no deductible)
Basic Dental Care	20% after deductible
Major Dental Care	50% after deductible
Orthodontia (adult & child coverage)	50% (no deductible)
Orthodontia Lifetime Maximum	\$1,000

Your per pay period cost for the dental coverage is as follows:

Tier	Delta Dental
Employee Only	\$ 3.25
Employee + Spouse	\$ 6.60
Employee + Child(ren)	\$ 6.19
Employee + Family	\$10.07

Vision

AlexRenew offers a separate comprehensive vision plan through United Healthcare/Spectera. You can enroll in the vision plan regardless of whether you enroll in AlexRenew's group medical plan. To find a preferred provider, simply visit www.myuhcvision.com, select "find a provider", view providers or you can contact Customer Service at 1-800-638-3120. Vision is a voluntary, company sponsored plan at **no cost** to the employee. An abbreviated summary of employee costs are below:

	In- Network	Out-of-Network
Copays	\$10 Exam \$25 Materials	\$40 Exam \$40 Materials
Well Vision Exam Frequency	Covered in full 100% Once every 12 months	Reimbursed up to \$45 Once every 12 months
Lenses Single Vision Bifocal Lenses Trifocal Lenses Lenticular Lenses Progressive Lenses Frequency	Covered in full 100% Covered in full 100% Covered in full 100% Covered in full 100% Discount only at participating providers Once every 12 months	Reimbursed up to \$40 Reimbursed up to \$60 Reimbursed up to \$80 Reimbursed up to \$80 No benefit Once every 12 months
Frames Frequency	Allowance up to \$130 & 30% discount on balance Once every 24 months	Reimbursed up to \$45 Once every 24 months
Contact Lens Fit & Follow Up Exams Elective Medically Necessary Frequency	Up to 2 visits, covered in full 100% Allowance up to \$130 Covered in full 100% Once every 12 months <i>(in lieu of eyeglasses)</i>	No benefit Reimbursed up to \$130 <i>(in lieu of glasses)</i> Reimbursed up to \$210

Premium Only Plan (Section 125)

Your medical and dental payroll deductions are taken on a pre-tax basis (before your federal, state and social security taxes are calculated); saving additional tax dollars on each paycheck. This is a company sponsored plan at **no cost** to the employee.

Employee Assistance Program

Services provided by ComPsych, available 24 hours a day, seven days a week with confidential support, guidance and resources; assistance for you or an immediate household family member; in-person sessions for short-term problem resolution. EAP also provides FamilySource for child care, adoption, education, elder care, pet care and personal convenience needs, LegalConnect which provides unlimited telephone access to our in-house team of dedicated attorneys and FinancialConnect which provides assistance with financial and insurance issues through unlimited telephone access to Certified Public Accountants and Certified Financial Planners on staff. To utilize this service reference **Company ID: EAPWFIS**, call a specialist at **1-866-301-9552** or www.guidanceresources.com. Company sponsored plan at **no cost** to the employee.

Life and AD&D Insurance

Cigna is the provider for all the life insurance and accidental death and dismemberment insurance. A benefit of one-and-a-half times your annual salary up to a maximum of \$250,000 is provided to each eligible employee. This is a company-sponsored plan at **no cost** to the employee.

Voluntary Life Insurance - Employee

Employees can elect to purchase additional life insurance in increments of \$10,000 up to a max benefit of \$500,000 with a guarantee issue of \$150,000 for employees under age 70 at initial enrollment. Elections over the guarantee issue, late entrants, or increase in benefit above \$10,000 once a year will require medical underwriting approval.

Your per pay period cost for the voluntary life coverage is as follows:

	Age	Monthly Rate per \$1,000
Benefit Amount: \$ _____	< 35	\$0.07
divide by \$1,000 = _____	35 – 39	\$0.10
multiply by monthly rate = \$ _____	40 – 44	\$0.16
multiply by 12 months = \$ _____	45 – 49	\$0.26
divide by 26 pay periods = \$ _____ cost/pay	50 – 54	\$0.49
	55 – 59	\$0.77
	60 – 64	\$0.88
	>65	\$1.60

Voluntary Life Insurance - Spouse

Employees can elect to purchase additional life insurance on their Spouse in increments of \$5,000, not to exceed 50% of the benefit amount elected by the employee to a maximum of \$250,000, guarantee issue of \$30,000. *The cost is calculated the same as voluntary life insurance on the Employee utilizing the Employee’s date of birth.* Employees must have the voluntary life on themselves in order to purchase additional coverage for their spouse. Each year you can elect to increase the benefit by \$5,000 with no medical questionnaire.

Voluntary Life Insurance – Child(ren)

Employees can elect to purchase additional life insurance for their eligible Children (age 6 months to 26 years old) benefit guarantee issue of \$10,000. The cost is **\$4.30 per pay period**. Employees must have voluntary life insurance on themselves in order to purchase additional coverage for their children.

Short Term Disability

Cigna is the administrator of the plan, with Alexandria Renew continuing to pay employee's salary based on approval from the administrator. A benefit of 70% to 100% of base weekly salary is provided to each eligible employee. The benefit begins following a 7-day waiting period, with duration maximum of 25 weeks. Employees may voluntarily elect to utilize PTO for the 7-day waiting period. This is a company-sponsored plan at **no cost** to the employee.

	Period of Time	Benefit
New Hires <i>Eligible after 90-days continuous employment</i>	Day 8 through 26 Weeks	70% base weekly salary
Employees <i>Eligible after completion of 1st year of employment</i>	Day 8 through 12 Weeks	100% base weekly salary
	12 Wks+1 Day through 16 Weeks	80% base weekly salary
	16 Wks+1 Day through 26 Weeks	70% base weekly salary

Long Term Disability

Cigna is the provider for the program. A benefit of 60% of base monthly salary to a maximum of \$7,000 is provided to each eligible employee. The benefit begins following the disability date, a 180-days elimination period and duration maximum subject to age at disability. This is a company-sponsored plan at **no cost** to the employee.

Accidental Insurance

Cigna is the provider for the program. The plan provides off-the-job-only coverage. The benefit amounts shown in this summary will be paid regardless of the actual expenses incurred. The insurance is guaranteed for all benefit eligible employees. The benefit is a company sponsored plan at **no cost** to the employee. In addition, the coverage includes a wellness, health screening and preventive care benefit which aligns with our wellness program. Each employee is eligible for a \$75 one time annual benefit by completing their annual physical or health screening. To speak with a customer service representative, call 1-888-842-4462.

Initial & Emergency Care	Benefit Amount
Emergency Care Treatment	\$ 200
Physician Office Visit	\$ 100
Diagnostic Exam (x-ray or lab)	\$ 50
Ground/Air Ambulance to nearest hospital	\$ 400 / \$1,600
Hospitalization Benefits	Benefit Amount
Hospital Admission	\$1,000
Hospital Stay	\$ 200 per day
Intensive Care Unit Stay	\$ 400 per day
Fractures and Dislocations	Benefit Amount
Fractures, non-surgical, depending on type of fracture	\$100-\$4,000
Fractures, surgical, depending on type of fracture	\$200-\$8,000
Dislocations, non-surgical, depending on type	\$100-\$3,000
Dislocations, surgical, depending on type	\$200-\$6,000
Follow-Up Care	Benefit Amount
Follow Up Care, Physicians Office Visit	\$ 75
Follow up Physical Therapy Visits	\$ 50
Wellness	Benefit Amount
Wellness, Health Screening & Preventive Care Benefit, limited to 1/year	\$ 75

Flexible Spending Accounts (FSA)

Benefit Resource Inc (BRI) is the administrator for the program for Dependent Care and Commuter Benefit. Employees can elect to withhold monies from their paycheck on a pre-tax basis for qualified dependent care or transportation expenses. Participant Services is available to assist with your questions by phone 1-800-473-9595, live chat, or email at ParticipantServices@BenefitResource.com. Employees can also access accounts online at www.BRiweb.com or download the mobile app BRiMobile from www.BenefitResources.com/tools.

“Use It Or Lose It” - all receipts for dependent care expenses must be submitted by December 31st 2020 to qualify for reimbursement.

For 2020, the maximum contributions are as follows:

Dependent Care – annual contribution limit **\$5,000**

Commuter Benefits – monthly limit **\$ 270**

Once you receive your Beniversal Mastercard, register online at www.BRiweb.com

Company Code: alexrenew

Login: your social security number (*recommend changing your login under “profile”*)

Password: your home zip code (*your first login, it will prompt you to change your password*)

- Once you enter your account on the “dashboard”, you can activate your card.
- Review your “profile” settings, i.e. change your login, verify address, etc.
- Add your direct deposit information under “profile”, for cases that you may have to submit a claim form.

Legal Services

Legal Resources provides discounted 25% or paid in full 100% legal services, www.legalresources.com or call 1-800-728-5768. Examples of attorney fees paid at 100% are legal counsel and advice for all covered benefits, traffic court representation, will preparation, reviewing financial contracts, uncontested divorce representation, and defending a civil action in district court. Experienced, local attorneys provide all the services covered by the plan. You will receive a Subscriber Membership Card in the mail. Your information is strictly confidential. The plan covers employee, spouse and dependent children up to age 23, if full time student. Parents and Parent-in-Laws are also eligible for the 25% discount only in the service area. This is a company sponsored plan at **no cost** to the employee.

Identity Theft

IdentityForce provides the best identity, privacy and credit protection. Innovative technology and on-going monitoring keep your personal information and identity secure. Provides early warning system with prompt notification on your computer, phone or tablet, allowing you to take action before the damage is done. You are in control, know and improve your credit score, protect your personal information online and keep your keystrokes, pin numbers and credit card information safe. Certified Protection Experts offer comprehensive, 24/7 recovery services. Member Services: 1-877-694-3367. Identity Theft, Gold Plan (monitors one credit reporting agency) is a voluntary, company sponsored plan at **no cost** to the employee. Employees can elect to upgrade to the Platinum Plan (monitors all credit reporting agencies), add their spouse or family member at a minimal cost per paycheck.

Your per pay period cost for the identity theft coverage is as follows:

Tier	Gold Plan	Platinum Plan
Employee Only	\$ 0.00	\$ 4.15
Employee + Spouse	\$ 3.46	\$ 8.77
Employee + Family*	\$ 6.00	\$12.46

**Family includes Spouse and unlimited number of children up to age 19, or 25 if full time student.*

Retirement Plans

Virginia Retirement System (VRS)

A defined benefit plan that provides a lifetime monthly benefit in retirement based on your age and total service credit. All full-time employees are required to participate in the plan.

- Employees hired before July 1, 2010 are covered under the provisions of VRS Plan 1;
- Employees hired between July 1, 2010 and December 31, 2013 are covered under the provisions of VRS Plan 2;
- Employees hired on or after January 1, 2014 covered under the provisions of VRS Hybrid Plan.

Covered members only, effective July 1, 2018, AlexRenew will pay an employer contribution of 7.27% and the employee will pay the member contribution of 5.0% of credible compensation pre-tax (before state and federal withholding) for a total of 12.27% into their retirement plan. Employees are vested after 5 years of service credit on the VRS defined benefit, 4 years of service credit on the Hybrid defined contribution employer contributions and vested immediately on the member contributions. Employees can view their personalized benefit statement anytime at www.varetire.org.

457(b) Retirement Savings Plan

Mass Mutual is our provider for the deferred compensation plan. New Hires after September 1, 2014 will be automatically enrolled at 1% employee contribution with the ability to opt-out. In 2020, you may defer a maximum of **\$19,500** and an additional catch-up contribution of **\$6,500** if over age 50. You reduce your current income taxes while investing for retirement. Your earnings accumulate tax-deferred.



For more information about your retirement plan or to make changes to your account, you can contact Mass Mutual at 1-800-743-5274 or go online at www.retiressmart.com.

For 2020, AlexRenew will also contribute an employer match up to 2.5% of an employee's 4.0% contribution with a 4-year vesting schedule on the employer match, member contributions are vested immediately.

Employee Contribution	Employer Contribution	Total Contribution
1.00%	1.00%	2.00%
1.50%	1.25%	2.75%
2.00%	1.50%	3.50%
2.50%	1.75%	4.25%
3.00%	2.00%	5.00%
3.50%	2.25%	5.75%
4.00%	2.50%	6.50%

The employer contribution would be based on a vesting schedule as follows:

- 50% vested after 2 years' service
- 75% vested after 3 years' service
- 100% vested after 4 years' service

Work-Life Balance

Credit Union

All employees are eligible for membership with Commonwealth One Federal Credit Union. They offer competitive rates on loans, checking, terms on savings, Visa credit cards, Roth IRA, Coverdell Education and an interactive website service. Your membership comes with lifelong benefits as long as you remain a member. Even if you move, you can still retain your membership. Employees can join by visiting a local branch, or by completing an application online at www.cofcu.org.

Tickets at Work

Entertainment discounts for employees; save money, avoid admission lines, have your tickets before you go and convenient delivery options. Go to www.ticketsatwork.com, company code: *AlexRenew* or call toll free 1-866-273-5825.

Student Loan Refinancing

Consolidate all existing student loans (federal and private) into a single loan with one monthly payment. SoFi refinances student and parent plus loan debt at lower rates than federal and/or private options, saving members money. Receive a welcome bonus of \$300 when you refinance through www.sofi.com/alexrenew. Variable rates as low as 2.22% APR and fixed rates as low as 3.5% APR. No origination fees and no prepayment penalties. To apply for a free, no commitment rate quote, complete the online application at Student Loan Refinancing: www.sofi.com/alexrenew; or Parent PLUS Refinancing: www.sofi.com/alexrenewplusrefi.

Student Loan Forgiveness

My Education Solutions is a consumer advocacy company dedicated to helping individuals qualify for Forgiveness programs offered by the Federal Government not your Service Providers. They skip over the Service Providers and deal directly with the Federal Government on your behalf to make sure that you get the Forgiveness that you deserve. Discover your new low payment and forgiveness amount by taking the online survey at www.myeducationsolutions.com. Company Code: *Alex Renew NE*

Pet Insurance

Nationwide Insurance provides two levels of pet insurance for both cats and dogs. Pricing for both of these plans is based on your state of residency. Discounts are provided for covering multiple pets, 10% for 2 to 3 or 15% for 4 or more. This is a voluntary plan, 100% paid for by the employee, payroll deducted and premiums are submitted to Nationwide on employee's behalf. For more information, contact Member Services: 1-855-874-4944 or www.petsvoluntarybenefits.com

My Pet Protection

- 90% back on vet bills*
- \$250 annual deductible
- Accidents & illnesses
- Hereditary & congenital
- Cancer
- Dental diseases
- Behavioral treatments
- Rx therapeutic diets & supplements
- Specialty & ER coverage included

My Pet Protection with Wellness

- All the benefits of My Pet Protection
- + Wellness exams
 - + Spay or neuter
 - + Flea & tick
 - + Preventive dental cleaning & more

**Some exclusions may apply. Certain coverages may be subject to pre-existing exclusion. See policy documents for a complete list of exclusions.*

Computer Purchase Plan

Employees can purchase from select products through AlexRenew and set up payroll deduction with no interest. Eligible employees must complete 90 days of continuous service and receive a satisfactory or higher performance review. An employee can only have one computer purchase payroll deduction at a time. A maximum purchase price of **\$2,000**, including applicable taxes and shipping, with a term maximum of 26 pay periods. Please see Human Resources for information on how to purchase.

Water Environment Federation (WEF) Membership

AlexRenew pays for the full cost of annual membership dues. WEF works to provide its members with the necessary tools to engage in or learn ways to improve quality of life through sustainable management of water resources, water protection and water and wastewater treatment. www.wef.org

Alliance for Innovation Membership

AlexRenew pays for the full cost of annual membership dues. The Alliance inspires innovation by being the premier resource for emerging practices. Employees will receive monthly and quarterly content, access to webinars, workshops, research and the knowledge network an online community of local government professionals. To access these benefits, employees register at www.transformgov.org, select "sign up" and create a user account.

Leave

Paid Time Off

Paid benefit granted to eligible employees for personal time away from work to spend with family, friends and self. Leave is accrued each pay period (bi-weekly) based on years of service as follows:

Years Service	Hours/Pay Period	Total Hours/Year	Total Days (based on 8 hrs)	Maximum Hours	Maximum Days
0 to 3	10.27	267	33.38	252	31.5
4 to 6	11.19	291	36.38	288	36.0
7 to 10	11.81	307	38.38	312	39.0
11 to 15	12.42	323	40.38	336	42.0
16 to 19	13.35	347	43.38	372	46.5
20+	13.96	363	45.38	396	49.5

Purchase Leave (PTO)

In an effort to help employees achieve a better balance between work and personal life, AlexRenew offers employees with less than five (5) years of service at the beginning of each calendar year the option to buy up to forty (40) hours of PTO through the Purchase Leave program during open enrollment. New hires may also purchase a pro-rated amount of PTO within 30-days from their hire date.

Paid Time Off Cash-Out Program

Benefit allows for employees to receive a payout of a portion (10, 20, 30 or 40 hours) of their paid time off (PTO) leave each calendar year, provided the employee meets all eligibility criteria as follows:

- At least one year of continuous service by the end of the calendar year in which the election is being taken (December 31st).
- A minimum PTO leave balance in excess of 100 hours at the time of election. Purchased PTO may not count towards the 100 hour balance. At the time of cash-out, a balance of 40 hours or greater must be retained in PTO bank.
- An employee must have taken a minimum of 40 hours of scheduled PTO, excluding time taken for holidays through the calendar year.
- An employee must not have been placed on unpaid administrative leave or suspension during any pay period for the calendar year.
- The employee's overall job performance must be rated as a successful or high contributor during the election period and at time of cash-out.
- Employees must fulfill the minimum requirements for the wellness program for current year.

Holidays

AlexRenew currently observes the following nine (9) holidays: New Year's Day, Martin L. King's Birthday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving Day, Christmas Eve, and Christmas Day. Employees are required to use Paid Time Off for scheduled closures that fall on their normal scheduled work day.

Bereavement Leave

Paid benefit granted to employees after the loss of an immediate family member up to three (3) days for the scheduled hours the day before, the day of and the day after the funeral. An additional two (2) days for attending funeral services outside the immediate area, greater than 250 miles.

Jury Duty/Witness Duty Leave

Paid benefit granted to employees who have been summoned to appear for jury duty or any employees except defendants in a criminal case, who are summoned or subpoenaed to appear in federal, state or local court.

Military Leave

Employees who are members of the active duty U.S. Armed Services and their Reserve components, as well as the Coast Guard, federal National Guard service and the Commissioned Corps of the Public Health Service or at any time the President of the United States has designated any category of persons as a "uniformed service" for purpose of USERRA. Paid military leave will not exceed 15 calendar days in a fiscal leave year.

Family Medical Leave Act (FMLA)

Eligible employees will receive up to 12 weeks of unpaid leave or up to 26 weeks for military caregivers during a 12-month period. Employees must have worked at least 1,250 hours during the 12-month period immediately before the date when the leave is requested to commence. Leave may be granted for the following circumstances: birth of child and to care for such newborn; placement of child into foster care; to care for spouse or child or parent of employee with a serious health condition; or where a serious health condition makes the employee unable to perform the functions of their job. Employees should contact a member of Human Resources to initiate the leave request.

Company Sponsored Volunteer Day

AlexRenew provides up to 9 hours of paid volunteer time per calendar year toward a charitable organization in the City of Alexandria. The purpose of a volunteer day is to encourage employees to support the local community and for all employees to share in this effort.

Well-Being

A total well-being program that includes health, financial and environmental benefits, company sponsored at **no cost** to the employee.

- **Seminars and Activities**, i.e. financial planning, recycling efforts, health related topics.
- **Care24** Services offer you access to a wide range of health and well-being information, 7 days a week, 24 hours a day. You can speak with registered nurses and masters level counselors who can help with almost any problem ranging from medical and family matters to personal legal, financial and emotional needs. To take advantage of this employer sponsored benefit, call 1-888-887-4114.
- **NurseLine** can assist you in finding a doctor or hospital; understand treatment options; ask medication questions; choose appropriate medical care; locate available resources; call Customer Care on back of your United Healthcare identification card or visit www.myuhc.com.
- **Health Discount Program** provided by UnitedHealth Allies allows you to to save on wellness resources such as weight management from Jenny Craig, Nutrisystem and other popular programs; nutrition counseling; fitness clubs (including Anytime Fitness, Bally, Curves, Gold's, MyGym and Snap Fitness); fitness equipment and apparel; natural products and foods; stress reduction and relaxation resources; and smoking cessation programs.
- **Flu Shots** are offered to employees and benefit eligible family members, once per year per member.

One Life Fitness

Voluntary fitness membership, 100% paid by the employees, provides access to one or multiple clubs, offered at discounted rates, employees pay for the membership through payroll deductions. Included with every membership is one session with a personal trainer.

Work Schedule

Flexible work schedules are offered for administrative and maintenance personnel in the form of a 9/80 schedule (9-hour days Monday through Thursday, every other Friday 8-hour days, opposite Friday off work), Operations and Lab staff support the plant 24/7, and work assigned schedules.

Dress Code

Business Casual dress for administrative personnel is our standard business attire Monday through Friday. Employees who are hosting or attending meetings with vendors or employees from another organization should dress appropriately, which may mean wearing normal business attire.

Uniforms

AlexRenew pays for the full cost of uniforms for all the plant employees effective their date of hire. Operations and Maintenance personnel are required to wear company issued uniforms during their normal work day. Due to the nature of our business, employees are required to change out of their uniforms and leave them on site prior to departing the facility. Employees are responsible for all company issued uniforms and may be liable for loss or damage due to negligence.