

# Benefits



Gas South offers a complete package of benefits for all eligible employees, divided into employer-paid, employer/employee paid, and employee-paid categories.

## When Does Coverage Begin?

Most employee benefits become effective on the first day of hire. To enroll in employee benefits, you must complete your enrollment within 30 days of hire. If you do not complete the enrollment process within 30 days of hire, you must wait until the next Open Enrollment period.

## Who is Eligible?

Full-time employees working at least 20 hours per week are eligible for benefits. Additionally, you may also enroll your legal dependents who match one of the following descriptions:

- a. Your legal spouse.
- b. Your dependent children under age 26 (including son, daughter, stepson or stepdaughter of the employee, legally adopted child of the employee and a child who is lawfully placed with the employee for legal adoption by the employee and an eligible foster child). Marriage, financial dependence and student status are not factors.

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## Employer Paid

The following benefits are 100% paid by Gas South:

### Annual Leave

- Paid Time Off (PTO) accrual begins with the first day of employment and is for vacation or illness.
- The chart below shows the rate of annual PTO that is accrued on each anniversary date.

### PTO Accrual Rate

Anniversary Date (Full Time)	Bi-Weekly Accrual	Monthly Accrual	Annual Accrual
Hire	4.31 hours	9.33 hours	14 days*
1 year	5.54 hours	12 hours	18 days
5 years	6.15 hours	13.33 hours	20 days
10 years	6.77 hours	14.67 hours	22 days
15 years	7.38 hours	16 hours	24 days
20 years	8.00 hours	17 hours	26 days

\*New employees receive two initial days (16 hours) and then accrue at the rate of 14 days per year.

### Sabbatical

The Gas South sabbatical program provides full-time employees an additional four weeks of paid vacation once every five years. Sabbatical leave is in addition to PTO. The company has no expectations for how employees will use their sabbatical period, other than to take true time away from the office.

## Company Holidays

Gas South offers these holidays:

- New Year's Day
- Martin Luther King Jr.'s Birthday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day-After Thanksgiving
- Christmas Eve
- Christmas Day

## Remote Work

Gas south considers remote work a viable alternative for many positions. It allows employees to work from home, on the road or from a satellite location. Telecommuting arrangements are voluntary and may not be appropriate for some positions—eligibility will be up to manager discretion.

## Performance Incentive for Employees

All Gas South employees are eligible for a cash bonus each year, based on company and individual performance.

## Life and AD&D

Basic life of 1 times salary up to a maximum of \$400K.

## Short-Term Disability

- Benefits begin after 7 days of disability resulting from an accident or sickness (non-work related).
- The maximum benefit duration is 12 weeks.
- Benefit pays 60% of weekly earnings, not to exceed \$3,000.

## Long-Term Disability

- Benefits begin after 90 days of disability resulting from an accident or sickness (non-work related). As long as you remain disabled, coverage is provided until normal social security retirement age.
- Benefit pays 60% of monthly earnings, not to exceed \$10,000.

## RelyMD

Provides employees with 24/7 access to board-certified physicians for consulting, diagnosing and prescribing medications via interactive audio or video for common minor illnesses.

## Fuel for Good

Our Fuel for Good program provides employees with flexible schedules to allow volunteer participation during business and non-business hours, including up to eight hours paid time per fiscal year for volunteering at Gas South-sponsored events during the employee's regular work hours.

## Benefit Butler

Gas South works with Atlanta-based Palmer & Cay to provide a personalized, secure resource for all of your benefit needs. Benefit Butler is a concierge resource available via phone or email for all benefit-related questions.

## Education Assistance

Gas South supports employees who desire continuing education for professional growth by providing assistance for seminars, workshops, institutes, special training sessions, certification programs and formal education courses. Assistance is available for employees upon completion of the six-month introductory period.

## Magellan Employee Assistance Program

Employees can get a fresh start in the New Year with Magellan Healthcare's new Digital Emotional Wellbeing program.

They can take control of their whole health—life, mind and body—through relaxation and mindfulness techniques, strength-building activities, behavior tracking and wellbeing assessments.

Gas South provides six free visits annually.

## Employer/Employee Paid

The following benefits are a shared cost – Gas South contributes towards the total cost, but employees also contribute:

### 401(k)

- Gas South offers a 401(k) savings plan for retirement, matching 75% of the dollars you contribute up to the first 6%. Employees can participate in this program after one month of employment; however, Gas South does not match employees' contributions until completing one year of employment.
- Gas South contributes 8% of an employee's wages or salary into their 401(K) plan each year. This contribution is made on the second anniversary date of employment and each year thereafter.

### Medical

Gas South offers three Cigna medical plans:

- Plan One and Plan Two – Traditional Medical plans with Low premiums, reasonable deductibles and copays
- Plan Three – High Deductible Health Plan with HSA option - Allows for tax-free savings for future expenses, lowest premiums (\$0 for employee Only and Employee plus Children coverages), lowest out-of-pocket maximums

### Dental

Gas South offers two Humana plans — High and Low. Both plans are PPO, meaning you can choose to go in or out of network; and both cover preventive exams at 100%. High and Low Plans vary in out-of-pocket cost, including orthodontia coverage.

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## Employer/Employee Paid

### Vision

Gas South offers High and Low vision plans through EyeMed, with low co-pays for vision exams, glasses, and discounts for contact lenses.

### Flexible Spending Account

You can choose to set aside pre-tax dollars to pay for eligible medical and dependent care expenses through the Flexible Spending Account.

### Health Savings Account

If you are enrolled in an HDHP Medical plan, you can set aside pre-tax dollars for eligible medical expenses in your HSA.

### Voluntary Life and AD&D

Coverage is available for purchase for employee, spouse and/or dependents:

- Rates are calculated based on age and Eligibility of Insurability (EOI) may be required.
- Spouse/dependents must be in "active service" in order for coverage to become effective.

### Pet Insurance

Coverage is available for purchase through Nationwide and includes preventative care.