



Employee Benefit Programs Frequently Asked Questions

PAY

Q: How often will I get paid? How do I receive my paycheck?

A: Pay days are bi-weekly, occurring every other Friday.

INTEGRIS requires pay to be made by direct deposit. All pay is direct deposited into any financial institution served by the Federal Reserve. Your pay can be sent to more than one account at the same bank or to more than one bank.

Payroll Services makes your direct deposit information available to the Oklahoma City branch of the Federal Reserve, normally on Wednesday before payday. Each bank's direct deposit posting time and day vary. Your transaction is effective dated with the actual payday's date.

Q: How do I set up Direct Deposit?

A: Direct Deposit Enrollment Form and Guidelines will be given to you. The guidelines will need to be reviewed by each employee, and the form completed.

BENEFITS ELIGIBILITY/ EFFECTIVE DATE

Q: Who is eligible for Benefits?

A: **If you are classified as a full-time employee at the time of hire**, you are eligible to participate in all benefits described in the Benefits Handbook. As a full-time employee, you may select the benefits you want within 30 days of your date of hire; otherwise you will be enrolled in the default benefits coverage.

If you are classified as a regular part-time employee at the time of hire, you are eligible for the same benefits as full-time employees except for short and long-term disability, PPL and EIAB accrual. Other benefits such as life and personal accident insurance may be reduced or limited for regular part-time employees.

If you are classified as an occasional part-time employee at the time of hire, you will be eligible to participate in our Retirement Savings Plan but will not be eligible for other benefit offerings.

Q: When will my benefits start?

A: Your benefits will be effective as of your hire date with INTEGRIS, which will be the day immediately after the purchase. We expect the purchase to be completed within the next few months. Special meetings will be held in July and August to share information about INTEGRIS benefits.

HEALTH & WELFARE PLANS

Q: What are the benefits?

A: The INTEGRIS benefit program includes tax-free and taxable premiums for benefits. With “tax-free” premiums, you pay your share of the cost through payroll deductions **before** federal, state and Social Security taxes are withheld from your paychecks. The actual cost of your benefits is reduced by the savings you get from a tax-free premium. Federal laws determine whether the premiums paid for a benefit are tax-free or taxable.

Tax-free Premium Benefits

- Medical/Prescription Drugs
- Dental
- Vision
- Employee Life Insurance, with certain limitations
- Employee Personal Accident Insurance
- Long-Term Disability
- Health Care Reimbursement Account
- Dependent Care Reimbursement Account
- Paid Personal Leave (selling days)

Taxable Premium Benefits

- Dependent Life Insurance
- Dependent Personal Accident Insurance
- Short-term Disability
- Hospital Indemnity
- Critical Illness
- Accident
- Whole Life

Other Benefits

INTEGRIS provides these other benefits at no cost to you:

- Paid Personal Leave (PPL) and Extended Illness Accrual Bank (EIAB)
- Educational Reimbursement and Health Careers Programs
- Employee Assistance Program
- Adoption Assistance Program

MEDICAL PLAN TRANSITION

Q: What happens to our current Medical plan – my deductible and other payments from the CHS plan?

A: Deductible amounts met and other payments counted toward the out-of-pocket (OOP) maximum will not carry over from the CHS plan to the INTEGRIS plan. Deductibles and OOP maximums will reset upon your original effective date of participation in the INTEGRIS plan.

Q: I'm currently pregnant and due in September; what happens with my insurance?

A: If you enroll for medical plan coverage during your first 30 days, you will have coverage as of the transaction date without a break in coverage. You are encouraged to contact IHP at 405-713-4476 to discuss the possibility of a prior authorization if you have concerns about continuing to see your current provider.

Q: In reference to the Spouse Surcharge for the INTEGRIS Medical Plan - If my spouse's insurance plan does not meet the minimum ACA plan requirements would I need to pay the spouse surcharge?

A: Yes. The spouse coverage affidavit states the following:
By clicking continue, I certify that either I do not have a spouse, I am not covering a spouse, or my covered spouse is not eligible for medical coverage through their employer for 2018. I understand that falsification of this information may lead to retroactive premium surcharges and disciplinary action, up to and including termination of

FLEXIBLE SPENDING ACCOUNT TRANSITION

Q: What happens to current Deaconess Health Care / Dependent reimbursement account balances?

A: Employees who are currently contributing to flexible spending accounts should contact the service administrator for additional information and instructions for completing claims filing for 2018 eligible claims.

MEDICAL AND DENTAL NETWORK PROVIDER LISTS

Q: Where can I see a list of the INTEGRIS Health Partners network physicians and providers?

A: <https://integrisok.com/doctors>

Q: Where is the list of dentists that are in the Cigna dental network?

A: <https://hcpdirectory.cigna.com/web/public/providers/searchresults>
employment.

HOW TO ENROLL IN HEALTH AND WELFARE BENEFITS

Q: How do I enroll?

A: Beginning on your date of hire, if you are benefit eligible, you can enroll online at www.myintegrisbenefits.com (from home or work). A link to the benefits enrollment Web site is also available on our HRanytime intranet site.

PAID PERSONAL LEAVE (PPL) AND EXTENDED ILLNESS ACCRUAL BANK (EIAB)

Q: How do INTEGRIS Health employees accrue paid time off?

A: INTEGRIS provides paid days off to employees in two ways:

Paid Personal Leave (PPL) is a bank of accrued hours used to continue pay while taking time off for vacation, holidays, personal business, and sick days.

Full-time employees accumulate PPL based on years of service and the hours worked each pay period. If you are a full-time employee working 80 hours a pay period (40 hours a week), you earn PPL according to the chart below.

Years of Service	Maximum Number Of PPL Days Accrued Annually*	Maximum Number of PPL Hours Accrued Each Pay Period**
0-4 years	22	6.769 hours
5-9 years	27	8.308 hours
10-14 years	29	8.923 hours
15-19 years	32	9.846 hours
20+ years	34	10.462 hours

* A day is equivalent to 8 hours in this example.

** Based on 80 hours paid per pay period in this example. PPL is accrued by the eligible hour.

Extended Illness Accrual Bank (EIAB) is a bank of accrued hours used to continue pay for absences because of extended employee illness or disability. Full-time employees accrue one hour into the EIAB account for each 52 hours paid. A maximum of 5 days (40 hours) may be accrued annually, up to a total maximum of 130 days (1,040 hours) in the EIAB account. Regular part-time and occasional part-time employees are not eligible to participate in the plan and do not accrue time into either the PPL or EIAB accounts.

Q: Will my PTO carry over or be paid out?

A: Deaconess employees will carry over determined available PTO hours as of the date the purchase is completed, in the form of PPL hours.

Q: Will my Extended Illness Bank (EIB) transfer?

A: Current EIB hours will not be transferred to INTEGRIS, and will be forfeited as of the date the purchase is completed.

Q: Do Deaconess employees receive credit for years of service with Deaconess for benefit accruals?

A: INTEGRIS will credit years of service for PPL accrual, retirement savings plan vesting, and service award eligibility.

Q: If I am a Deaconess part-time employee, what happens to my accrued PTO hours?

A: Your PTO balance at the time of the transition from Deaconess to INTEGRIS will transfer to INTEGRIS, and you will be permitted to use these accrued hours as Paid Personal Leave (PPL) at INTEGRIS. You will not, though, accrue any further hours as a part-time employee once with INTEGRIS.

RETIREMENT PROGRAM

Q: What retirement benefits are available?

A: The **INTEGRIS Retirement Savings Plan** helps you prepare for your financial future. You and INTEGRIS work together to save for your retirement:

- **INTEGRIS annual contribution:** Each year that you work at least 1000 hours and are an active employee on the last day of the year, INTEGRIS makes a contribution to your account equal to 3-6% of your pay based on your years of service.
- **Your contribution:** You can elect to save up to 100% of your pay up to the IRS annual limit. Your savings are automatically deducted from your paycheck.
- **INTEGRIS matching contribution:** In addition to your savings, INTEGRIS will match 50% of the first 5% of your pay that you save.

Q: What if I have an outstanding loan from my 401k plan?

A: If you have any questions about outstanding loans from your current 401(k) plan, contact your current 401(k) provider for details and arrangements for payment of the remaining balance.

Q: Will the hours I worked from January 2018 to the date of the close be counted toward the 1000 hours for the annual INTEGRIS contribution for 2018?

A: No, only hours worked or paid on or after the date of the close will count toward the hours needed to meet eligibility for the INTEGRIS Retirement Contribution.

Q: Will my Years of Service Transfer?

A: Yes, INTEGRIS will credit current Deaconess employees for their years of service in regard to benefit accruals including PPL accrual rates, Retirement Savings Plan contribution percentages and length of service awards.

HOW TO ENROLL IN THE RETIREMENT SAVINGS PLAN

Q: How do I enroll in the Retirement Savings Plan?

A: Enrollment in the Retirement Savings Plan is easy. If you do not enroll within the first 30 days of employment, you will be automatically enrolled at a contribution rate of 3% of eligible earnings. If you do not wish to contribute to the RSP as a new employee, you may change your contribution rate to 0% within the first 30 days of employment. At any time you wish to begin contributing, you can enroll by calling the Fidelity Retirement Services Center at 800-343-0860 or enroll online at www.fidelity.com/atwork.

EDUCATION REIMBURSEMENT

Q: Does INTEGRIS offer ongoing education for employee incentives?

A: INTEGRIS provides Educational Reimbursement benefits for completion of approved courses, including tuition, mandatory fees for coursework, and books, up to the calendar year maximum amount. Full-time and regular part-time employees are eligible and must maintain eligible status throughout the duration of the eligible course. The reimbursement amount is based on years of service as of the completion date of the

course. Additional programs are also available through our Health Career Programs for individuals pursuing registered nursing degrees.

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THE CHILDREN'S PLACE – CHILD CARE SERVICES

Q: Will I have access to The Children's Place?

The Children's Place provides services to children ages 6 weeks through Kindergarten. Employees interested in discussing child care options are encouraged to contact The Children's Place directly at 405-949-3750 for additional information and application.

YMCA

Q: Does INTEGRIS offer gym member discounts?

A: INTEGRIS full-time and regular part-time employees are eligible to receive discounted YMCA memberships, and membership payment through convenient payroll deduction is available. Interested? You can request a 10-day pass to check it out! Additional information is available by contacting Employee Wellness at employee.wellness@integrisok.com.

Q: Does the YMCA membership apply to fitness only or does it apply to summer camps and sports leagues?

A: YMCA memberships, as subsidized by INTEGRIS, are full YMCA memberships and qualify participants for all YMCA member programs and pricing.

DRESS CODE

Q: What is the INTEGRIS dress code?

A: The INTEGRIS dress code policy sets guidelines for dress, grooming and overall personal appearance of employees, including specific information about hygiene, hair, jewelry, tattoos, piercings, footwear and appropriate attire for both direct patient care and non-patient care employees. Each employee is also responsible for properly displaying his/her INTEGRIS ID badge at all times while working. Further information about specific departmental guidelines is available from that area's department director, managers or supervisors. A copy of the INTEGRIS Dress Code policy will be made available at www.integrisok.com/deaconess for your review.

ADDITIONAL QUESTIONS?

Q: If I have more questions, where do I call for answers?

A: INTEGRIS Employee Support- your direct line for HR help!

- Call 405-949-4045, followed by option 1, then 2, Monday – Friday, 8:00am to 5pm.
- Email your HR questions to HRcust@integrisok.com.