



## **Employee Health Care Policy**

Effective March 12, 2019

### **YOUR HEALTH INFORMATION**

Bassetti Architects is committed to safeguarding employee privacy. During the course of employment, we may receive personal information such as social security number, address, and phone number. We may also receive personal health information to administer benefits or leaves of absence.

Bassetti Architects may use or disclose employee personal health information, according to our policy, when required for legal or governmental purposes, business operations (including administering employee health plans), emergent situations, or when authorized by the employee.

### **BENEFIT OVERVIEW**

Bassetti Architects provides benefits to all full-time employees who wish to participate and meet the eligibility requirements of the health care agency. The plan has certain limitations in its coverage. Arrangements can be made for spouses and dependents to be covered, but the employee must pay for the additional coverage premiums (refer to your health plan book for specific information and details).

Bassetti Architects also has long-term disability insurance and pays disability insurance premiums for all employees who meet the plan's eligibility requirements (see health plan book). You should be aware that the disability insurance does not provide coverage during the first 30 days of a qualifying disability.

The Company reserves the right to change these plans at any time. This Benefits Overview is intended to provide you with a summary only. Please refer to the actual benefit plan for a current and complete description of the benefits.

### **MEDICAL & DENTAL INSURANCE**

Bassetti Architects contributes 100% to your Medical, Dental, and Vision coverage. Bassetti Architects contributes 0% to your dependents' Medical, Dental, and Vision coverage.

### **FLEXIBLE SPENDING**

Employees can set up a flexible spending account through Bassetti Architects to pay for many of their out-of-pocket medical expenses and dependent care expenses with pre-tax dollars. These expenses include insurance copayments and deductibles, and qualified prescription drugs, insulin and medical devices, childcare, and elderly care.