



INTERSTATE INSURANCE
PRODUCT REGULATION COMMISSION



States, Strength & Speed Aligned



EMPLOYEE BENEFITS FOR REGULAR FULL-TIME EMPLOYEES

INSURANCE

Health

Employees may choose either a high deductible or low deductible health insurance plan from CIGNA. The NAIC (or affiliate) makes a contribution to the employee's health insurance. All insurance plans offered (including health) are effective the first day of the month following 30 days of employment.

Dental

Dental insurance is provided by MetLife. A preventative dental exam is available every six months. The NAIC (or affiliate) makes a contribution to the employee's dental insurance.

Life/ Accidental Death & Dismemberment

A life insurance benefit is provided to full-time employees at two and one-half times the employee's annual salary at no cost to the employee. Additional voluntary life insurance is available. Accidental Death and Dismemberment provides an amount equal to the employee's life insurance if the loss of life is due to an accident.

Long-Term Disability

Long-term disability coverage provides full-time employees with 60% of the employee's pre-disability monthly salary after a 90-day elimination period. LTD is provided at no cost to the employee.

Vision Service Plan

A vision service plan is provided to employees that includes an allowance for an eye examination every 12 months plus allowances for frames and spectacles. The vision plan is provided at no cost to the employee. Family members may be covered at an additional cost.

Flexible Spending Accounts (Tax Savings Plan)

Three options to deduct expenses from gross income reducing taxable income are:

1. Medical Premium expenses (including health, dental and vision)
2. Dependent Care expenses
3. Reimbursable Medical Spending expenses

Employee Assistance Plan

An employee assistance plan is provided to employees and their family members at no cost to the employee.

RETIREMENT

Defined Contribution Plan

Employees may contribute, on a pre-tax basis, to a defined contribution retirement plan. The NAIC (or affiliate) makes a discretionary and a matching contribution after one-year of employment as follows:

- NAIC – 3% (of base pay) discretionary + matching of 4.5%
- NIPR – 5% (of base pay) discretionary + matching of 3.5%
- IIPRC – 2% (of base pay) discretionary + matching of 3.5%



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FLEXIBLE WORK OPTIONS

Flexible Work Schedule

Employees may work with their manager to set their own work schedule when it is compatible with work requirements. Core hours are 9:00 a.m. to 3:00 p.m. for non-compressed staff and 9:00 a.m. to 4:00 p.m. for staff on a compressed schedule. All flexible work options must be approved by the employee's manager.

Normal Work Week

The normal work week consists of Monday to Friday with 37.5 hours per week.

Compressed Schedule

Employees may work with their manager to set a compressed schedule (4-day work week or a variation) when it is compatible with work requirements.

Part-Time Telecommuting

Employees may work with their manager to set a one-to-two-day per week telecommuting schedule when it is compatible with work requirements.

PAID TIME OFF

Vacation

A minimum of two weeks per year is available for all regular, full-time employees. A pro-rated equivalent for part-time employees is also available.

Sick Leave

Sick time is earned at the rate of one day per month and may be accrued up to 150 days; may be used for employee and immediate family illness and doctor/dental appointments. A pro-rated equivalent for part-time employees is available.

Holidays

Nine paid holidays are celebrated annually: New Year's Day; Martin Luther King, Jr. Day; Presidents' Day; Memorial Day, Independence Day; Labor Day; Thanksgiving and the day after; and Christmas Day. In addition, employees receive three floating holidays each January 1. Part-time employees receive pro-rated floating holidays.

Community Service

Employees may volunteer up to two work days annually (with pay) on approved community projects with the consent of the employee's manager.

National Meetings Attendance/International Travel

NAIC/NIPR employees attending an NAIC National Meeting receive an additional 7.5 hours of floating holiday for every weekend day worked. NAIC employees that are required to travel internationally receive an additional 7.5 hours of floating holiday for every weekend day worked up to a maximum of 60 hours.



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EMPLOYEE RELATIONS

Business/Casual Attire (Jeans)

All offices allow for optional business/casual attire four days a week, with every Friday designated as casual day when jeans can be worn. The Kansas City office allows jeans five days a week.

Computer Purchase Assistance Program

All full or part time employees who have completed six months of service are eligible to request a no interest loan up to \$2,500 for the purpose of purchasing a personal computer. The loan is repaid through payroll deduction for a term not to exceed 24 months.

Free On-Site Fitness Center

The Kansas City and Washington, D.C., offices offer a free on-site fitness center for all employees.

Paid Parking

Employees in the Kansas City office will be provided paid parking. Employees choosing not to use the parking space provided, may choose to receive reimbursement for the cost of the space with the Parking for Transit program.

Transit Stipend

Employees in the Washington, D.C., office receive a \$125 per month Metro (\$150 commuter train) stipend.

Paid Parental (Maternity/Paternity) Leave

This benefit allows employees one week of paid leave for the birth or adoption of a child. Female employees may take an additional three weeks of paid recuperation time immediately following their Parental Leave time for the birth of a baby.

Infants in the Workplace

Full-time employees, with six months of service, may bring infants to the workplace up to 180 days after their birth.

Adoption Assistance

Employees with six months of service may receive up to a maximum of \$2,500 annually to offset the cost of adopting a child(ren).

Emergency Financial Assistance

Employees who have a minimum of six months service and are experiencing an unusual personal financial crisis may sell accumulated vacation hours or receive an interest-free loan from the NAIC. Requests for financial assistance must be approved by an independent three-member panel.

Wellness

The NAIC (and affiliates) sponsor a comprehensive wellness program including annual wellness screens, regularly scheduled wellness-related education programs, a part-time wellness coach, Wellness Day and other wellness-related benefits.



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EMPLOYEE RELATIONS *(continued)*

Transit Tax Savings Plan

Employees who have parking and/or transit expenses associated with transportation to/from work may have these expenses deducted from their paychecks on a pre-tax basis.

Vacation Buy Back

Employees may request to buy back up to an annual total of four weeks of vacation; requests may be made twice each year. A minimum of 15 vacation hours must be maintained.

Take Your Child to Work Day

The NAIC (and affiliates) participate in the annual Take Your Child to Work Day. An extensive program is offered in the Kansas City office.

Employee Recognition

The NAIC (and affiliates) offer a variety of comprehensive employee recognition programs (Way to Go, Over the Top, STAR Awards and Diamond Awards). Employees are also recognized for their service each 5-year increment they work for the NAIC (and affiliates).

Employee Referral Bonus

Receive a cash bonus for referring employees to the NAIC (and affiliates) depending on grade level (Level 1: Up to \$1,500; Level 2: Up to \$3,000; Level 3: Up to \$5,000; Interns \$200).

PROFESSIONAL DEVELOPMENT

Tuition Reimbursement

All regular, full-time and part-time employees are eligible to receive tuition reimbursement after six months of employment, for job-related courses based on approval and availability of funds. Undergraduate Courses: KC \$1,500; DC/NY \$2,250 max per year; Graduate Courses: KC \$3,750; DC/NY \$5,250 max per year. Part-time employees receive half these amounts.

Professional Memberships

Regular, full-time employees may receive dues for memberships to professional associations when related to their position and approved by their manager.

Seminars and Training

Registration fees and other expenses for attendance of seminars and training will be paid upon approval from an employee's manager when it enhances the professional job skills of the employee.

Professional Designations

All regular, full-time employees with six months of employment may apply for payment of fees, textbooks, workbooks, etc. for job-related designations based on approval of the employee's manager and availability of funds.