

Table 4. Praxis tuition reimbursement

<b>Standard Benefit:</b> \$2,525 per calendar year (\$1,262.50 per semester)		
<b>Enhanced Benefit:</b> \$5,250 per calendar year (\$7,875 for graduate courses at an accredited non-profit institution) with a cap 50% of the value per semester		
Program	Grade	Tuition Paid
Degree courses or programs; noncredit courses or certificate programs; and professional certification programs	A	100%
	B	90%
	C	50%
	D or below	0%
Postsecondary and other testing programs and lifelong learning (portfolio) assessment programs (requires 'B' or higher)	A	50%
	B	30%
	C	10%
	D or below	0%
Item	Maximum Reimbursement	
• One seminar or conference per year, or • One seminar or conference every two years	\$500 \$1000	
Certification/license	\$750 per year	
Certification/license maintenance/renewal	\$350 per year	

mentation that you elect to contribute will be contributed by Praxis on your behalf to the TSC Retirement Plan.

□ **Employee Contributions:** All employees may elect to defer a percentage of their eligible compensation for retirement up to a dollar maximum established pursuant to the IRS Code. Employees have the option of contributing pre-tax salary deferrals (Traditional) or after-tax salary deferrals (Roth 401k) to the Retirement Plan.

□ **Employer Contributions:** Praxis provides a dollar-for-dollar matching contribution equal to one hundred percent (100%) of the first four percent (4%) of the employee's eligible compensation contributed to the Plan.

In addition to the 401(k) plan, Praxis may make discretionary profit sharing contributions to the Plan in accordance with Internal Revenue Service regulations.

□ **Plan Administration:** Our Plan administrator, Vanguard, currently provides over 30 investment options.

□ **Termination of Employment, Retirement, Disability, or Death:** In the event of termination of employment, retirement, or disability, employees may take a lump sum or installment distribution from the Plan. Designated beneficiaries will receive distribution in the event of an employee's death. All distributions are made in accordance with IRS regulations and may be subject to tax withholding and penalties.

□ **Vesting:** Employees are 100% vested in their deferred contributions and any rollover monies, including any earnings thereon, and their employer matching contribution amounts. Employees are partially vested in discretionary profit sharing contributions after one year of service and fully vested after five years of service. A year of service is a Plan Year that an employee completes 1,000 hours of service.

**11. Employee Stock Ownership Plan (ESOP).** Eligible employees receive contributions from TSC's ESOP, giving them an ownership share in the company. To be eligible, employees must have worked at least 1,000 hours in the plan year and be employed by Praxis on the last day of the plan year. TSC makes annual contributions to the ESOP Trust, which "owns" all of the shares. Shares are allocated to eligible employees based on compensation. Employees are partially vested in the ESOP account after one year of service and fully

vested after five years of service. A year of service is a Plan Year that an employee completes 1,000 hours of service.

**12. Overtime Compensation.** Exempt employees working approved overtime can choose to be compensated in one of two ways: (1) pay at their regular hourly rate for actual hours worked in excess of 40 in a workweek; or (2) compensatory time off equal to the number of hours actually worked in excess of 40 in a workweek. Non-exempt employees working overtime are compensated in accordance with the applicable portions of the Fair Labor Standards Act (FLSA) and the labor laws of the Commonwealth of Virginia.

**13. Employee Assistance Program.** This confidential service is available 7 days a week, 24 hours a day and provides assistance with parenting and child care, relationships, emotional welfare, work and career, and legal and financial problems.

**14. Credit Union Membership.** Praxis employees are eligible for membership in the Naval Research Laboratory Federal Credit Union and the Commonwealth One Federal Credit Union.

**15. Pay Periods.** Pay periods are bi-weekly. Each pay period begins on a Saturday and ends two weeks later on a Friday. Paychecks are distributed bi-weekly, generally on a Monday, ten days following the last day of the pay period. Holidays may affect this schedule, at which time the paychecks will be distributed on the following day.

**16. Performance Evaluations.** An initial review will be held for each employee to allow for discussions of responsibilities and performance. Annual performance evaluations generally take place in July.

**17. Salary Evaluations.** Annual salary evaluations and actions generally take place in October.

**18. Company Events.** Praxis may sponsor social events during the course of the year, such as an annual picnic for employees and their family members and an annual holiday gathering for employees.

**19. At-Will Employer.** Praxis operates under the "at-will employment" philosophy, which means that an employment relationship exists only as long as both parties, the employer and employee, agree to continue it. Either party may terminate the relationship at any time and for any reason. Employment arrangements are based on current and projected needs of our business and Praxis does not offer guaranteed employment to employees.

**EMPLOYEE BENEFITS SUMMARY**

November 2016

**1. Health Insurance.** Praxis offers health insurance to its eligible employees and their dependents. Health insurance includes medical insurance, dental insurance, a prescription plan, and vision insurance. Coverage of eligible employees and their dependents becomes effective the first day of the month following employment.

Praxis pays most of the premium cost for the health insurance. Table 1 lists the employee's share of the premium cost per pay period (see paragraph 15). The employee's share of the premium cost is deducted from their salary before taxes, reducing their taxable income.

Table 1. Insurance contributions

Coverage	Total Cost*	Amount Paid by Praxis*	Amount Paid by Employee*
<b>Blue Choice HMO</b>			
Employee	\$ 286.60	\$ 200.62	\$ 85.98
Employee & Spouse	\$ 659.18	\$ 461.43	\$ 197.75
Employee & Child(ren)	\$ 530.21	\$ 371.15	\$ 159.06
Family	\$ 797.71	\$ 558.40	\$ 239.31
<b>Healthy Blue 2.0</b>			
Employee	\$ 265.57	\$ 185.90	\$ 79.67
Employee & Spouse	\$ 610.81	\$ 427.57	\$ 183.24
Employee & Child(ren)	\$ 491.31	\$ 343.92	\$ 147.39
Family	\$ 739.16	\$ 517.41	\$ 221.75
<b>Healthy Blue Advantage</b>			
Employee	\$ 281.15	\$ 196.80	\$ 84.34
Employee & Spouse	\$ 646.63	\$ 452.64	\$ 193.99
Employee & Child(ren)	\$ 520.12	\$ 364.08	\$ 156.04
Family	\$ 782.50	\$ 547.75	\$ 234.75
<b>Dental Plan</b>			
Employee	\$ 16.97	\$ 11.88	\$ 5.09
Employee & Spouse	\$ 33.64	\$ 23.55	\$ 10.09
Employee & Child(ren)	\$ 34.68	\$ 24.28	\$ 10.40
Family	\$ 55.22	\$ 38.66	\$ 16.57

\* All costs shown are per pay period (see paragraph 15)

**1.1 Medical Insurance.** Medical insurance is provided through CareFirst. Eligible employees can participate in the Health Maintenance Organization (HMO) Plan or the HealthyBlue Point of Service (POS) Plan (HealthyBlue 2.0 for employees residing in the DC, MD, Northern Virginia area, HealthyBlue Advantage for employees residing outside of the DC, MD, Northern Virginia area).

□ **HealthyBlue 2.0 & HealthyBlue Advantage Plan (POS Plan):** Provides access to any provider – no referrals necessary. Preventative care, sick office visits, well-child care visits, cancer screenings, lab tests, and immunizations are covered without a co-pay. Rewards can be earned towards annual deductibles and out-of-pocket medical costs by completing four steps and achieving certain health measures.

□ **In-Network:** Annual deductible is \$500 for an individual & \$1,000 for two-party or family. The annual maximum out-of-pocket medical expense for in-network services is \$4,500 for an individual and \$6,550 for two-party or family.

▫ *Out-of-Network*: The annual deductible for out-of-network services is \$1,500 for an individual and \$3,000 for two-party or family. The annual maximum out-of-pocket medical expense for out-of-network services is \$6,000 for an individual and \$12,000 for two-party or family.

▫ *HMO Plan*: Employees who choose the HMO Plan must visit an in-network provider. Out-of-network services are not covered except during emergencies requiring hospitalization. Services are covered at 100% with a co-payment due at the time of service. The annual maximum medical out-of-pocket expense for the HMO Plan is \$1,300 for an individual and \$2,600 for two-party or family. Rewards can be earned toward annual deductibles and out-of-pocket medical costs by completing four steps and achieving certain health measures.

**1.2 Dental Insurance.** Dental insurance is provided through United Concordia Dental. Eligible employees can participate in the United Concordia Dental provider network or can choose their own providers, whereupon services will be covered at a lower percentage. Preventive services are paid at 100% of the usual and customary rates (UCR) regardless of provider chosen, basic services are paid at 90% of the UCR in-network or 80% of the UCR out-of-network, and major services are paid at 60% of the UCR in-network or 50% of the UCR out-of-network. Orthodontic services are covered at 50% of the UCR, regardless of provider, for children and adults. Basic and major services are subject to a \$50 deductible per calendar year per covered individual or \$150 per calendar year per family. Maximum yearly benefits are \$1,500 per covered individual. With the Preventive Incentive annual preventive care is covered 100% and does not count towards the annual plan maximum.

**1.3 Prescription Plan.** CareFirst offers a prescription plan which is accepted at many local and national pharmacies and a mail order plan. Each Plan has a \$100 deductible for individuals and a \$200 deductible for employee and spouse, employee and child(ren), and families. After the deductible is met, co-payments are \$0 for generic drugs, \$25 for formulary drugs, and \$45 for non-formulary drugs.

**1.4 Vision Insurance.**

▫ *CareFirst*: CareFirst provides vision coverage in conjunction with the medical insurance. Annual check-ups are paid at 100% of the UCR with a \$10 co-payment in-network. Discounts on eyeglasses and contact lenses are from participating vision centers.

▫ *EyeMed*: Praxis offers a supplemental vision insurance plan through EyeMed. Table 2 summarizes the benefits and pre-tax contributions per pay period (see paragraph 15).

**2. Life Insurance and Accidental Death and Dismemberment Insurance.** Life Insurance and Accidental Death and Dismemberment Insurance are provided through Mutual of Omaha. The life insurance benefit is equal to 200% of the eligible employee's annual earnings rounded up to the nearest \$1,000, up to a maximum of \$200,000. Coverage for eligible employees becomes effective the second day of employment. Benefits are reduced by 35% when the employee reaches age 65 and 55% when the employee reaches age 70.

**3. Short-Term Disability.** A disability plan, underwritten by Mutual of Omaha, provides salary continuance for up to 90

Table 2. EyeMed benefits and contributions

Contributions per pay period (see paragraph 15)	Employee only	\$ 2.66
	Employee + one dependent	\$ 5.06
	Employee + child(ren)	\$ 5.33
	Employee + family	\$ 7.83
Copays	\$10 exam/\$25 materials	
Waiting periods	Exams	12 months
	Lenses	12 months
	Frames	24 months
<b>Benefits</b>	<b>In Network</b>	<b>Out of Network</b>
Exams	\$10 co-pay	up to \$40.00
Single Vision Lenses	\$25 co-pay	up to \$30.00
Bifocal Lenses	\$25 co-pay	up to \$50.00
Trifocal Lenses	\$25 co-pay	up to \$70.00
Standard Progressive Lenses	\$90 co-pay	up to \$50.00
Frames	\$0 co-pay, \$130 allowance, 20% off balance over \$30	up to \$91.00
Contact lenses (necessary)	\$0 co-pay, paid in full	up to \$210.00
Contact lenses (conventional)	\$0 co-pay, \$130 allowance, 15% off balance over \$130	up to \$130.00
Contact lenses (disposable)	\$0 co-pay, \$130 allowance	up to \$130.00

days in case of accident or illness. The amount of coverage is 66 2/3% of the eligible employee's weekly salary up to a maximum of \$2,500 per week. Coverage for eligible employees becomes effective the second day of employment and is provided without cost to the employee.

**4. Long-Term Disability.** A disability plan, underwritten by Mutual of Omaha, provides salary continuance in case of accident or illness, payable after short-term disability insurance benefits expire. The amount of coverage is 60% of the eligible employee's monthly salary up to a maximum of \$10,000 per month. Coverage for eligible employees becomes effective the second day of employment and is provided without cost to the employee.

**5. Workers' Compensation Insurance.** Workers' Compensation Insurance is provided at no cost to Praxis employees through Chubb Insurance. This program provides insurance coverage for injury by accident or occupational disease arising out of and in the course of employment and which is directly linked to the performance of normal, job-related duties.

**6. Holidays.** Praxis provides 10 paid holidays per year for eligible employees. For eligible employees stationed in client facilities, the holiday schedule is that of the client facility (up to 10 days per year). Full-time employees are eligible for 8 hours of holiday pay for each holiday. Part-time employees working more than 20 hours per week are eligible for prorated holiday pay based on the average number of hours the employee works per week for the previous 12 weeks. Part-time employees working less than 20 hours per week and per diem hourly employees are not eligible for holiday pay.

**7. Annual Personal Leave.** Eligible employees accrue annual personal leave at the rates shown in Table 3. Accrued annual personal leave may be taken at any time mutually agreed upon by the supervisor and employee. For part-time employees working more than 20 hours per week, annual personal leave is prorated based on the number of hours worked per pay period (see paragraph 15). Part-time employees working less than 20 hours per week and per diem hourly employees are not eligible for annual personal leave.

Table 3. Annual personal leave accrual

Standard Benefit	<ul style="list-style-type: none"> <li>• 10 days per year during the 1st through 5th years of employment</li> <li>• 12 days per year during the 6th through 9th years of employment</li> </ul>
Enhanced Benefit	<ul style="list-style-type: none"> <li>• 14 days per year during the 1st and 2nd years of employment</li> <li>• 16 days per year during the 3rd and 4th years of employment</li> <li>• 20 days per year during the 5th through 9th years of employment</li> </ul>

**8. Administrative Leave.** Praxis offers Bereavement Leave, Jury Duty Leave, and Military Leave.

▫ *Bereavement Leave*: Bereavement leave will be granted to eligible employees for a death in the immediate family (spouse, children, parent of employee or spouse, and siblings). Employees are allowed a maximum of 16 hours of paid bereavement leave per fiscal year, with supervisory permission. All full-time employees and part-time employees working more than 20 hours per week are eligible for paid bereavement leave. Part-time employees working less than 20 hours per week and per diem hourly employees are not eligible for paid bereavement leave.

▫ *Jury and Witness Duty*: Up to 40 hours of paid leave in any 24-month period will be granted to eligible employees summoned for jury duty or subpoenaed for witness duty. All full-time employees and part-time employees working more than 20 hours per week are eligible for paid jury and witness duty leave. Part-time employees working less than 20 hours per week and per diem hourly employees are not eligible for paid jury and witness duty leave.

▫ *Military Leave*: Praxis observes all laws and regulations governing leaves of absence for eligible employees' military service. Praxis grants eligible employees military leave of absence to attend annual 2-week active duty training assignments or if called to active duty with the U.S. Armed Forces. During annual active duty assignments Praxis will pay the employee the difference between their military pay and their normal salary for up to 2 weeks in accordance with the Uniformed Services Employment and Re-employment Rights Act (USERRA).

**9. Educational Assistance.** Praxis offers educational assistance for eligible employees taking job-related courses at an accredited educational institution. Praxis will reimburse the amount shown in Table 4 for application and registration fees, tuition, library and laboratory fees, parking, and textbooks. The reimbursement amount is determined by the grade received (see Table 4). Praxis will also reimburse eligible employees the amount listed in Table 4 for seminars and conferences, certification/license, and certification/license maintenance and/or renewal. To be eligible for reimbursement, each seminar, conference, or certification/license must be held while the employee is actively employed at Praxis and the seminar, conference, or certification/license must be related to the employee's field or profession. All full-time employees and part-time employees working at least 32 hours per week are eligible for Educational Assistance. Part-time employees working less than 32 hours per week and per diem hourly employees are not eligible for educational assistance.

**10. Retirement Plan.** All employees of Praxis participate in the TSC Retirement Plan, a qualified Plan maintained by their parent company Technology Service Corporation. The com-