



## Summary of Benefits Union Employees

*Information contained in this summary is accurate as of January 1, 2023*

**Philadelphia Gas Works (PGW)** offers an attractive benefits package to its employees. This summary gives a brief overview of the benefits offered by PGW.

This Summary of Benefits is intended to provide a brief overview of the benefits offered to union-covered employees by PGW. These benefits are subject to change as a result of current or future negotiations with the Union. PGW reserves the right to change, modify or terminate any benefit in any way, including but not limited to any retirement benefits that currently exists, any type of coverage, term of coverage, level of co-payments, level of contributions by employees, deductibles, maximums and premium payments. You will be notified in writing of any such change.

### UNION REPRESENTATION

The Agreement effective May 16, 2022, between PGW and the Gas Works Employees' Union of Philadelphia (GWEU), Local 686, Service Employees International Union, AFL-CIO, CLC recognizes this Union as the duty authorized and sole collective bargaining agency for both Craft and Service and non-confidential clerical employees of PGW. You will have the option to join the union within 30 days

### PROBATIONARY PERIOD

When you begin working at PGW, a period of one year is provided to allow both you and the Company the opportunity to determine whether your employment on a permanent basis would be mutually beneficial. At the satisfactory completion of this period, your full seniority rights are granted. You are eligible for health care benefits after ninety (90) days of service.

### HEALTH CARE BENEFITS

PGW's health care plans offer freedom of choice and quality care. You have the option to enroll in **Keystone HMO plan** with no payroll deduction or buy up to **Personal Choice plan** with a weekly payroll deduction. Health care benefits are effective after ninety (90) days of service.

Our **Caremark Prescription Plan** utilizes a mandatory mail order drug fulfillment requirement for any regularly prescribed maintenance drugs.

PGW provides a **Basic Dental Plan** at no cost to you through participating dentists. The basic dental plan covers routine dental visits, routine cleanings (twice per year), exams and x-rays. For additional dental coverage, a **Dental Rider Plan** is available at a small weekly premium paid by the employee (subject to change). The Dental Rider covers 50% of major services: crowns, inlays, on-lays and prosthetics.

A **Vision Plan** is available at no cost for employees who have keystone HMO. For employees who have Personal Choice, a **Vision Rider** is available at no cost for single employees and a small nominal fee for two or more persons (subject to change). Eye exams are covered every

two years. There is a small reimbursement for hardware every two years. A co-pay for an eye exam is required for an eye exam at a participating provider.

#### HEALTH CARE OPEN ENROLLMENT

You have the opportunity to change your health care provider once a year during the **Open Enrollment** period (to be announced). During Open Enrollment you may continue your current health insurance with no changes, change plans, add/delete dependent(s) or opt-out of PGW's medical/prescription plans. To enroll, you can log into myADP to complete your enrollment. You can also complete an application form, which is available on PGW's intranet or from the HRD Benefits Unit. You must forward any required supporting documents to the HRD Benefits Unit.

#### QUALIFIED LIFE EVENT

The benefit choices you make during your new hire enrollment and during our annual Open Enrollment period will remain in place until the next Open Enrollment period, or unless you experience a qualifying life event. A Qualified Life Event can be one of the following:

- Marriage
- Birth
- Adoption
- Divorce or legal separation
- Domestic partner dissolution
- Employee loses or gains other insurance coverage
- Spouse or dependent lose or gains other coverage
- Death of a dependent

If one of these events apply to you, it is your responsibility to complete your enrollment in MyADP or contact your Benefits Coordinator, within 30 days of the qualifying life event. All changes can be made online by the employee in MyADP and the required proof must be provided to your Benefits Coordinator.

You can also submit a paper enrollment application found under human resources department forms along with the required proof within 30 days of the life event. Otherwise, if you do not submit your qualified life event within 30 days, you will need to wait until the next annual Open Enrollment to add or change your benefits.

#### HEALTH CARE OPT- OUT INCENTIVE PROGRAM

If you voluntarily elect not to receive (i.e. opt-out) medical insurance coverage offered by the Company, and provide evidence of satisfactory coverage elsewhere, you will be paid an Opt-out incentive (amount of incentive will be announced during Open Enrollment), payable in fifty-two (52) weekly installments. You may opt-out at any time during the year. If you want to continue in the Opt-out Incentive Program, you must re-enroll during the open enrollment period annually.

PGW employees married to PGW employees will not be allowed to carry duplicate medical coverage for yourself, spouse or dependents in any health care plans offered by the Company.

## **IN ADDITION TO YOUR HEALTH CARE BENEFITS, PGW OFFERS YOU AND YOUR FAMILY MANY OTHER BENEFITS!**

### **ADMINISTRATIVE LEAVE DAYS**

Full-time employees on the payroll as of January 1 of each year are granted four (4) administrative leave days to be used during the course of that calendar year. The administrative leave days will replace Presidents Day, Flag Day, Juneteenth, and Columbus Day. The number of administrative days employees are granted within the calendar year of hire will depend on the start date, relative to each of the aforementioned holidays. Full-time employees hired after Columbus Day are not granted any administrative leave days for the calendar year of their hire.

### **BLOOD BANK**

PGW is a participant in the American Red Cross Blood Donor Program. PGW sponsors on site blood drives. You and your immediate family may receive blood during time of emergency.

### **DEATH BENEFITS**

We provide a maximum of four (4) days with pay for absence due to death of your mother, father, grandparent, brother, sister, child, or spouse. Up to eight (8) hours pay is provided for attendance at a funeral for relatives outside the immediate family.

### **RETIREMENT PLANS**

PGW provides two (2) different tax-qualified retirement plans; Defined Contribution Plan (401a) and Defined Benefit Pension Plan. You have the option to enroll in either plan. You **must** make your election within thirty (30) days of your first day of employment. If you do not make an election, you will be automatically enrolled in the Defined Contribution Plan (DC).

Your election (or default enrollment if you fail to make an election) is irrevocable.

#### **Defined Contribution Plan (401a)**

PGW contributes 5.5% of your gross weekly earnings so you may invest the earnings into 401(a) plans. Plans are market driven. Upon retirement or termination, you may request the distribution or a rollover of funds into another tax-qualified plan or IRA.

#### **Defined Benefit Pension Plan**

You will contribute 6% of your gross weekly earnings. If you terminate employment before five (5) years of employment you will be paid what you invested. If you terminate employment after five (5) years you will be considered a vested employee and will be able to collect a monthly annuity beginning at age 55. Your contributions to the plan will be retroactive to your date of hire and will be deducted in a lump sum from your first paycheck after you enroll.

For example: If your pay is \$500 weekly, your defined contribution would be 6% or \$30.00. If you enroll in the 4th week, a sum of \$120.00 for all 4 weeks would be taken out at one time.

#### DEFERRED COMPENSATION PLAN (457B)

If you are hired by PGW after January 1, 2011 and fail to make and return to the Human Resources Department an affirmative election specifying a pre-tax savings contribution amount or your desire not to participate, you will automatically be enrolled in the plan 30 days following your date of hire at a rate equal to 2 percent of your compensation for the plan year. In other words, 2 percent of your compensation will automatically be deducted from each of your paychecks and deposited into your account under the plan.

Employees with 30 days of company service can elect to defer from 1 to 70 percent of their gross weekly earnings pre-tax or after-tax (Roth) for investment into PGW's Deferred Compensation Plan. These contributions may reduce your Federal Income Tax while providing for your future financial needs. Your deferred contribution is limited by IRS rules. PGW has no responsibility for the investment selection process. PGW will match 50 percent of an employee's own contributions into the fund up to a maximum of \$1,000 per year PGW's contribution is not counted as compensation for pension calculation purposes.

#### FAMILY AND MEDICAL LEAVE ACT (FMLA)

Under the Family and Medical Leave Act of 1993 (FMLA), eligible employees can receive up to twelve (12) weeks of unpaid leave, or paid leave if it has been earned, within a twelve (12) month time period. Eligible employees may take FMLA leave for a spouse, child, or parent with a serious health condition. FMLA applies equally to male and female employees. A father, as well as a mother, can take family leave for the birth, placement for adoption or foster care of a child.

Effective January 28, 2008, the Act was amended to include military Servicemember FMLA. Eligible employees can receive up to 12 weeks of leave during any single 12-month period for a qualifying military exigency. Up to 26 weeks of leave can be taken to care for an injured or ill servicemember. Servicemember FMLA runs concurrent with other leave entitlements provided under federal, state and local law. Leave to care for an injured or ill servicemember, when combined with other FMLA-qualifying leave, may not exceed 26 weeks in a single 12-month period.

#### FLEXIBLE SPENDING ACCOUNTS

PGW offers the option of Flexible Spending Accounts (FSAs) to all of its employees. FSAs are designed to pay for qualified health and dependent care expenses that are not covered by insurance. You contribute through weekly payroll deductions to your FSAs, which reimburse you for out-of-pocket expenses not covered by insurance.

The maximum annual contribution is \$3,050 for health care and \$5,000 for dependent care. The minimum annual contribution is \$780 per year (deducted in weekly installments through payroll deduction). You must, however, use all the money in the account(s) by March 15<sup>th</sup> of the following year or forfeit it.

You have the opportunity to change your annual contribution once a year during the **Open Enrollment** period (to be announced). To enroll, you can log onto myADP and complete

enrollment online or complete an FSA application and submit it to the Benefits Unit. The application form is available on PGW's intranet website, myADP Forms library or from the HRD Benefits Unit.

#### **COMMUTER BENEFITS PROGRAM**

PGW offers a Commuter Benefits Program to help reduce your commuting costs. This benefit allows you to pay for monthly bus, ferry, train or metro passes along with qualified expenses for vanpooling in commuter highway vehicles and parking expenses with pre-taxed dollars automatically online.

#### **GOVERNMENT SERVICE**

You may be eligible for pay when absent due to jury duty, National Guard Service, or similar services for Municipal, State or Federal Government agencies. If you are assigned to weekend work and/or required to attend weekend drills, PGW's work schedule will be rearranged to provide a full work week for you as there are no absence pay benefits for weekend drills.

#### **GROUP LIFE INSURANCE**

Group Life Insurance and Accidental Death and Dismemberment Insurance is available after you have completed four (4) months of active full time Company service. The coverage is approximately 150% of your annual base wage and the cost is \$.35 per \$1,000.00 of coverage per month. (Example: \$15,000.00 annual wage x 150% = \$22,500.00 coverage x \$.35 = \$7.88/month employee cost). Your coverage automatically increases with any pay adjustments you receive.

#### **HOLIDAYS**

Employees who have completed six months of continuous service are eligible for PGW's 9 ½ holidays. For those who are required to work on these holidays, pay allowances are outlined in the collective bargaining agreement. The recognized holidays are as follows: New Year's Day, Martin Luther King's Birthday, , Good Friday, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Christmas Eve (half day), and Christmas Day.

When a recognized holiday occurs on a Saturday, the department may assign one-half of the employee force off on the preceding Friday and the other one-half off the Monday following the holiday, operations permitting, or grant employees a substituted day off with pay. When a recognized holiday falls on Sunday, the following Monday is observed as the holiday. When a recognized holiday occurs on the regularly scheduled day off, employees will be granted a substitute day off with pay.

#### **SICK TIME ALLOWANCE**

The Company attempts to keep attendance of employees at a maximum and absences and lateness at a minimum. Realizing that some absences are unavoidable, the Company provides absence pay benefits for employees who have completed six months of service. Employees

shall have an individual sick leave bank and shall receive ten (10) days sick leave per year. Unused days may be added to an employee's bank, up to a maximum of 220 days.

#### PRE-PAID LEGAL SERVICES

The Company contributes nine cents (\$.09) for each straight time hour paid to a prepaid Legal Service Fund, which is administered by the GWEU.

#### PROFESSIONAL DEVELOPMENT

The Company encourages professional development. PGW sponsors and pays for many outside courses relating to specific jobs in addition to the in-house professional development and training programs offered. Training schedules are produced through the Organizational Development and Information Services Departments and can be accessed through the PGW intranet website.

#### SHORT-TERM AND LONG-TERM DISABILITY INSURANCE

The Company offers the option of short-term and long-term disability plans to its employees. To be eligible to participate in this program you must be an active full time employee who works at least 40 hours per week. All employees who meet the eligibility requirements are eligible to participate in this program after six (6) months of continuous Company service. If you elect this coverage, your coverage will be effective first of the month following six months of continuous services. You can enroll any time prior to your eligible coverage effective date. Minimal weekly premiums are deducted through payroll deductions.

Before collecting benefits, you must satisfy the elimination period following your date of disability. Your benefit period begins on the first day after you complete the elimination period. **Short-term disability** insurance pays a benefit up to 60% of the employee's *weekly* earnings, up to a maximum of \$1,000 per week. The elimination period is 30 days for accident, 30 days for sickness of continuous disability. Once you qualify for benefits under this plan you continue to receive them until the end of the 13 week benefit period or until you no longer qualify for benefits, whichever occurs first. **Long-term disability** pays a benefit up to 60% of your *monthly* earnings, up to a maximum of \$5,000 per month. The elimination period is 90 days of continuous disability. Once you qualify for benefits under this plan, you continue to receive them until the end of the benefit period, or until you no longer qualify for benefits, whichever comes first.

#### PARENTAL LEAVE

All full time, union employees with at least six (6) consecutive months of service are eligible for up to 80 hours of paid parental leave after the birth of a child or children, or upon taking custody of an adoptive child or a foster child under the age of 18

#### TUITION ASSISTANCE PROGRAM (TAP)

PGW wants to encourage and assist you in your educational development that will enhance your current job skills or prepare you to pursue other career opportunities that currently exists within the Company. This program is available to employees with at least one (1) year of Company service.

The Company will pay up to 100% (based on grade received) of the tuition costs, books and associated fees for all approved undergraduate, graduate or postgraduate courses taken at an accredited college or university. Annual limits include \$7,500 for undergraduate courses. Taxes are imposed on amounts over \$5,250. Arrangement may also be made to have the Company pay tuition and related enrollment expenses in advance. Other courses at approved educational institutions may be eligible for up to 100% tuition reimbursement.

#### VACATION

Vacations will be granted in accordance with the following schedule:

6 months*	½ working day for each completed month of service (maximum five working days)
1 year*	2 weeks (80 hours)
6 years**	3 weeks (120 hours)
15 years **	4 weeks (160 hours)
25 years **	5 weeks (200 hours)
30 years **	6 weeks (240 hours)

**\*Computed as of September 1 of the current year**

**\*\*Computed as of December 31 of the current year**

#### OVERTIME & SHIFT WORK

During peak periods, some employees are required to work overtime. If you work in a department where overtime is necessary, you will be paid a premium rate if you work more than eight (8) hours in any one day or if you work more than forty (40) hours in any one week. If you are assigned to a shift job, you will receive bonus payments for hours worked on certain shifts. Details of overtime compensation and bonus payments are outlined in the collective bargaining agreement.

#### PAYROLL DEDUCTIONS

In addition to the required deductions for taxes, you can opt for the following through the convenience of payroll deductions: Wellness activities, direct deposit banking services, and United Way

#### PAY STATEMENTS

PGW pays on a weekly basis. The pay period ends each Friday. For the convenience of the employee, electronic pay stubs will be the default option for Bargaining Unit employees, unless they elect paper pay stubs through MyADP

#### WORKING ADVANTAGE

PGW employees can save up to 60 percent on tickets, travel and shopping for Morey's Pier, Six Flags, Dorney Park, Hershey Park, Camelbeach, Disney, Busch Gardens, Target.com, AMC & Regal movie theatres, Overstock.com, Universal Studios, Omaha Steaks, FTD as well as hotels, sporting events, family events, Broadway theater and more.

## **MISCELLANEOUS ITEMS**

Depending on your particular work assignment, other benefits may be available (i.e. off-street parking, Company subsidized cafeteria services, work clothing, uniforms, safety shoes and/or protective equipment, and medical facilities).