

**AGNES SCOTT EMPLOYEE BENEFITS WRAP PLAN  
PLAN DOCUMENT**

**Effective as of July 1, 2016**

*This document together with the Master Contracts, the Employer Participation Agreements or the Certificates of Coverage identified in this document constitutes the Plan.*

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# AGNES SCOTT EMPLOYEE BENEFITS WRAP PLAN

## INTRODUCTION

Agnes Scott College (the “Controlling Employer”) has established the Agnes Scott Employee Benefits Wrap Plan (the “Plan”). The purpose of the Plan is to consolidate in one Plan document certain welfare benefit plans (the “Component Benefit Plans”) sponsored by Agnes Scott College so as to provide uniform administration of such welfare benefits. The Component Benefit Plans are listed in **Exhibit A** to this Plan. This Plan is effective July 1, 2016 and supersedes any prior Plan document.

The insurance contracts, policies and procedures, and any other documents making up the Component Benefit Plans are hereby incorporated by reference into this document. (References in this document to insurance contracts, insurance policies and insurance generally will include HMO contracts, if any, or similar arrangements.) These documents in the aggregate serve as a written Plan document for purposes of compliance with the applicable requirements of the Employee Retirement Income Security Act of 1974, as amended (“ERISA”). Where a conflict of language exists between the Component Benefit Plan and this Plan or its Summary Plan Description (“SPD”), the Component Benefit Plan will control to the extent such Component Benefit Plan is not inconsistent with Federal law and regulations or unless the Plan specifically provides otherwise.

## ARTICLE ONE: Definitions and Interpretation

### Section 1.1 Definitions.

Where the following words and phrases appear in the Plan, they shall have the respective meanings set out below, unless their context clearly indicates otherwise. Capitalized terms not defined in this Plan will have the meaning given to them in the applicable documents describing the particular Component Benefit Plan.

- (a) Affiliated Employer means any corporation, limited liability company, or other business entity that is under common control with Agnes Scott College (as determined under Code Section 414(b) or (c)); a member of an affiliated service group with Agnes Scott College (as determined under Code Section 414(m)); an entity required to be aggregated with Agnes Scott College pursuant to Code Section 414(o); or any other entity that the Controlling Employer permits participation in the Plan. Affiliated Employers that have adopted the Plan are listed in **Exhibit C**.
- (b) Affordable Care Act means Patient Protection and Affordable Care Act, as amended by the Health Care and Education Reconciliation Act of 2010.

- (c) Applicable Large Employer means, with respect to a calendar year, an employer that employed an average of at least 50 (100 for the 2015 plan year subject to certain conditions) full-time employees (including full-time equivalent employees) on business days during the preceding calendar year. In making the Applicable Large Employer determination, all persons/entities treated as a single employer under Code Section 414(b), (c), (m) or (o) are treated as one employer.
- (d) Certificate of Coverage means a document given to an insured that describes the benefits, limitations and exclusions of coverage provided by an insurance company.
- (e) Code means the Internal Revenue Code of 1986, as amended.
- (f) Component Benefit Plan means the specific benefit arrangement identified in **Exhibit A** by which the Plan provides welfare benefits. A Component Benefit Plan includes any applicable insurance policies and Certificates of Coverage relating thereto and may be amended from time to time by the Controlling Employer.
- (g) Controlling Employer is Agnes Scott College. If the Controlling Employer merges or is otherwise consolidated with any Affiliated Employer, the surviving Employer, as to the group of Employees covered by the Plan immediately before such merger or consolidation and to the group of Employees of Affiliated Employers thereafter adopting the Plan, shall become the Controlling Employer, unless the Controlling Employer that will be merged out of existence specifies in writing to the contrary.
- (h) Dependent means, unless otherwise specifically provided in the Plan or in a Component Benefit Plan (to the extent such provisions are in compliance with Federal law), a natural or adopted child, step-child, foster child, child for whom the Employee and/or the Employee's Spouse are the legal guardian or for whom the Employee or Employee's Spouse has legal custody or any other person specified as such in **Exhibit A**.
- (i) Effective Date of the Plan is July 1, 2016, superseding any prior versions of the Plan as of such date.
- (j) Employee means an individual that the Employer classifies as a common-law employee and who is on the Employer's W-2 payroll, but does not include the following: (i)(A) any leased employee (including but not limited to those individuals defined as leased employees in Code § 414(n)) or an individual classified by the Employer as a contract worker or independent contractor for the period during which such individual is so classified, whether or not any such individual is on the Employer's W-2

payroll; (i)(B) any individual who performs services for the Employer but who is paid by a temporary or other employment or staffing agency for the period during which such individual is paid by such agency, whether or not in either (i)A or (i)(B) herein, such individual is determined by the Internal Revenue Service (“IRS”), any governmental agency or authority, or a court or agency (including any reclassification by an Employer or in settlement of any claim or action relating to such individual's employment status) to be a common-law employee of the Employer; (ii) any individual who is a former Employee; and (iii) any individual who is a non-resident alien. Notwithstanding the above, any of the individuals listed in the categories (i) through (iii) above, may be included if so specified in **Exhibit A** or are required to be included pursuant to the terms of **Exhibit B** attached hereto. Any Employee subject to a collective bargaining agreement may be included as an Employee under **Exhibit A** or **Exhibit B** attached hereto.

- (k) Employer is the Controlling Employer and any Affiliated Employer that adopts the Plan in part or in its whole in accordance with the provisions of Article Eight.
- (l) ERISA means the Employee Retirement Income Security Act of 1974, as amended.
- (m) Group Health Plan is an employee welfare benefit plan within the meaning of ERISA Section 3(1) to the extent that such plan provides “medical care” within the meaning of ERISA Section 733(a)(2).
- (n) Grandfathered Plan means any Group Health Plan or health insurance coverage in existence on March 23, 2010 and also comes within the meaning of the Affordable Care Act.
- (o) HIPAA-Excepted Coverage is any benefit that is not subject to the HIPAA portability provisions, including accident-only coverage, disability income coverage, liability insurance, worker's compensation, automobile medical payment insurance, credit-only insurance, coverage for on-site medical clinics, and retiree-only health plans. HIPAA-Excepted Coverage also includes, under certain circumstances, limited-scope dental or vision benefits as well as long-term care benefits provided that they are: (i) under a separate policy, certificate or contract of insurance or (ii) otherwise not an integral part of the Group Health Plan (i.e., Participants may decline coverage if claims for the benefits are administered under a contract separate from claims administration for any other benefits under the Group Health Plan). In addition, benefits under a health care flexible spending account and/or health reimbursement arrangement are

HIPAA-Excepted Coverage if: (i) the Employer offers other Group Health Plan coverage (not limited to excepted benefits) to Employees and (ii) the maximum benefit payable to any Participant cannot exceed either two times the Participant's salary reduction election for the year or, if greater, \$500 plus the amount of the Participant's salary reduction election.

- (p) Hour of Service means (i) *Hour of Service*. The term *Hour of Service* means each hour for which an employee is paid, or entitled to payment, for the performance of duties for the employer; and each hour for which an employee is paid, or entitled to payment by the employer for a period of time during which no duties are performed due to vacation, holiday, illness, incapacity (including disability), layoff, jury duty, military duty or leave of absence (as defined in 29 CFR 2530.200b-2(a)). For rules determining an employee's hours of service, see § 54.4980H-3. (ii) *Excluded hours*. (A) *Bona fide volunteers*. The term *Hour of Service* does not include any hour for services performed as a bona fide volunteer. (B) *Work-study program*. The term *Hour of Service* does not include any hour for services to the extent those services are performed as part of a Federal Work-Study Program as defined under 34 CFR 675 or a *substantially* similar program of a State or political subdivision thereof. (C) *Services outside the United States*. The term *Hour of Service* does not include any hour for services to the extent the compensation for those services constitutes income from sources without the United States (within the meaning of Sections 861 through 863 and the regulations thereunder). (iii) *Service for other Applicable Large Employer members*. In determining Hours of Service and status as a full-time employee for all purposes under Section 4980H, an Hour of Service for one Applicable Large Employer member is treated as an Hour of Service for all other Applicable Large Employer members for all periods during which the Applicable Large Employer members are part of the same group of employers forming an Applicable Large Employer.
- (q) Participant is any individual who has properly enrolled in, and who participates in, a Component Benefit Plan in accordance with the terms and conditions established for that benefit plan, and who has not for any reason become ineligible to participate in the Plan. Participation requirements are described in **Exhibit A** and may be further described in the individual Component Benefit Plans.
- (r) Plan means Agnes Scott Employee Benefits Wrap Plan, as amended from time to time.

- (s) Plan Administrator is the party identified that will perform the duties and responsibilities as detailed in this document and, if applicable the documents of a Component Benefit Plan.
- (t) Plan Year For recordkeeping purposes, the Plan Year for the Plan is the 12 month period beginning on July 1 and ending June 30. For this purpose, the Plan Year identified herein shall override any Plan Year reference in any other documents incorporated by reference and inconsistent herewith.
- (u) Premium(s) means the actual premium charge by the insurance carrier with respect to an insured product or the "premium equivalent" amount (i.e., the cost of coverage for the applicable Component Benefit Plan) for non-insured benefits.
- (v) Spouse means an individual who is legally married to an employee.

All other defined terms in the Plan shall have the meanings specified in the various Articles of the Plan in which they appear.

#### Section 1.2 Interpretation.

Whenever a noun or pronoun is used in this Plan in plural form and there is only one person within the scope of the word so used, or in singular form and there be more than one person within the scope of the word so used, such noun or pronoun shall have a plural or singular meaning as the case may be. Likewise, pronouns of one gender shall include the other gender. The words "herein," "hereof," and "hereunder" shall refer to this Plan. Headings are given to the Articles and Sections of the Plan only for the purpose of convenience and to make the document easier to read. Headings, numbering, and paragraphing shall not in any case be deemed material or relevant to the interpretation of the Plan or its contents.

## ARTICLE TWO: Eligibility, Participation and Contributions

#### Section 2.1 Eligibility.

The eligibility requirements for Participant benefits under the Plan are identified in **Exhibit A** and may be set forth in each Component Benefit Plan.

#### Section 2.2 Participation.

Any Employee who is eligible to participate in any Component Benefit Plan and who is properly enrolled in a Component Benefit Plan shall be a Participant in this Plan. The participation requirements under the Plan are identified in **Exhibit A** and may be set forth in each Component Benefit Plan.

If an Employee previously participated in the Plan and is rehired, such Employee will be eligible to become a Participant on the same terms as if such Employee were a newly hired Employee. Notwithstanding the above, if the Group Health Plan is one offered by an Applicable Large Employer subject to Section 4980H of the Affordable Care Act, an Employee who resumes providing service to such Applicable Large Employer after a

period during which Employee was not credited with any Hours of Service may be treated as having terminated employment and been rehired as a new Employee only if the following conditions apply: (i) such Employee had no Hours of Service for a period of at least 13 consecutive weeks (26 for educational organization employers); or (ii) such Employee had a break in service of a shorter period of at least four consecutive weeks with no credited hours of service, and that period exceeded the number of weeks of Employee's period of employment. These provisions are intended to comply with Section 4980H of the Affordable Care Act and are not intended to expand the rights or benefits of employees for any other purpose and should be so construed.

Notwithstanding anything to the contrary in the Plan, effective for Plan Years beginning on or after January 1, 2014, as to any Component Benefit Plan that is a Group Health Plan (other than one offering only HIPAA-excepted coverage), any otherwise eligible Employee must wait no longer than ninety (90) days to begin coverage under such Component Benefit Plan.

With respect to insured benefits, participation may be delayed or otherwise affected as provided under the applicable Certificate of Coverage due to an insurance carrier's imposition of an "actively at work" requirement for certain types of insurance, which provisions may also apply in the case of a rehired Employee. This "actively at work" requirement is not permitted for Group Health Plans unless there is an exception for individuals who are absent from work due to a health factor (e.g., individual is out on sick leave on the day coverage would otherwise become effective).

### Section 2.3 Termination of Participation.

Participation in the Plan will terminate on the date an Employee is no longer eligible to participate in every Component Benefit Plan. An Employee may become ineligible for any benefit under the Plan if such Employee fails to pay the applicable premiums or meet other requirements of a particular Component Benefit Plan. The provisions for the termination of Participant benefits under the Plan are identified in **Exhibit A** and may be set forth in each Component Benefit Plan.

### Section 2.4 Contributions.

The cost of the benefits provided through the Component Benefit Plans may be funded in part by Employer contributions and in part by Employee contributions, which may be pre-tax through a cafeteria plan under Code Section 125. In some instances, a Component Benefit Plan may require only the Employer or the Employee to contribute. Agnes Scott College will determine and periodically communicate the Employee's share of the cost of the benefits provided through each Component Benefit Plan, and it may change that determination at any time. The Employer will make its contributions in an amount that in Agnes Scott College's sole discretion determines is at least sufficient to fund the benefits or a portion of the benefits that are not otherwise funded by Employee contributions. The Employer will pay its contribution and Employee contributions to an insurance company or, with respect to benefits that are self-funded, will use these contributions to pay benefits directly on behalf of Employees or their eligible family members from the Employer's general assets. Employee contributions will be used in their entirety prior to using Employer contributions to pay for the cost of such benefit.



Section 2.5 Look-Back Provisions.

If the Employer has elected to include look-back provisions under the Affordable Care Act, such provisions will be reflected in **Exhibit B** attached hereto.

Section 2.6 No Eligibility Discrimination Due to Health.

The Plan shall not establish rules for eligibility (including continued eligibility) for health benefits for any Employee under the Plan that are based on one or more health status-related factors (including health status, medical condition (both physical and mental illnesses), claims experience, receipt of health care, medical history, genetic information, evidence of insurability (including conditions arising out of acts of domestic violence) and disability) of the Employee or his or her Dependent.

Section 2.7 No Premium Discrimination Due to Health.

The Plan shall not require an Employee (as a condition of enrollment or continued enrollment in the health benefits offered under this Plan) to pay a premium or otherwise contribute an amount which exceeds the amount paid by a similarly situated Employee solely due to a health status-related factor (including health status, medical condition (both physical and mental illnesses), claims experience, receipt of health care, medical history, genetic information, evidence of insurability (including conditions arising out of acts of domestic violence and disability) of the Employee; provided, however, that the rules regarding health status-related factors do not restrict the amount an Employer may charge for coverage or prevent premium discounts or rebates or modified deductibles and co-payments in return for adherence to programs of health promotion and disease prevention.

### ARTICLE THREE: Incorporation by Reference; Benefits

Section 3.1 Incorporated Documents.

The Plan incorporates the documents, including without limitation any insurance contracts and related Certificates of Coverage, containing the substantive provisions governing the Component Benefit Plans provided under this Plan and further identified in **Exhibit A**. If the Component Benefit Plan documents are amended or superseded, the amended or successor documents will automatically become incorporated documents. If there is no provision in an incorporated document corresponding to a provision of this Plan, to the extent applicable, the Plan provisions will apply to the incorporated document. Where a conflict of language exists between the Component Benefit Plan and this Plan, the Component Benefit Plan will control to the extent not inconsistent with Federal law and regulations thereunder or unless the Plan specifically provides otherwise.

Section 3.2 Benefits Available.

The benefits available under the Plan shall consist of the benefits available under the Component Benefit Plans, including all limitations and exclusions with respect to each Component Benefit Plan's benefits. The benefits available under each Component Benefit Plan are set forth in the Component Benefit Plan documents. The availability of benefits is subject to payment by the Participant of all applicable contributions and satisfaction of any eligibility or other requirements of a particular Component Benefit Plan. If the Employer provides for a cafeteria plan under Code Section 125, certain benefits thereunder may be paid for by an Employee on a pre-tax basis. If such a cafeteria

plan is provided, it will be identified as a funding source in **Exhibit A**. Nonetheless, such cafeteria plan which is a premium-only plan (“POP”) (and any dependent care assistance plan that may be offered thereunder) will not be subject to the requirements of ERISA, even though the POP cafeteria plan (and any dependent care assistance plan that may be offered thereunder) may be considered part of the Plan.

Section 3.3 Termination of Rights to Benefits.

Any termination of a Participant’s coverage under a Component Benefit Plan shall be considered a termination of that same coverage under this Plan. An Employee’s benefits (and the benefits of his or her eligible family members including Dependents) will cease when the Employee’s participation in the Plan terminates. Benefits will also cease upon termination of the Plan and certain benefits may cease upon termination of a Component Benefit Plan. Other circumstances can result in the termination of benefits. The insurance contracts (including the Certificates of Coverage), plans, and other governing documents in the applicable Exhibits provide additional information.

## ARTICLE FOUR: Administration of the Plan

Section 4.1 Named Fiduciary.

The Plan Administrator is the “Named Fiduciary” of the Plan for purposes of ERISA. With respect to the determination of the amount of, and entitlement to, benefits under any insured Component Benefit Plan, however, the respective insurance company is also a Named Fiduciary under the Component Benefit Plan, with the full power to interpret and apply the terms of the Component Benefit Plan as they relate to the benefits provided under the applicable insurance policy. The insurance companies providing insured benefits under the Component Benefit Plans are identified in **Exhibit A**. In addition, where any other party has accepted status as a Named Fiduciary, with respect to the determination of the amount of, and entitlement to, benefits under any uninsured Component Benefit Plan, such Named Fiduciary (also referred to as a “Claim Fiduciary”) with respect to the applicable Component Benefit Plan is identified in **Exhibit A**.

Section 4.2 Delegation.

The Plan Administrator may delegate to any committee, person, or Employee, officer or agent of Agnes Scott College or an Affiliated Employer any one or more of its powers, functions, duties or responsibilities with respect to the Plan. Any such delegation of responsibilities may be amended from time to time in writing by the Plan Administrator and may be revoked in whole or in part at any time by written notice from one party to the other. Unless the Controlling Employer has delegated such responsibility to another party, the Controlling Employer shall be the Plan Administrator. The provisions of this Section 4.2 control over any inconsistent provisions of any Component Benefit Plan.

Section 4.3 General.

Any person or group of persons may serve in more than one fiduciary capacity with respect to the Plan or may hold settlor and fiduciary positions with the Plan. A Named Fiduciary may designate persons other than the named fiduciaries to carry out its fiduciary responsibilities under the Plan.

Section 4.4 Interpretation and Findings of Fact.

The Plan Administrator shall have the sole and absolute discretion to interpret the provisions of the Plan. Each insurance company providing insured benefits under a Component Benefit Plan, to the extent necessary to pay or adjudicate claims with respect to any Component Benefit Plan for which it provides benefits, shall have sole and absolute discretion to interpret the provisions of the Component Benefit Plan. This includes, without limitation, supplying omissions from, correcting deficiencies in, or resolving inconsistencies or ambiguities in, the language of the Plan or the Component Benefit Plan, determining the rights and status under the Plan or the Component Benefit Plan of Participants and other persons, to decide disputes arising under the Plan or the Component Benefit Plan, to make factual determinations, and to make any determinations and findings with respect to the benefits payable and the persons entitled to benefits as may be required for the purposes of the Plan or the Component Benefit Plan.

Section 4.5 Assistance.

The Plan Administrator may employ such clerical, legal, actuarial, accounting, or other assistance or services that it believes are necessary or advisable in connection with the performance of its duties.

Section 4.6 Indemnification.

To the extent permitted by law, the Employer shall indemnify and hold harmless any person serving as the Plan Administrator or partner, manager, officer, or Employee, as the case may be, of Agnes Scott College or an Affiliated Employer, whether such person is acting as a member of a committee or individual who has received delegated authority from the Plan Administrator, from all claims, liabilities, losses, damages and expenses, including reasonable attorneys' fees and expenses, incurred by such persons in connection with their duties hereunder to the extent not covered by insurance, except when the same is due to such person's own gross negligence, willful misconduct, or lack of good faith. Notwithstanding the above, the indemnification provisions of this section shall not apply to any person (or entity) compensated for providing a fiduciary service (such as an insurance company or third-party administrator who has accepted fiduciary responsibility for claims). The provisions of this Section 4.6 control over any inconsistent provisions of any Component Benefit Plan.

Section 4.7 Insuring and Funding Benefits.

Funding for the Plan shall consist of the sum of the funding for all Component Benefit Plans and may include funding through a cafeteria plan which, if available, is identified as a funding source in **Exhibit A**. Agnes Scott College shall have the right to pay benefits from its general assets, insure any benefits under the Plan, and establish any fund or trust for the holding of contributions or payment of benefits under the Plan, either as mandated by law or as Agnes Scott College deems advisable in its sole discretion. In addition, Agnes Scott College shall have the right in its sole discretion to alter, modify or terminate any method or methods used to fund the payment of benefits under the Plan, including, but not limited to, any trust or insurance policy. If any benefit is funded by the purchase of insurance, the benefit shall be payable solely by the insurance carrier.

With respect to any insurance company refunds/rebates received by Agnes Scott College that are subject to the Medical Loss Ratio ("MLR") provisions of the Affordable Care

Act, such refunds/rebates must be treated consistent with the provisions of the Affordable Care Act. The allocation of insurance refunds that are not "Plan assets" are to be used, allocated, and/or distributed among one or more of the Employer(s) as the Controlling Employer in its sole discretion determines appropriate. As to any other amounts, fiduciary decisions by the Plan Administrator are required based on the facts and circumstances relating to such refund. Generally, the following rules will apply:

- (a) If the Employer pays the entire premium applicable to the Component Benefit Plan, the entire refund amount will be retained by the Employer;
- (b) If the Participants pay the entire premium applicable to the Component Benefit Plan, the entire refund amount will be used to benefit the Participants;
- (c) If the Employer and Participants shared premiums based on a fixed percentage, the rebate is divided based on percentage;
- (d) If the Employer paid a fixed amount of premiums and Participants paid the rest, the rebate is a Plan asset (and must be used for the benefit of the Participants) to the extent it does not exceed total Participant contributions in the relevant MLR period;
- (e) If the Participants paid a fixed amount and the Employer paid the rest, the rebate belongs to the Employer to the extent it does not exceed the total Employer contributions in the relevant MLR period;
- (f) Allocation among Participants of their portion of any refund need not be pro rata and may not include all Participants (e.g., former participants may be excluded where based on a cost-benefit analysis (provided however in all cases the allocation must be based on a reasonable, fair and objective method));

Despite the general rules previously discussed, the following conditions apply with respect to Plan assets:

- (a) A "Plan Fiduciary" (as defined in ERISA Sections 3(16), 3(21) or 3(38)) in all cases must act prudently, solely in the interest of the Plan Participants and beneficiaries, and in accordance with the terms of the Plan to the extent consistent with the provisions of ERISA and is prohibited by ERISA from receiving a rebate amount greater than the total amount of premiums and other Plan expenses paid by the Employer; and
- (b) The use of any refunds for expenses should be limited to those necessary and reasonable expenses (1) paid to a third-party or (2) for reimbursing in-house expenses, but in such case, only upon the advice of outside counsel.

With respect to refunds to Participants of a Group Health Plan (whether or not a Grandfathered Plan), premiums must be allocated among Participants in the same policy.

The following rules will generally apply unless extraordinary circumstances determined by the fiduciary dictate otherwise:

- (a) First, refunds will be used within 90 days of receipt by the Plan to reduce future premiums; and
- (b) Second, refunds will be used within 90 days of receipt by the Plan to enhance benefits, pay expenses, or make distributions to Participants as determined by the fiduciary after considering all of the facts and circumstances.

In addition, with respect to any other insurance company rebate or similar refund not subject to the MLR rules, the Employer may apply similar rules or any other rules it determines in its sole discretion are advisable under the circumstances, subject to any fiduciary duties it may have.

**Section 4.8 Subrogation and Right of Reimbursement.**

To the extent not inconsistent with the provisions of any underlying documents incorporated by reference in the Plan, the following provisions shall control as to any medical or dental Component Benefit Plan.

If an Employee, Spouse, Dependent, or any other person specified as an “Eligible Non-Employee” in **Exhibit A** incurs medical or dental expenses or receives benefits from the Plan or its carrier as a result of an injury or accident, immediately upon payment of any benefits under the Plan, the Plan shall be subrogated (substituted) to all rights of recovery against any person or organization whose conduct or action caused or contributed to the loss for which payment was made by the Plan.

As a condition to participation in or the receipt of benefits under the Plan, an Employee, Spouse, Dependent, or any other person specified as an “Eligible Non-Employee” in **Exhibit A** agrees that if such person receives or is entitled to any reimbursement from any party as a result of an injury, the Plan has the right to recover the amounts the Plan has paid and will pay as a result of that injury. Similarly, if any person, including any natural person or entity, other than an Employee, Spouse, Dependent, or any other person specified as an “Eligible Non-Employee” in **Exhibit A** has possession of funds recovered from a third party as to which any Dependents have or had a claim, then the Plan shall be subrogated to that claim and will have a right to recover directly from the person that is holding the funds. By participating in the Plan, an Employee, Spouse, Dependent, or any other person specified as an “Eligible Non-Employee” in **Exhibit A** all agree and are bound to assist the Plan in its attempt to recover from that person. In the event that an Employee, Spouse, Dependent, or any other person specified as an “Eligible Non-Employee” in **Exhibit A** is deceased, the Plan has a right to recover funds from the estate pursuant to this reimbursement provision. The Plan will not pay attorney fees or costs associated with the Employee, Spouse, Dependent, or any other person specified as an “Eligible Non-Employee” in **Exhibit A** without prior express written authorization by the Plan, which the Plan may grant or withhold in its sole discretion. In this regard, the Plan will not be subject to any “make whole” or other subrogation rule that may otherwise apply by law that reduces its right to recover the full amount of its loss unless the Plan has expressly agreed to do so in writing.

The Employee, Spouse, Dependent, or any other person specified as an “Eligible Non-Employee” in **Exhibit A** (and individuals acting on such persons’ behalf, including without limitation attorneys) shall do nothing to prejudice the Plan’s subrogation and reimbursement rights and shall, when requested, provide the Plan with information and cooperate with the Plan in the enforcement of its subrogation and reimbursement rights. It is the Employee’s duty, and the duty of individuals acting on the Employee’s behalf, to notify the Plan Administrator within 45 days of the date of the injury or the date when the Employee gives notice to any other party, including an attorney, of the intention to pursue or investigate a claim to recover damages on behalf of the Employee, Spouse, Dependent, or any other person specified as an “Eligible Non-Employee” in **Exhibit A**.

For purposes of this section, “reimbursement” includes all direct and indirect payments to an Employee, Spouse, Dependent, or any other person specified as an “Eligible Non-Employee” in **Exhibit A** for injury or illness from any source, by way of settlement, judgment, or any other means, including but not limited to, uninsured motorist coverage, underinsured motorist coverage, personal umbrella coverage, no-fault automobile insurance coverage, and homeowner’s insurance.

## ARTICLE FIVE: Amendments, Terminations and Mergers

### Section 5.1 Right to Amend.

Agnes Scott College reserves the right to amend the Plan and any Component Benefit Plan from time to time in its sole discretion, including amendments that are retroactive in effect to the extent permitted by law.

### Section 5.2 Plan Merger.

Agnes Scott College reserves the right to merge the Plan or any Component Benefit Plan at any time in its sole discretion.

### Section 5.3 Right to Terminate.

Agnes Scott College may terminate the Plan and any Component Benefit Plan in whole or in part at any time in its sole discretion. In addition, any amounts remaining in the Plan at termination shall be distributed as if they were insurance company refunds/rebates and subject to the procedures provided in Section 4.7.

### Section 5.4 Payment of Claims Upon Termination.

Upon termination of the Plan, the Plan shall continue until all pending claims for benefits outstanding as of the date of termination have been paid or otherwise resolved.

## ARTICLE SIX: Guarantees and Liabilities

### Section 6.1 No Guarantee of Employment.

Nothing contained in the Plan shall be construed as a contract of employment between an Employer and an Employee or Participant, or as a right of any Employee or Participant to continue in the employment of an Employer, or as a limitation of the right of an Employer to discharge any of the Participants, with or without cause, or change the terms and conditions of employment of the Employees or Participants.

Section 6.2 No Guarantee of Non-Taxability.

Neither the Plan Administrator nor the Employer makes any commitment or guarantee that any amounts paid to or for the benefit of a Participant under this Plan will be excludable from the Participant's gross income for Federal or state income tax purposes, or that any other Federal or state tax treatment will apply to or be available to any Participant. It shall be the obligation of each Participant to determine whether each payment under the Plan is excludable from the Participant's gross income for Federal and state income tax purposes, and to notify the Employer if the Participant has reason to believe that any such payment is not so excludable.

Section 6.3 Withholding Taxes.

To the extent an Employer is required to withhold Federal, state, local or foreign taxes in connection with any payment made to a Participant under a Component Benefit Plan, the Employer shall withhold the amount from the payment as determined by the Employer in its sole discretion.

Section 6.4 Incapacity to Receive Payment.

If the Plan Administrator finds that any Participant entitled to receive benefits under the Plan is, at the time such benefits are payable, unable to care for his or her affairs because of a physical, mental, or legal incompetence, the Plan Administrator may, in its sole discretion, pay the benefits to which the Participant was entitled to one or more persons chosen by the Plan Administrator from among the following: the institution maintaining or responsible for the maintenance of such Participant, his or her Spouse, his or her children, or other relative by blood or marriage. Any payment made under these circumstances shall be a complete discharge of all liability under the Plan with respect of such payment.

Section 6.5 Severability Provision.

If any provision of the Plan or the application of a provision to any circumstance or person is invalid, the remainder of the Plan and its application to other circumstances or persons shall not be affected thereby.

Section 6.6 Right of Recovery.

The Plan Administrator shall have the right to recover any payment it made but should not have made or made to an individual or organization not entitled to payment, from the individual or organization or anyone else benefiting from the improper payment, including from any monies then payable, or which may become payable, in the form of salary, wages, or benefits payable under any Employer-sponsored benefit programs.

## ARTICLE SEVEN: Claims Procedures

Section 7.1 Benefits Administered by Insurers or TPAs.

Claims for benefits that are insured or administered by a third party administrator shall be filed in accordance with the specific procedures contained in the insurance policies, Component Benefit Plans or the third party administrative services agreement. These procedures will be followed unless inconsistent with the requirements of ERISA, in which case the ERISA procedures specified below will be followed. The address of the individual insurance company providing benefits and/or third party administrator (if any)

that reviews claims made under a Component Benefit Plan is set forth in **Exhibit A** to the extent required by law or provided by the Plan Administrator. All other general claims or requests, including claims for eligibility to participate in the Plan, should be directed to the Plan Administrator.

**Section 7.2 Personal Representative.**

A Participant may exercise his or her rights directly or through an authorized personal representative. A Participant may have only one representative at a time to assist in submitting an individual claim or appealing an unfavorable claim determination.

A personal representative will be required to produce evidence of his or her authority to act on the Participant's behalf and the Plan may require such Participant to execute a form relating to such representative's authority before that person will be given access to the Participant's protected health information ("PHI") or allowed to take any action for the Participant. (An assignment of a Participant's benefits does not constitute a designation of an authorized personal representative. Such a delegation must be clearly stated in a form acceptable to the Plan Administrator.) This authority may be proved by one of the following:

- (a) A power of attorney for health care purposes, notarized by a Notary Public;
- (b) A court order appointing the person as the conservator or guardian of the individual; or
- (c) Evidence that an individual is the parent of a minor child.

The Plan retains discretion to deny to a personal representative access to any Participant's PHI to provide protection to those vulnerable people who depend on others to exercise their rights under these rules and who may be subject to abuse or neglect. This provision also applies to personal representatives of minors.

**Section 7.3 General Claims Procedure.**

Subject to Section 7.4 governing claims made under a Component Benefit Plan that is a Group Health Plan, and Section 7.5, governing claims made under a Component Benefit Plan providing disability benefits, the following procedures will be followed if a claim under a Component Benefit Plan is denied, in whole or in part. These claims procedures do not apply to any cafeteria plan which is a premium-only plan ("POP") (or any dependent care assistance plan offered thereunder).

- (a) If a claim is denied, the claimant will receive written notification within 90 days after the claim was submitted. The notification will include the reasons for the denial, with reference to the specific provisions of the Component Benefit Plan on which the denial was based, a description of any additional information needed to process the claim and an explanation of the claims review procedure. If written notification is not delivered within 90 days, the claim shall be treated as denied.
- (b) Within 60 days after notification of a claim denial (or the date of a deemed denial), a claimant may appeal the denial by submitting a written request



for reconsideration of the claim to the Plan Administrator. Documents or records in support of the appeal should accompany any such request. The Plan Administrator will review the claim and provide, within 60 days, a written response to the appeal. This 60-day period may be extended an additional 60 days under special circumstances, as determined by the Plan Administrator. The Plan Administrator's response will explain the reason for the decision with specific reference to the provisions of the Plan on which the decision is based.

- (c) The Plan Administrator has the sole discretion to interpret the appropriate Plan provisions, and such decisions are conclusive and binding. For purposes of the provisions in this Article Seven, the term "Plan Administrator" will include the applicable insurance company or other party that has accepted its fiduciary responsibility to make claim determinations (consistent with Section 4.1 above as a Claim Fiduciary) with respect to the applicable Component Benefit Plan.
- (d) *To the extent not inconsistent with the provisions of the applicable Component Benefit Plan, with respect to any claims brought under the Plan, a claimant will be barred from bringing such claim after one year from the date of exhausting the Plan's claims procedures relating to the denial of such claim. In the case of a Group Health Plan care claim discussed below, this includes not only exhausting the Plan's internal claims procedure but also exhausting the Plan's external claims procedure, where applicable.*

#### Section 7.4 Special Rules for Group Health Plan Claims.

For purposes of ERISA, there are three categories of claims under a Component Benefit Plan that is a Group Health Plan and each one has a specific timetable for approval, payment, request for additional information, or denial of the claim. The three categories of claims are:

*Urgent Care Claim* is a claim where failing to make a determination quickly could seriously jeopardize a claimant's life, health, or ability to regain maximum function, or could subject the claimant to severe pain that could not be managed without the requested treatment. A licensed physician with knowledge of the claimant's medical condition may determine if a claim is an Urgent Care claim.

*Pre-Service Claim* is a claim for which the claimant is required to get advance approval or pre-certification before obtaining service or treatment for a medical condition.

*Post-Service Claim* is a request for payment for covered services the claimant has already received.

- (a) Time for Decision on a Claim. The time deadline for making decisions on claims under a Group Health Plan depends on the urgency of the claim. (See Time Limit Chart below for maximum time limits.) A claimant will be notified of any determination on a claim (whether favorable or unfavorable) as soon as possible. If an Urgent Care Claim is denied, the

claimant will be notified orally and written notice will be provided within three days.

Note that fully-insured Group Health Plan claims (if any) may be subject to even more accelerated response time for the insurers. See Certificates of Coverage for details.

<b>Time Limit (Group Health Plan Claims)</b>	<b>Urgent Care*</b>	<b>Pre-Service*</b>	<b>Post-Service*</b>
To make initial claim determination	72 hours	15 days	30 days
Extension (with proper notice and if delay is due to matters beyond Plan's control)	None	15 days	15 days
To request missing information from claimant	24 hours	5 days	30 days
For claimant to provide missing information	48 hours	45 days	45 days

\* The Claim Fiduciary should decide the appeal of "concurrent care claims" within the time frame set forth in the chart depending on whether such claim is also an Urgent Care Claim, a Pre-Service Claim, or a Post-Service Claim and before the expiration of any previously approved course of treatment.

- (b) Notification of Denial. Except for Urgent Care Claims, when notification may be oral followed by written notice within three days, the claimant will receive written notice if the claim is denied. The notice will contain the following information:
- (i) The specific reason or reasons for the adverse determination;
  - (ii) Reference to the specific Plan provisions on which the determination was made;
  - (iii) A description of any additional material or information necessary to perfect the claim and an explanation of why such material or information is necessary;
  - (iv) A description of the Plan's review procedures and the time limits that apply to such procedures, including a statement of the claimant's right to bring a civil action under ERISA Section 502 if the claim is denied on review;
  - (v) A statement that the claimant is entitled to receive, upon request and free of charge, reasonable access to and copies of all documents, records, and other information relevant to the claim;
  - (vi) If an adverse determination is based on an internal rule, guidance, protocol, or other similar criteria, an explanation of those criteria or a statement that the criteria will be provided free of charge upon request; and

- (vii) If the adverse determination is based on a medical necessity or experimental treatment limit or exclusion, an explanation of the scientific or clinical judgment on which such decision is based, or a statement that such explanation will be provided free of charge upon request of such person or persons who conducted the initial claim determination. The Plan fiduciary will provide an independent full and fair review of the claimant's claim and will not give any deference or weight to the initial adverse determination. The claimant will receive a written notice of the decision on review.
- (c) How to Appeal a Denied Group Health Plan Claim. If a claim is denied, the claimant (or the claimant's attorney or other person authorized to act on the claimant's behalf) will have 180 days following the date the claimant receives written notice of the denial in which to appeal the claim. A failure to timely file an appeal request will constitute a waiver of the claimant's right to request a review of the denial of the claim. Unless the claimant is appealing the denial of an Urgent Care Claim, a request for review must be made in writing. If the claimant is requesting review of an Urgent Care Claim, the claimant may request review orally or by facsimile. A request for review should contain the claimant's name and address, the date the claimant received notice the claim was denied, and the reason(s) for disputing the denial. The claimant may submit written comments, documents, records, and other information relating to the claim. If requested, the claimant will be provided, free of charge, reasonable access to, or copies of, all documents, records, and other information relevant to the claim.

The period of time for the Plan to review the appeal request and to notify the claimant of its decision depends on the type of claim as follows:

Urgent Care Claim – 72 hours; the claimant will be notified orally and written notice will be provided within three days.

Pre-Service Claim – 15 days.

Post-Service Claim – 30 days.

The review will take into account all comments, documents, records, and other information submitted relating to a Participant's claim, without regard to whether such information was submitted or considered in the initial claim determination. The review will be conducted by a Plan fiduciary other than the person or persons (or subordinate of such person or persons) who conducted the initial claim determination. The Plan fiduciary will provide an independent full and fair review of a Participant's claim and shall not give any deference or weight to the initial adverse determination. The Employee will receive a written notice of the decision on review.

(d) Additional Internal Claims Provisions Requirements for Health Plans Under the Affordable Care Act. Unless otherwise provided below, the following internal claims provisions relating to an "Adverse Benefit Determination" generally apply (subject to any grace period extensions by the Department of Labor ("DOL")) under the Affordable Care Act. For purposes of this Section 7.4(d), "Adverse Benefit Determination" means a claim denial (including a final internal adverse benefit determination) *neither involving a Grandfathered Plan nor HIPAA-Excepted Coverage* by the Plan Administrator or a Claim Fiduciary (as identified in Section 4.1 above) that involves any medical claim or any claim involving rescission of coverage. This determination may be appealed by the claimant and may be subject to external review under certain circumstances provided below.

- (i) With respect to any rescission, such rescission shall be permissible only upon a finding of fraud or intentional misrepresentation of a material fact;
- (ii) The claimant must be provided by the Plan (free of charge) as soon as possible with any new or additional evidence considered, relied upon, or generated by the Plan or Claim Fiduciary in connection with the claim as well as any new or additional rationale for a denial at the internal appeals stage, and a reasonable opportunity for the claimant to respond to such new evidence or rationale, both in the case of an initial determination or a final internal Adverse Benefit Determination;
- (iii) To avoid conflicts of interest and to assure independence and impartiality, decisions regarding hiring, compensation, termination, promotion or other similar matters involving an individual claims reviewer (such as a claim adjudicator or a medical expert) must not be made based on the likelihood that such individual will support the denial of benefits;
- (iv) Notices to claimants by the Plan or Claim Fiduciary must also include additional content as follows:
  - a. Any notice of Adverse Benefit Determination or final internal Adverse Benefit Determination must include information sufficient to identify the claim involved, including the date of the service, the health care provider, the claim amount (if applicable) and state that, upon request by the claimant, the diagnosis code and treatment code and their corresponding meanings will be provided and, upon any

such request by a claimant, any such code and meaning must be provided as soon as practicable.

- b. Any notice of an Adverse Benefit Determination or final internal Adverse Benefit Determination must include the denial code and corresponding meaning as well as a description of the Plan's standard, if any, that was used in denying the claim. In the case of a final internal Adverse Benefit Determination, this description must also include a discussion of the decision.
- c. A description of available internal appeals and external review processes, including information regarding how to initiate an appeal.
- d. The availability of, and contact information for, an applicable office of health insurance consumer assistance or ombudsman established under Section 2793 of the Public Health Services Act to assist the claimant.
- e. Notices in a culturally and linguistically appropriate manner, consistent with the DOL regulations, to a claimant in the health plan who reside in a county in which ten (10) percent or more of the population is literate only in the same non-English language as determined by guidance published by the DOL (a "10 Percent Non-English County"). For a health plan that has a claimant in a 10 Percent Non-English County, notices regarding the internal and external claims review must appear in both English and in such other relevant non-English language and, once a request has been made by a claimant, all subsequent notices to such person must be in the applicable non-English language as well. Also, the Plan or Claim Fiduciary must maintain oral language services in the non-English language (such as a telephone customer assistance hotline) to answer questions or provide assistance with filing claims and appeals.

- (v) Failure to adhere to all the requirements, described previously relating to the Affordable Care Act, will allow the claimant to deem the internal claims and appeals process non-compliant (and exhausted), and the claimant may proceed to pursue any external review process or remedies (including court action) available under ERISA or under state law, if applicable. Notwithstanding the above, action or inaction relating to the above rules that is (i) de minimis, (ii) non-prejudicial to the claimant, (iii) attributable to good cause or matters beyond the Plan's or Claim Fiduciary's control, (iv) in the context of an ongoing good-faith exchange of information, and (v) not reflective of a pattern or practice of non-compliance, will not be considered non-compliant.
- (e) Additional External Claims Provisions Requirements for Health Plans Under the Affordable Care Act. With respect to any Adverse Benefit Determination (defined in Section 7.4(d)) that involves medical judgment (including, but not limited to, a determination regarding medical necessity, appropriateness, health care setting, level of care or effectiveness of a covered benefit; or its determination that a treatment is experimental or investigational) or any claim involving a rescission of coverage (whether or not the rescission has an adverse effect on any particular benefit at that time), an external review is to be provided to a claimant either under the State external appeals process or the Federal external appeals process as described in the following paragraphs of this section.
- (i) For “*State Review Plans*” (i.e., plans with insurance contracts approved by a state that has an external review process that the DOL has determined includes acceptable minimal protections to claimants), the DOL provides that the state’s external review process shall apply to the applicable fully-insured arrangement (and to certain self-funded arrangements that have been allowed by State law to be subject to the State's review rules). These safe harbor rules shall continue to apply to states meeting the “strict standards” but shall only apply to states meeting the “similar standards” until January 1, 2016, as more fully described below.
    - a. A state may meet the “strict standards” included in the DOL rules, which set forth 16 minimum consumer protections based on the National Association of Insurance Commissioners ("NAIC")'s Uniform Health Carrier External Review Model Act (the “NAIC Model Act”) in place on July 23, 2010.

- b. A State may operate an external review process under "similar standards" to those outlined in the NAIC Model Act subject to certain requirements by the DOL and other governmental authorities (These "similar standards" apply until January 1, 2016).
- c. *State Review Plans* are subject to the external review procedures reflected in the underlying Certificates of Coverage or to a separate claims document to be provided to claimants by the insurance company or the Plan.

Meets Strict Standards		Meets Similar Standards	HHS Administered Process/ Independent Review Organization Process*	
States		States	States	Territories
Arkansas	New Jersey	Arizona	Alabama	American Samoa
California	New York	Delaware	Alaska	Guam
Colorado	North Carolina**	District of Columbia	Florida	Northern Mariana Islands
Connecticut	North Dakota	Indiana	Georgia	U.S. Virgin Islands
Hawaii	Ohio	Kansas	Pennsylvania	
Idaho	Oklahoma	Massachusetts	Wisconsin	
Illinois	Oregon	Michigan		
Iowa	Rhode Island	New Mexico		
Kentucky	South Carolina	Texas		
Louisiana	South Dakota	Wyoming		
Maine	Tennessee			
Maryland	Utah			
Minnesota	Vermont			
Mississippi	Virginia			
Missouri	Washington			
Montana**	West Virginia			
Nebraska				
Nevada	<b><u>Territory</u></b>			
New Hampshire	Puerto Rico			

\* As of August 21, 2015, these States participate in the Federal Health and Human Services ("HHS")-administered process. States having neither achieved the "strict standards" nor the "similar standards" will be subject to either (i) the HHS-administered process or (ii) the HHS's Federal external appeals review process (described in more detail below as "Federal Review Plans"). A state may change its external review process in the future. Claimants must, at a minimum, be notified at the time the claim is filed of the process to be followed. Where the HHS-administered process applies, a separate claims document should be

provided to the claimant by HHS. For more information, visit [http://www.cms.gov/cciiio/resources/files/external\\_appeals.html](http://www.cms.gov/cciiio/resources/files/external_appeals.html).

\*\* Beginning January 1, 2016.

- (ii) For “**Federal Review Plans**” (i.e., plans that are (i) self-funded or (ii) have not elected or are not eligible to be State Review Plans), the DOL provides that the following basic requirements apply under its safe harbor rules (which are based in significant part on the NAIC Model Act). The external review rules may be provided in more detail in an underlying document (which may also contain provisions for the Plan's benefits) that is made part of the Plan.
  - a. A claimant shall have four months to request an external review of any final internal Adverse Benefit Determination;
  - b. The Plan or Claim Fiduciary shall have five business days from the date the claim is made to complete a preliminary review to determine if the claim is eligible for external review (determining whether the claimant was covered (eligible) at the time the service was provided), whether the appeal relates to a medical judgment, and whether the internal appeals process has been exhausted (e.g., all relevant information requested from the claimant was provided) and, therefore, considered fully;
  - c. Within one business day after the preliminary review, the Plan or Claim Fiduciary shall notify in writing the claimant of its decision. If the claim is complete but not eligible for external review, the reason for its ineligibility and contact information for the Employee Benefits Security Administration must be provided to the claimant. If the claim is incomplete, an explanation of what is necessary to complete the claim must be requested of the claimant and the Plan or Claim Fiduciary must permit the claimant a reasonable time to perfect the claim (i.e., the remainder of the four month appeal period or, if later, 48 hours after the notice of incompleteness);
  - d. If the claimant appeals an appealable final internal adverse benefits determination (or



challenges whether or not it is appealable), the claim must be referred (i) to an Independent Review Organization (IRO) accredited by URAC (formerly known as the Utilization Review Accreditation Commission) or (ii) by a similar nationally-recognized accrediting organization to conduct external reviews, on a random basis among two IROs in both cases contracted with by the Plan Administrator or Claim Fiduciary (which may be done through global contracts obtained by a third party administrator) and which provide in such existing contract for a rotating or other unbiased (e.g., random) method of selection and without financial incentives tending toward denial of benefits. However, where these conditions are not strictly met, the DOL will make a determination on a case-by-case basis of the Plan's compliance with the external claims review requirements of the Affordable Care Act;

- e. Once assigned to the IRO, the IRO must make a determination on a *non-urgent care claim* within forty-five days after the IRO receives the assignment;
- f. If the IRO reverses the decision of the Plan or Claim Fiduciary, payments or coverage must begin immediately, even if the Plan or Claim Fiduciary expects to appeal it to a court of law;
- g. The claimant must have a right to expedited review for an Urgent Care claim. The standards for an Urgent Care claim under external review are the same as those under the internal review (e.g., upon request for expedited treatment by the claimant, delay would (i) seriously jeopardize the life or health of the claimant or (ii) jeopardize the claimant's ability to regain maximum function). Once assigned to the IRO, the IRO must make a determination on an Urgent Care as expeditiously as possible but in no event more than seventy-two hours (or

forty-eight hours if the request was not in writing) after its receipt of the request; and

- h. The contracts with the IROs must include the requirements contained in DOL Technical Releases 2010-01 and 2011-02, and the IROs must agree, among other things, to the following: de novo review of all information and documents timely received (including the Plan document, claims records, health care professional recommendations, and clinical review criteria used, if any), retaining its records for six years and making them available to the applicable claimant (or to state and Federal government agencies, to the extent not in violation of any privacy laws) for examination upon request, and inclusion of certain information in notices to claimants.
- (iii) Pursuant to DOL pronouncements, if the Plan complies with either the State or Federal interim compliance methods described previously, no excise tax liability should be reported on IRS Form 8928 with respect to Section 2719(b) of the Public Health Service Act. Further, the DOL will not take enforcement action against a plan that has voluntarily complied with a State external review process (where available to a plan in the applicable state) that meets the strict standard or the similar standard of the NAIC Model Act described previously. The Plan intends and is taking steps in good faith to comply with the claims and appeals rules under the Affordable Care Act, and the provisions herein should be interpreted accordingly.

#### Section 7.5 Disability Claims.

A disability claim is a claim that requires the Plan to determine if the claimant is disabled for purposes of eligibility for disability benefits under a Component Benefit Plan. The Plan will notify the claimant of its determination within 45 days after its receipt of the claim. This period can be extended for two additional 30-day periods (up to a total of 105 days) if a decision cannot be made because of circumstances beyond the control of the Plan Administrator. The claimant may appeal the Plan's determination within 180 days following receipt of an adverse determination. The Plan will notify the claimant of its determination on review within 45 days and in accordance with the procedures set forth in Section 7.3(b). Otherwise, the general claims procedures in Section 7.3 apply, including but not limited to the provisions relating to any Plan fiduciary's rights and responsibilities as provided in Section 7.3(c) and the claims limitation period identified in Section 7.3(d).

## ARTICLE EIGHT: Adoption by Affiliated Employers

### Section 8.1 Adoption Procedure.

Any Affiliated Employer may adopt the Plan and become an Employer thereunder provided Agnes Scott College approves the adoption of the Plan by the Affiliated Employer and designates the Affiliated Employer as an Employer. Any Affiliated Employer agrees to be bound by the terms of the Plan and any other terms and conditions that may be required by Agnes Scott College or its delegate, provided that such terms and conditions are not inconsistent with the purposes of the Plan.

### Section 8.2 Adoption Agreement.

If Agnes Scott College should so require, the adoption of the Plan by any Affiliated Employer may be made subject to a written Adoption Agreement.

### Section 8.3 Employer Reimbursement.

Each Affiliated Employer shall, upon demand from Agnes Scott College, reimburse Agnes Scott College for the Affiliated Employer's appropriate share of any expenses, insurance premiums or funding necessary to provide benefits under the Plan. The amount of such reimbursement shall be the sole discretion of Agnes Scott College and binding on any adopting Affiliated Employer.

### Section 8.4 Withdrawal as Employer.

Any Affiliated Employer that adopts the Plan may withdraw from the Plan, but only with the express written approval, and within the sole discretion, of Agnes Scott College, and such withdrawal shall constitute a termination of the Plan as to such Affiliated Employer. Any such withdrawal and termination must be in writing and filed with Agnes Scott College or its delegate, and shall become effective when received by Agnes Scott College unless there is a written agreement between Agnes Scott College and the Affiliated Employer as to another effective date. Unless waived by Agnes Scott College, an Affiliated Employer shall be responsible as to Participants and covered Dependents for any such person's claims incurred but not presented for payment as of the date of withdrawal.

### Section 8.5 Controlling Employer's Right to Terminate Adoption.

Agnes Scott College has the right to terminate any Affiliated Employer's adoption of or participation in the Plan at any time.

## ARTICLE NINE: Miscellaneous

### Section 9.1 Governing Law.

This Plan shall be construed, enforced, and administered in accordance with the laws of Georgia, except to the extent that those laws are superseded by the Federal law of the United States of America, in which case such Federal law shall apply. If any provision of the Plan or the application thereof to any circumstance or person is invalid, the remainder of the Plan and the application of such provision to other circumstances or persons shall not be affected thereby.

In addition, certain Federal laws only apply based on factors such as the number of employees or Participants relating to an Employer's control group or for other reasons. In this regard, the following laws may be applicable (the provisions specified below are intended to reflect the requirements of such laws and are not intended to grant additional rights beyond such laws to any individual, and such language should be interpreted accordingly):

- (a) Benefits for Adopted Children. The Employer group health and dental plans will extend benefits to Dependent children who are adopted or placed with a Participant for adoption under the same terms and conditions as apply in the case of Dependent children who are natural children of Participants.
  
- (b) CHIPRA. Under the Children's Health Insurance Program Reauthorization Act of 2009 ("CHIPRA"), the Children's Health Insurance Program ("CHIP") and Medicaid are expanded to include the special enrollment rights of Employees and Dependents beyond acquiring a Dependent by birth, marriage, or adoption or losing other medical coverage that was in place at the time of the original coverage. Employees and Dependents who are eligible but not enrolled in a health plan must also be given the opportunity to do so where (i) the Employee's or Dependent's Medicaid or CHIP coverage is terminated due to a loss of eligibility, or (ii) the Employee or Dependent becomes eligible for a subsidy under Medicaid or CHIP. An Employee must request this special enrollment within 60 days of the loss of coverage in the first scenario, and within 60 days of when eligibility is determined in the second scenario if enrollment is desired. Employees have the option to keep their children covered under the state's health program or enroll them in the employer's health plan. CHIPRA finances CHIP through fiscal year 2013.

To be "qualified employer-sponsored coverage" under the law, (i) the Group Health Plan or health insurance coverage must be creditable coverage for HIPAA purposes; (ii) the Employer contribution toward the cost of any premium for the coverage must be at least 40%; and (iii) the coverage must be available to individuals in a manner that would be considered to be a nondiscriminatory group for eligibility purposes under Section 105(h) of the Code. CHIPRA specifically excludes coverage under health care flexible spending accounts and high deductible health plans ("HDHP"s).

Each state in which an Employee resides will choose whether or not it will implement this optional subsidy. It will then decide whether the subsidy will be paid: (i) directly to Employees as a reimbursement of their portion of the Group Health Plan premium and other out-of-pocket expenditures; or (ii) directly to employers on behalf of the Employees. In this latter instance, an employer may opt-out of receiving the premium assistance subsidy so that the subsidy would be paid directly to the Employee. This opt-out will permit the employer to continue to withhold the Employee's

full premium obligation and avoid direct involvement with the subsidy program.

The amount of premium assistance available is the incremental premium cost difference between coverage for the Employee only and coverage for the Employee plus the eligible child or children.

Employers must notify all Employees about the new CHIPRA special enrollment rights regardless of enrollment status. The enrollment notice may be given to Employees together with the Group Health Plan's eligibility and enrollment information, open enrollment packets, or summary plan description.

An Employer must also provide an annual notice to all Employees regarding the assistance available and how to apply for such assistance, regardless of enrollment status. Each Employer sponsoring a Group Health Plan must provide the Employer Medicaid/CHIP Notice to applicable Employees.

In addition, CHIPRA requires plan sponsors to provide disclosure information to state agencies regarding when a plan Participant or beneficiary is covered under the company's Group Health Plan and Medicaid or CHIP. This disclosure is designed to assist states in determining the cost-effectiveness of providing the premium assistance subsidies. The law directs the Department of Health and Human Services and the Department of Labor to develop a model disclosure form for this purpose. States may not request this information until the first plan year that begins after the date on which the model form is first issued.

- (c) Continuation Coverage Under COBRA. Where the Consolidated Omnibus Budget Reconciliation Act of 1985, as amended ("COBRA") applies to a Component Benefit Plan, such Plan shall be operated in accordance with such law. Generally, if the Group Health Plan coverage for a Participant or his or her eligible family members ceases because of certain "qualifying events" specified in COBRA (such as termination of employment, reduction in hours, divorce, death, or a child's ceasing to meet the definition of Dependent), then the Participant and his or her eligible family members may have the right to purchase continuation coverage for a temporary period of time. COBRA rights are generally explained in detail in the Certificate of Coverage issued by an insurance company or in the Group Health Plan. Consistent with law, the Plan Administrator will provide qualified beneficiaries with a COBRA election form. Qualified beneficiaries must elect to continue participation within 60 days after participation ends or from the date of receipt of the form, whichever is later. The Plan will offer COBRA continuation coverage only after the Plan Administrator has been notified that a qualifying event has occurred.

To continue group health coverage under COBRA, the Employer may elect to charge the qualifying beneficiary up to 102% of the full cost of the

coverage (or 150% in the case of an 11-month extension due to disability). These payments are to be made during the 18, 29 or 36-month period of continuation coverage according to the COBRA rules. The first premium payment must be received by the COBRA administrator within 45 days after the date of the COBRA election and must include COBRA payment for the entire period from the date coverage ended through the month of the payment. Subsequent premiums must be received by the COBRA administrator within 30 days after the premium due date.

If health care FSA coverage is offered under the Plan, COBRA continuation for such coverage ends on the last day of the calendar year in which the qualifying event occurs. However, COBRA will not be provided under the health care FSA if, as of the date of the qualifying event, the Participant would not receive (during the remainder of the Plan Year) a benefit under the health care FSA that is more than the amount such Participant would pay for COBRA for the remainder of that Plan Year.

As an additional benefit, the Employer may in its sole discretion extend to civil union partners, and qualified same-sex domestic partners the rights which may parallel the Federal laws of COBRA ("COBRA-like rights"). Where such extension has been made, the applicable Certificate of Coverage (or its equivalent) will address the details. Any COBRA-like rights offered under the Plan to such persons presently do not enjoy the same income tax benefits at the Federal level as regular COBRA benefits and may not at the state level. This document does not address Federal, state and local tax treatment in detail, and is not intended to provide tax advice.

- (d) Family and Medical Leave Act Coverage. The Family and Medical Leave Act ("FMLA") of 1993 generally applies to employers with 50 or more employees within a 75 mile radius. FMLA also requires an employee to have worked a certain number of hours and months in order to be eligible. Where applicable this law provides certain rights and options relating to Group Health Plan coverage. It requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees. Such family leave is allowed for the following reasons: incapacity due to pregnancy, prenatal medical care, or child birth; care for the employee's child after birth or placement for adoption or foster care; care for the employee's Spouse, child, or parent who has a serious health condition; or a serious health condition that makes the employee unable to perform his or her job.

In 2008 the FMLA was expanded regarding an eligible employee's parents or immediate family members being called to active military duty status or in active military duty: first, the events for triggering family leave now include "qualifying exigencies" of covered service members. Second, with respect to care for covered service members with a serious injury or illness, eligible employees can take up to 26 weeks of job-protected leave in a single 12-month period.

While an employee is on FMLA leave, the employer must maintain the employee's health coverage, including family coverage, under any Group Health Plan on the same terms as if the employee had continued to work. Any changes to the Group Health Plan during the time an employee is on FMLA leave apply to that Employee's health benefits. Notice of any opportunity to change plans or benefits must also be given to an employee on FMLA leave.

Covered employers must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility. Covered employers must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the employer determines that the leave is not FMLA-protected, the employer must notify the employee.

However, an employee may choose not to retain health coverage during FMLA leave. When the employee returns from FMLA leave, the employee is entitled to be reinstated on the same terms as prior to taking the leave. Upon return from FMLA leave, most employees will be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms to the extent required by the law. Use of FMLA leave cannot result in the loss of any employment benefits that accrued prior to the start of an employee's leave.

The employer's obligation to maintain health benefits under FMLA stops if the employee's premium payment is more than 30 days late and the employer has given the employee written notice at least 15 days in advance advising that coverage will cease if payment is not received. If an employee's coverage lapses because he or she failed to make his or her premium payments, the Employer must restore the employee's coverage upon return from FMLA leave; the employee cannot be required to meet any qualification requirements imposed by the plan, including new waiting periods or passing a medical exam to be reinstated.

An employer's obligation to maintain health benefits under FMLA also stops if and when an employee informs the employer of intent not to return to work at the end of the leave period, or if the employee fails to return to work when the FMLA leave entitlement is exhausted for a reason other than medical necessity. Generally, if the employee does not return from leave, the employer has the right to request reimbursement for any payments made for the employee's coverage during leave.

Coverage provided under the FMLA is not COBRA coverage, and FMLA leave is not a qualifying event under COBRA. A COBRA qualifying event may occur, however, when an employer's obligation to maintain health

benefits under FMLA ceases, such as when an employee notifies an employer of his or her intent not to return to work.

- (e) GINA. The Genetic Information Nondiscrimination Act (GINA) applies to certain health plans (generally those that are not HIPAA-excepted). GINA states that health benefit plans may not discriminate on the basis of genetic information with respect to eligibility, premiums and contributions. In this regard, GINA generally prohibits private employers with more than 15 employees from the collection or use of genetic information (including family medical history information) by a “covered entity” or “business associate” as defined under HIPAA. One exception to this rule is that a minimum amount of genetic testing results may be used if necessary to make a determination regarding a claims payment.

Where GINA applies, genetic information is treated as protected health information (PHI) under HIPAA. Under GINA, the plan must provide that an employer cannot request or require that the individual reveal whether genetic testing has or has not occurred relating to that individual, nor can an employer require an individual to undergo a genetic test. An employer cannot use genetic information to set contribution rates or premiums. Covered entities and business associates may not use genetic information for restricted underwriting purposes. “Restricted underwriting purposes” include underwriting activities involving eligibility determinations, premium computations, and any other activities related to the creation, renewal, or replacement of a contract of health insurance or health benefits.

- (f) HIPAA Portability and Privacy Requirements. Where the Health Insurance Portability and Accountability Act (“HIPAA”) applies to a Component Benefit Plan, such Plan shall be operated in accordance with such law. Where the Genetic Information Nondiscrimination Act (“GINA”) applies, genetic information is treated as protected health information (“PHI”) under HIPAA.

In addition, a Group Health Plan that is subject to HIPAA (i.e., not HIPAA-Excepted Coverage) must comply with the following:

- (i) If a Group Health Plan provides benefits for a type of injury, it may not deny benefits otherwise provided for the treatment of injury if the injury results from an act of domestic violence or a medical condition (including both physical and mental health conditions);
- (ii) For Plan Years beginning on or after January 1, 2014, a Group Health Plan may not apply a “Preexisting Condition Exclusion” (as defined under HIPAA);
- (iii) A Group Health Plan must provide for special enrollment opportunities. These rules are explained in more detail in



the Certificate of Coverage relating to the applicable Group Health Plan;

- (iv) Where a wellness program subject to HIPAA is offered under the Plan, the Plan will provide a reasonable alternative standard for participation in all Plan materials describing the program. This may include tailoring the standards for each individual on a case-by-case basis in order to comply with the HIPAA wellness rules; and
  - (v) Where extension of benefits has been made to civil union partners, and qualified same-sex domestic partners, the HIPAA privacy rights shall apply.
- (g) Mental Health Parity Act. The Paul Wellstone and Pete Domenici Mental Health Parity and Addiction Equity Act of 2008 (“MHPAEA”) generally requires that, where the employer employs more than fifty employees and its health plan provides for mental health and substance abuse benefits, parity is required between mental health/substance abuse benefits and medical/surgical benefits offered under a Group Health Plan. Therefore, financial and treatment limits for mental health/substance abuse, such as deductibles, co-payments, co-insurance and out-of-pocket expenses, days of coverage, limited networks for services, and other similar limits on dollars or scope or duration of treatment may not be substantially more limited than for medical/surgical benefits provided.

An exemption under MHPAEA exists in which a Group Health Plan sponsor is able to demonstrate that compliance with MHPAEA results in increased claims of at least 2% in the first year the plan is subject to MHPAEA or 1% in subsequent years. If a Group Health Plan obtains a certified actuarial report demonstrating the increase in actual costs, then the plan qualifies for exemption from the parity requirements for one year. Under MHPAEA, plans that comply with the parity requirements for one full plan year and that satisfy the conditions for the increased cost exemption are exempt from the parity requirements for the following plan year, and the exemption lasts for one year. Thus, the increased cost exemption may only be claimed for alternating plan years.

To the extent that non-Grandfathered small group plans are required to provide essential health benefits, including mental health and substance abuse disorder benefits, for plan years beginning on or after July 1, 2014, such benefits must comply with the final rules issued by the DOL on November 13, 2013.

- (h) Michelle’s Law. Michelle’s Law applies to Group Health Plans in limited circumstances. Michelle’s Law states that health benefit plans must provide extended coverage to a Participant’s Dependent, who as a full-time student in a postsecondary educational institution would otherwise lose coverage because of taking medically-necessary leave due to a serious

illness or injury. This extension is required for up to twelve (12) months or, if earlier, the date the coverage would otherwise end under such component benefit plan.

This extended coverage may be conditioned on the Plan's receipt of a certification from a physician who has examined the Dependent and represents the need for the Dependent's leave or change in enrollment status due to the serious illness or injury. The Plan must furnish information about Michelle's Law in any notice regarding a certification of student status required for continued coverage under the health plan component of the Plan. Such notice must describe rights to continued coverage during a medically necessary leave of absence. The Plan intends to be in good faith compliance with the law and, therefore, any language in the Plan or a Component Benefit Plan to the contrary is to be superseded by the requirements of Michelle's Law.

- (i) Newborns' and Mothers' Health Protection Act. Group Health Plans and health insurance insurers offering group insurance coverage generally may not, under Federal law, restrict benefits for any hospital length of stay in connection with childbirth for the mother or newborn child to less than 48 hours following a normal vaginal delivery, or less than 96 hours following a cesarean section. However, Federal law generally does not prohibit the mother's or newborn's attending provider, after consulting with the mother, from discharging the mother or her newborn earlier than the previously discussed periods. In any case, such plans and insurers may not, under Federal law, require that a provider obtain authorization from the plan or the insurance insurer for prescribing a length of stay not in excess of such periods.
- (j) The Affordable Care Act. The Patient Protection and Affordable Care Act of 2010 (the "Affordable Care Act" or "ACA") requires the modification of Group Health Plans in a number of ways. Below are significant changes (which may also be reflected in the applicable Certificates of Coverage) that affect Group Health Plans *that are neither a grandfathered plan nor HIPAA-Excepted Coverage*:
  - (i) If a Participant or Dependent receives emergency services in the emergency department of a hospital, such Participant or Dependent is not required to obtain prior authorization, and such Participant's or Dependent's cost-sharing obligations (including co-payments and co-insurance) will be the same as would be applied to care received by preferred providers; however, such Participant or Dependent may be responsible for the allowed amount under the Group Health Plan and the amount billed by a non-network provider, to the extent permitted by the Affordable Care Act;

- (ii) Coverage of minimum preventive care services that have in effect a rating of “A” or “B” in the current recommendations of the U.S. Preventive Services Task Force must be provided without cost-sharing by the covered person and which also include special provisions for first dollar coverage of certain immunizations, preventive care and screening for infants, children, adolescents, and women, provided, however, due to DOL interim final regulations issued on August 27, 2014, closely-held for-profit employers and religious non-profit employers may, under certain circumstances, decline to provide insurance plans offering certain forms of contraception as part of their minimum preventive care services;
- (iii) If the Group Health Plan requires or allows a Participant to select a primary care physician (“PCP”), the Participant can designate any participating PCP (who participates in the network and who is accepting new patients) as the designated PCP; additionally, a participating physician specializing in pediatrics may be selected as the PCP for a covered Dependent child; if the Group Health Plan designates a PCP automatically, until a Participant makes this designation, the Group Health Plan or health insurer will designate one for the Participant;
- (iv) A female covered person is permitted to receive services for OB/GYN care without referral by a PCP. That is, prior authorization from a health plan or insurer or from any other person (including a primary care provider) is not necessary in order to obtain access to obstetrical or gynecological care from a health care professional in the network who specializes in obstetrics or gynecology. The health care professional, however, may be required to comply with certain procedures, including obtaining prior authorization for certain services, following a pre-approved treatment plan, or procedures for making referrals; and
- (v) Internal appeal and external review claim procedures are revised as provided in the Section 7.4 of this Plan Document.

Significant changes (which may also be reflected in the applicable Certificates of Coverage) include the following for *both Grandfathered Plans and non-grandfathered Group Health Plans that are not HIPAA-Exempted Coverage*:

- (i) Any lifetime and annual maximum no longer applies to essential health benefits (to the extent covered under the Group Health Plan), which include the following:

ambulatory patient services; emergency services; hospitalization; maternity and newborn care; mental health and substance use disorder services (including behavioral health treatment); prescription drugs; rehabilitative and habilitative services and devices; laboratory services; preventive and wellness services and chronic disease management; and pediatric services, including oral and vision care (collectively, “Essential Health Benefits”). For purposes of determining whether a benefit or service is an essential health benefit relating to permissible annual or lifetime limits and cost sharing limits under the Affordable Care Act, the Plan must choose a benchmark state;

- (ii) No rescissions in health plan coverage will be allowed except for fraud or an intentional misrepresentation of a material fact and will require 30 calendar days’ advance notice to an individual before coverage is rescinded;
  - (iii) If a health plan includes coverage for Dependents, a Participant’s child (including step-child, legally adopted child, a child placed for adoption and a child under a Qualified Medical Child Support Order or National Support Notice described in more detail in Section 9.1(k) below) is covered until such child turns age 26 regardless of such child’s tax dependent status;
  - (iv) Discrimination is prohibited against health care providers acting within the scope of their professional license and applicable state laws;
  - (v) It is prohibited for a health plan to drop coverage because an individual (who requires treatment for cancer or another life-threatening condition) chooses to participate in a clinical trial or deny coverage for routine care that would otherwise be provided because an individual is enrolled in a clinical trial; and
  - (vi) The annual limitation (for other than HSA-compatible high-deductible health plans, which limits are less) on the out-of-pocket maximum on essential health benefits, for plan years beginning in 2015, is \$6,600 for self-only coverage and \$13,200 for coverage other than self-only coverage (increased in both cases in future years by the premium adjustment percentage described under Affordable Care Act Section 1302(c)(4)).
- (k) Qualified Medical Child Support Orders. The Employer’s group health, vision and dental plans will provide benefits as required by any Qualified Medical Child Support Order (“QMCSO”) as defined in Section 609(a) of

ERISA and will provide benefits to Dependent children placed with Participants for adoption under the same terms and conditions as apply in the case of Dependent children who are natural children of Participants, in accordance with ERISA Section 609(c). The Employer has established detailed procedures for determining whether an order qualifies as a QMCSO. Participants' Spouses and beneficiaries can obtain, without charge, a copy of such procedures from the Plan Administrator.

- (l) Uniformed Services Employment and Reemployment Rights Act Coverage. Any Participant covered under the Uniformed Services Employment and Reemployment Rights Act of 1994 ("USERRA"), shall continue to participate and be eligible to receive benefits under the Plan in accordance with USERRA rules and regulations.
- (m) Women's Health and Cancer Rights Act. The Women's Health and Cancer Rights Act of 1998 ("WHCRA") requires that health plans offering medical and surgical benefits in connection with a mastectomy also provide coverage for (i) reconstruction of the breast on which the mastectomy was performed; (ii) surgery and reconstruction of the other breast to provide symmetrical appearance; and (iii) prostheses and treatment of physical complications during all stages of the mastectomy, including lymphedema.

#### Section 9.2 Communication to Employees.

The Employer will notify all Employees of the availability and terms of the Plan at such time and in such manner as the Controlling Employer may determine.

#### Section 9.3 Limitation of Rights.

Neither the establishment of the Plan nor any Plan amendment will be construed as giving to any Participant or other person any legal or equitable right against the Plan Administrator, Agnes Scott College, or any Affiliated Employer, except as expressly provided in this Plan document or under applicable law, and in no event will the terms of employment or service of any Participant be modified or in any way be affected hereby.

#### Section 9.4 Benefits Solely from General Assets.

The Employer intends that in most instances the benefits provided under this Plan will be paid solely from the general assets of the Employer or through insurance. Where benefits are provided by insurance, the Employer has no obligation for the payment of such benefits, except as expressly provided by the Plan.

#### Section 9.5 Mistaken Contributions.

If any contribution is made by the Employer because of a mistake of fact, the portion of that contribution due to the mistake of fact shall be returned to the contributor as permitted by ERISA and the Code.

#### Section 9.6 Non-Alienation of Benefits.

No benefit, right or interest of any Participant or beneficiary under the Plan shall be subject to anticipation, alienation, sale, transfer, assignment, pledge, encumbrance or charge, seizure, attachment or legal, equitable or other process, or be liable for, or subject

to, the debts, liabilities or other obligations of such person, except as otherwise required by law.

Section 9.7 Nondiscrimination Requirements.

All rules, decisions, interpretations and designations by the Plan Administrator under the Plan shall be made in a nondiscriminatory manner, and persons similarly situated shall be treated alike. Further, this Plan shall not in operation discriminate in favor of "highly compensated individuals" (as defined under Code Section 414(q)) as to eligibility to participate or in favor of "highly compensated individuals" as to contributions and benefits as required by any applicable provisions of the Code, including, but not limited to, Sections 79 and 105(h) and 125. If the Plan Administrator determines during any Plan Year that the Plan may fail to satisfy any nondiscrimination requirement imposed on the Plan by the Code or may exceed any limitation on benefits provided to "highly compensated individuals," "key employees" or such other Employees or classification of Employees for whom benefits may not be discriminatory under the Code, the Plan Administrator shall have the discretion and authority to take such action as it deems necessary to assure compliance with such nondiscrimination requirement limitation.

Section 9.8 Union Agreements. Notwithstanding anything to the contrary in this document, this Plan is subject to collective bargaining agreement(s) with the following union(s): Laborers International Union of North America, Local 515, 1004 Edgewood Ave NE, Atlanta, GA 30307 (the "Union Agreement"). The Union Agreement requires, among other things, certain benefits be provided to the applicable union members and that they are subject to the applicable Union Agreement. Therefore, the Plan, including any benefits provided for hereunder and any changes to the Plan or to a Component Benefit Plan to the extent subject to the applicable Union Agreement, is to be interpreted in such a fashion as to be in harmony with the applicable Union Agreement.

\*\*\*\*\*

IN WITNESS WHEREOF, and as conclusive evidence of the adoption of the foregoing, Agnes Scott College has caused the Plan to be duly executed in its name and on its behalf, to be effective as of July 1, 2016.

Agnes Scott College

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

## EXHIBIT A: COMPONENT BENEFIT PLANS

### Agnes Scott Employee Benefits Wrap Plan

*The information in this Exhibit is effective July 1, 2016 unless otherwise indicated below.*

#### Component Benefit Plans Offered Under the Plan

Below is a list of each Component Benefit Plan and the eligibility and participation requirements of those plans. Also listed may be the name of the Insurance Company or Administrator that processes claims, the address for filing claims and the telephone number to call for questions regarding claims procedures and forms.

Generally, unless otherwise indicated below or as provided in **Exhibit B**, an eligible Employee under the Plan is any regular common-law employee of Agnes Scott College who is not a leased employee, contract worker or independent contractor, seasonal employee, variable hour employee, or former employee, and such regular common-law employee is eligible to participate in and receive benefits under one or more of the Component Benefit Plans. Non-resident aliens are also not eligible unless specifically included under “Eligible Employees” below. To determine whether an Employee is eligible to participate in a Component Benefit Plan, please read the eligibility information below for the applicable Component Benefit Plan.

<b>Medical POS - Active Employees Exhibit 1</b>	
Eligible Employees *	All Regular Staff Members Who Work a Minimum of 20 Hours per Week; All Full-Time and Half-Time Faculty
Participation Begins *	On 1st of Month Coinciding with or Following Date of Employment
Participation Ends *	Last Day of Month in Which Employment with Eligible Status Ends
Excluded Employees	Temporary Employees Employed Less Than 6 Months
Eligible Non-Employees	Spouses, Dependents/Children, Domestic Partners
Contribution Source(s)	Employer and Employee
Contributions Pre-Taxed?	Yes, subject to Employer's Section 125 Cafeteria/POP Plan Document. A domestic partner who is not a dependent is post-tax for Federal tax purposes.
Funding Arrangements	Self-insured
Plan Administered By	Blue Cross Blue Shield Healthcare of Georgia; P.O. Box 105370; Atlanta, GA 30348-5370; 855-397-9267
Claim Fiduciary	Plan Administrator/Employer
Trustee	None
Grandfathered Health Plan	No
Look-Back Provisions	Yes; See Exhibit B
* Additional rules may apply per insurance documents and/or benefit program descriptions.	

<b>Medical POS – Retirees Exhibit 2</b>	
Eligible Employees *	All Full-Time and Half-Time Faculty and Staff Who Have a Combination of Age Plus Years of Service Equal to 75, With a Minimum Age of 62 and a Minimum of 10 Years of Service  Any Employee Who Meets the Age Plus Service Criteria for a Window Program Offered by Agnes Scott College**
Participation Begins *	On Day of Retirement
Participation Ends *	End of Life or Non-payment of Premium
Excluded Employees	None
Eligible Non-Employees	Spouses, Dependents/Children, Domestic Partners
Contribution Source(s)	Employer and Employee
Contributions Pre-Taxed?	No
Funding Arrangements	Self-insured
Plan Administered By	Blue Cross Blue Shield Healthcare of Georgia; P.O. Box 105370; Atlanta, GA 30348-5370; 855-397-9267
Claim Fiduciary	Plan Administrator/Employer
Trustee	None
Grandfathered Health Plan	No
Look-Back Provisions	No
* Additional rules may apply per insurance documents and/or benefit program descriptions.	
** The Employer may, at its discretion, offer a Retirement Window Program with age and service requirements that vary from year to year. See Plan Administrator for more information.	

<b>Dental PPO Exhibit 3</b>	
Eligible Employees *	All Regular Full-Time and Half-Time Employees Who Work a Minimum of 20 Hours per Week
Participation Begins *	On 1st of Month Coinciding with or Following Date of Employment
Participation Ends *	Last Day of Month in Which Employment with Eligible Status Ends
Excluded Employees	Temporary Employees Employed Less than 6 Months
Eligible Non-Employees	Spouses, Dependents/Children, Domestic Partners
Contribution Source(s)	Employer and Employee
Contributions Pre-Taxed?	Yes, subject to Employer's Section 125 Cafeteria/POP Plan Document. A domestic partner who is not a dependent is post-tax for Federal tax purposes.
Funding Arrangements	Insured Benefit Program
Insurance Carrier	Cigna; P.O Box 188036; Chattanooga, TN 37422-8036; 888-336-8258
* Additional rules may apply per insurance documents and/or benefit program descriptions.	



<b>Dental HMO Exhibit 4</b>	
Eligible Employees *	All Regular Full-Time and Half-Time Employees Who Work a Minimum of 20 Hours per Week
Participation Begins *	On 1st of Month Coinciding with or Following Date of Employment
Participation Ends *	Last Day of Month in Which Employment with Eligible Status Ends
Excluded Employees	Temporary Employees Employed Less than 6 Months
Eligible Non-Employees	Spouses, Dependents/Children, Domestic Partners
Contribution Source(s)	Employer and Employee
Contributions Pre-Taxed?	Yes, subject to Employer's Section 125 Cafeteria/POP Plan Document. A domestic partner who is not a dependent is post-tax for Federal tax purposes.
Funding Arrangements	Insured Benefit Program
Insurance Carrier	Cigna; P.O. Box 188036; Chattanooga, TN 37422-8036; 888-336-8258
* Additional rules may apply per insurance documents and/or benefit program descriptions.	

<b>Vision Exhibit 5</b>	
Eligible Employees *	All Regular Full-Time and Half-Time Employees Who Work a Minimum of 20 Hours per Week
Participation Begins *	On 1st of Month Coinciding with or Following Date of Employment
Participation Ends *	Last Day of Month in Which Employment with Eligible Status Ends
Excluded Employees	Temporary Employees Employed Less than 6 Months
Eligible Non-Employees	Spouses, Dependents/Children, Domestic Partners
Contribution Source(s)	Employee Only
Contributions Pre-Taxed?	Yes, subject to Employer's Section 125 Cafeteria/POP Plan Document. A domestic partner who is not a dependent is post-tax for Federal tax purposes.
Funding Arrangements	Insured Benefit Program
Insurance Carrier	VSP; P.O. Box 997105; Sacramento, CA 95899-7105; 800-216-6248
Grandfathered Health Plan	No
* Additional rules may apply per insurance documents and/or benefit program descriptions.	

<b>Long Term Disability Exhibit 6</b>	
Eligible Employees *	All Regular Full-Time Employees Who Work a Minimum of 30 Hours per Week
Participation Begins *	On 1st of Month Coinciding with or Following Date of Employment
Participation Ends *	Date Employment with Eligible Status Ends
Excluded Employees	Temporary Employees Employed Less than 6 Months
Eligible Non-Employees	No coverage for Spouses, Dependents, or Domestic Partners
Contribution Source(s)	Employer Only
Funding Arrangements	Insured Benefit Program
Insurance Carrier	Reliance Standard; P.O. Box 8330; Philadelphia, PA 19101-8330; 800-351-7500
* Additional rules may apply per insurance documents and/or benefit program descriptions.	

<b>Basic Life with AD&amp;D Exhibit 7</b>	
Eligible Employees *	All Regular Full-Time and Half-Time Employees Who Work a Minimum of 20 Hours per Week
Participation Begins *	On 1st of Month Coinciding with or Following Date of Employment
Participation Ends *	Date Employment with Eligible Status Ends
Excluded Employees	Temporary Employees Employed Less than 6 Months
Eligible Non-Employees	No coverage for Spouses, Dependents, or Domestic Partners
Contribution Source(s)	Employer Only
Funding Arrangements	Insured Benefit Program
Insurance Carrier	Reliance Standard; Attn: Group Life Claims; P.O. Box 8330; Philadelphia, PA 19101-8330; 800-351-7500
* Additional rules may apply per insurance documents and/or benefit program descriptions.	

<b>Supplemental Life Exhibit 8</b>	
Eligible Employees *	All Regular Full-Time and Half-Time Employees Who Work a Minimum of 20 Hours per Week
Participation Begins *	On 1st of Month Coinciding with or Following Date of Employment
Participation Ends *	Date Employment with Eligible Status Ends
Excluded Employees	Temporary Employees Employed Less than 6 Months
Eligible Non-Employees	No coverage for Spouses, Dependents, or Domestic Partners
Contribution Source(s)	Employee Only
Contributions Pre-Taxed?	No
Funding Arrangements	Insured Benefit Program
Insurance Carrier	Reliance Standard; Attn: Group Life Claims; P.O. Box 8330; Philadelphia, PA 19101-8330; 800-351-7500
* Additional rules may apply per insurance documents and/or benefit program descriptions.	

<b>Employee Assistance Program Exhibit 9</b>	
Eligible Employees *	All Employees
Participation Begins *	On Date of Employment
Participation Ends *	Date Employment with Eligible Status Ends
Excluded Employees	None
Eligible Non-Employees	All Household Members
Contribution Source(s)	Employer Only
Funding Arrangements	Insured Benefit Program
Insurance Carrier	E4Health; 800-828-6025
* Additional rules may apply per insurance documents and/or benefit program descriptions.	

<b>Health Flexible Spending Account Exhibit 10</b>	
Eligible Employees *	All Regular Full-Time and Half-Time Employees Who Work a Minimum of 20 Hours per Week
Participation Begins *	On 1st of Month Coinciding with or Following Date of Employment
Participation Ends *	Last Day of Month in Which Employment with Eligible Status Ends
Excluded Employees	None
Eligible Non-Employees	Spouses, Dependents/Children
Contribution Source(s)	Employee Only
Contributions Pre-Taxed?	Yes, Subject to Employer's Section 125 Cafeteria/POP Plan Document
Funding Arrangements	Self-funded
Plan Administered By	Benefit Alternatives, Inc.; S-125 Claims Department; 902 Macy Drive; Roswell, GA 30076; 770-993-8683
Claim Fiduciary	Plan Administrator/Employer
Trustee	None
* Additional rules may apply per insurance documents and/or benefit program descriptions.	

<b>Wellness Program Exhibit 11</b>	
Eligible Employees *	All Employees
Participation Begins *	On Date of Employment
Participation Ends *	Date Employment with Eligible Status Ends
Excluded Employees	None
Eligible Non-Employees	No coverage for Spouses, Dependents, or Domestic Partners
Contribution Source(s)	Employer Only
Funding Arrangements	Self-funded
Plan Administered By	Employer / Plan Sponsor
Claim Fiduciary	Plan Administrator/Employer
Trustee	None
Grandfathered Health Plan	No
* Additional rules may apply per insurance documents and/or benefit program descriptions.	

## EXHIBIT B: LOOK-BACK PROVISIONS

### Agnes Scott Employee Benefits Wrap Plan

#### PART ONE: Definitions to Look-Back Provisions

Where the following words and phrases appear in the Exhibit, they shall have the respective meanings set out below, unless their context clearly indicates otherwise.

- (a) **Applicable Large Employer** means, with respect to a calendar year, an Employer that employed an average of at least 50 (100 for the 2015 plan year subject to certain conditions) **Full-Time Employees** (including full-time equivalent Employees) on business days during the preceding calendar year. In making the **Applicable Large Employer** determination, all persons treated as a single Employer under Code Section 414 (b), (c), (m) or (o) are treated as one Employer.
- (b) **Continuing Employee** means an Employee whose break in service was shorter than one resulting in treatment as a **New Employee** under the Rehire Rules.
- (c) **Dependent** means as to Look-Back Provisions, unless otherwise specifically provided in a Component Benefit Plan (to the extent such provisions are in compliance with Federal law), a natural or adopted child and a child for whom the Employee and/or the Employee's Spouse are the legal guardian or for whom the Employee or Employee's Spouse has legal custody or any other person specified as such in **Exhibit A** as to Look-Back Provisions.
- (d) **Employment Break Period** means a period of at least four consecutive weeks (disregarding **Special Unpaid Leave**), measured in weeks, during which an Employee is not credited with **Hours of Service**. This applies only to educational organizations using the look-back measurement method.
- (e) **Full-Time Employee** means, with respect to a calendar month, an Employee who is employed an average of at least 30 **Hours of Service** per week with an Employer.
- (f) **Hours of Service**
  - (i) *In general.* The term **Hour of Service** means each hour for which an Employee is paid, or entitled to payment, for the performance of duties for the Employer; and each hour for which an Employee is paid, or entitled to payment by the Employer for a period of time during which no duties are performed due to vacation, holiday, illness, incapacity

(including disability), layoff, jury duty, military duty or leave of absence (as defined in 29 CFR 2530.200b-2(a)). For the rules for determining an Employee's hours of service, see Code Reg. Section 54.4980H-3 (generally, Employers calculate **Hours of Service** for Employees paid on an hourly basis from records of hours worked and hours for which payment is made or due). Employees paid on a non-hourly basis (such as salaried Employees) may have their **Hours of Service** calculated using the same method as for hourly Employees or may choose a "days-worked" or a "weeks-worked" equivalency so long as such an approach would not result in a substantial understatement of a non-hourly Employee's **Hours of Service**.)

(ii) *Excluded hours*

(A) *Bona fide volunteers*. The term **Hour of Service** does not include any hour for services performed as a bona fide volunteer.

(B) *Work-study program*. The term **Hour of Service** does not include any hour for services to the extent those services are performed as part of a Federal Work-Study Program as defined under 34 CFR 675 or a substantially similar program of a State or political subdivision thereof.

(C) *Services outside the United States*. The term **Hour of Service** does not include any hour for services to the extent the compensation for those services constitutes income from sources without the United States (within the meaning of Sections 861 through 863 and the regulations thereunder).

(iii) *Service for other Applicable Large Employer members*. In determining **Hours of Service** and status as a **Full-Time Employee** for all purposes under Section 4980H, an **Hour of Service** for one **Applicable Large Employer** member is treated as an **Hour of Service** for all other **Applicable Large Employer** members for all periods during which the **Applicable Large Employer** members are part of the same group of Employers forming an **Applicable Large Employer**.

(g) **Initial Administrative Period** means an optional period, selected by an **Applicable Large Employer** member, of no longer than 90 days beginning immediately following the end of an **Initial Measurement Period** and ending immediately before the start of the associated **Initial Stability Period**. The **Initial Administrative Period** also includes the period between a **New Employee's** start date and the beginning of the **Initial**

**Measurement Period**, if the **Initial Measurement Period** does not begin on the Employee's start date. The **Initial Measurement Period** and **Initial Administrative Period** together cannot extend beyond the last day of the first calendar month beginning on or after the first anniversary of the Employee's start date.

- (h) **Initial Measurement Period** means a period selected by an **Applicable Large Employer** of at least three consecutive months but not more than 12 consecutive months used by the **Applicable Large Employer** as part of the look-back measurement method in § 54.4980H-3(d).
- (i) **Initial Stability Period** means a period selected by an **Applicable Large Employer** member that immediately follows, and is associated with, an **Initial Measurement Period** (and, if elected by the Employer, the **Initial Administrative Period** associated with that **Initial Measurement Period**), and is used by the **Applicable Large Employer** member as part of the look-back measurement method in § 54.4980H-3(d).
- (j) **Look-Back Measurement Method** means that an **Applicable Large Employer** determines each **New Employee's** or **Ongoing Employee's Full-Time Employee** status by looking back at the **Initial** or **Standard Measurement Period**.
- (k) **Monthly Measurement Method** means that an **Applicable Large Employer** determines each Employee's status as a **Full-Time Employee** by counting the Employee's **Hours of Service** for each calendar month.
- (l) **New Employee** means an Employee who has been employed by an **Applicable Large Employer** for less than one complete **Standard Measurement Period**.
- (m) **Ongoing Employee** means an Employee who has been employed by an **Applicable Large Employer** member for at least one complete **Standard Measurement Period**.
- (n) **Seasonal Employee** means an Employee who is hired into a position for which the customary annual employment is six months or less.
- (o) **Special Unpaid Leave** means unpaid leave subject to the Family and Medical Leave Act of 1993 (FMLA), 103, 29 U.S.C. 2601 et seq., or to the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA), 103, 38 U.S.C. 4301 et seq., or on account of jury duty.

- (p) **Standard Administrative Period** means an optional period, selected by an **Applicable Large Employer** member, of no longer than 90 days beginning immediately following the end of a **Standard Measurement Period** and ending immediately before the start of the associated **Standard Stability Period**.
- (q) **Standard Measurement Period** means a period of at least three but not more than 12 consecutive months that is used by an **Applicable Large Employer** member as part of the look-back measurement method in § 54.4980H-3(d).
- (r) **Standard Stability Period** means a period selected by an **Applicable Large Employer** member that immediately follows, and is associated with, a **Standard Measurement Period** (and, if elected by the Employer, the **Standard Administrative Period** associated with that **Standard Measurement Period**), and is used by the **Applicable Large Employer** member as part of the look-back measurement method in § 54.4980H-3(d).
- (s) **Variable Hour Employee**
- (i) In general, means an Employee if, based on the facts and circumstances at the Employee's start date, the **Applicable Large Employer** member cannot determine whether the Employee is reasonably expected to be employed on average at least 30 **Hours of Service** per week during the **Initial Measurement Period** because the Employee's hours are variable or otherwise uncertain.
- (ii) Factors
- (A) In general. Factors to consider in determining whether the Employee is reasonably expected to be (or reasonably expected not to be) employed on average at least 30 **Hours of Service** per week during the **Initial Measurement Period** include, but are not limited to, whether the Employee is replacing an Employee who was a **Full-Time Employee** or a **Variable Hour Employee**, the extent to which the **Hours of Service** of Employees in the same or comparable positions have actually varied above and below an average of 30 **Hours of Service** per week during recent measurement periods, and whether the job was advertised, or otherwise communicated to the **New Employee** or otherwise documented (for example, through a contract or job description) as requiring **Hours of Service** that would average at least 30 **Hours of Service** per week, less than 30 **Hours of Service** per week, or may vary above and below

an average of 30 **Hours of Service** per week. These factors are only relevant for a particular **New Employee** if the Employer has no reason to anticipate that the facts and circumstances related to that **New Employee** will be different. In all cases, no single factor is determinative. For purposes of determining whether an Employee is a **Variable Hour Employee**, the **Applicable Large Employer** member may not take into account the likelihood that the Employee may terminate employment with the **Applicable Large Employer** (including any member of the **Applicable Large Employer**) before the end of the **Initial Measurement Period**.

(B) Additional factors for an Employee hired by an Employer for temporary placement at an unrelated entity. In the case of an individual who, under all the facts and circumstances, is the Employee of an entity (referred to solely for purposes of this paragraph as a “temporary staffing firm”) that hired such individual for temporary placement at an unrelated entity that is not the common law Employer, additional factors to consider in determining whether the Employee is reasonably expected to be (or reasonably expected not to be) employed by the temporary staffing firm on average at least 30 **Hours of Service** per week during the **Initial Measurement Period** include, but are not limited to, whether other Employees in the same position of employment with the temporary staffing firm, as part of their continuing employment, retain the right to reject temporary placements that the temporary staffing firm offers the Employee; typically have periods during which no offer of temporary placement is made; typically are offered temporary placements for differing periods of time; and typically are offered temporary placements that do not extend beyond 13 weeks.

(C) Educational organizations. An Employer that is an educational organization cannot take into account the potential for, or likelihood of, an **Employment Break Period** in determining its expectation of future **Hours of Service**.

(iii) Application only for look-back measurement method. The term **Variable Hour Employee** is used as a category of employees under the **Look-Back Measurement Method** and is not relevant to the **Monthly Measurement Method**.



## PART TWO: Look-Back Provisions

Notwithstanding anything herein to the contrary, effective January 1, 2015, for any component benefit plan that is a health plan maintained by an **Applicable Large Employer** subject to the Affordable Care Act's assessable penalty payments under Section 4980H of the Internal Revenue Code, the following rules apply in determining eligibility for and coverage of **New Employees** and **Ongoing Employees**, as well as their **Dependents**:

- **New Employees** will have their **Hours of Service** counted during an **Initial Measurement Period** of 12 months to determine whether they have worked an average of at least 30 hours per week ("the 30-Hour Weekly Average") if, based on the facts and circumstances at Employee's start date, an Employer cannot determine whether Employee is reasonably expected to be employed for the 30-Hour Weekly Average (such as **Variable Hour Employees**, **Seasonal Employees**, and employees of educational organizations). If Employee is found to have met the 30-Hour Weekly Average, Employee will then be offered health coverage for an **Initial Stability Period** of 12 months.
  - The 12-month **Initial Measurement Period** will begin on the first of the month coinciding with or following the date of hire.
  - The one (1) month minus one (1) day **Initial Administrative Period** will immediately follow the **Initial Measurement Period**.
  - The 12-month **Initial Stability Period** will begin immediately following the **Initial Administrative Period**.
  
- **New Employees** reasonably expected to be **Full-Time Employees** at their start date will have their **Hours of Service** counted using the **Monthly Measurement Method** from their date of hire until they have completed one full **Standard Measurement Period** and become **Ongoing Employees**. Once they have completed one **Standard Measurement Period** and become **Ongoing Employees**, they will be measured using the **Look-Back Measurement Method**.
  - **New Employees** reasonably expected to be **Full-Time Employees** at their start date must be offered coverage by the first day of the month immediately following the conclusion of the Employee's initial three full calendar months of employment.
  
- **Ongoing Employees** will have their **Hours of Service** counted during a **Standard Measurement Period** of 12 months to determine whether they have worked the 30-Hour Weekly Average. If Employee is found to have met the 30-Hour Weekly Average, Employee will then be offered health coverage for a **Standard Stability Period** of 12 months.

- The 12-month **Standard Measurement Period** will begin on May 1, 2015 and end on April 30, 2016, and will begin on May 1 and end on April 30 of each succeeding year thereafter.
  - The two (2) month **Standard Administrative Period** will begin on May 1, 2016 and end on June 30, 2016, and will begin on May 1 and end on June 30 of each succeeding year thereafter.
  - The 12-month **Standard Stability Period** will begin on July 1, 2016 and end on June 30, 2017, and will begin on July 1 and end on June 30 of each succeeding year thereafter.
- **Transition from a New Employee to an Ongoing Employee:** A **New Employee** must be measured for the first **Standard Measurement Period** for which Employee is employed. This means that a **New Employee** may have **Hours of Service** counted during the **Initial Measurement Period** and, at the same time, may have **Hours of Service** counted during an overlapping **Standard Measurement Period**. A **New Employee** becomes an **Ongoing Employee** if Employee remains employed for an entire **Standard Measurement Period**.
  - **New Employee (Variable Hour, Seasonal, etc.) Change in Employment Status:** For a **New Employee** who experiences a “change in employment status” during his or her **Initial Measurement Period** such that, if the employee had begun employment in the new position or status, the employee would have reasonably been expected to be full-time, an Employer is not subject to an assessable payment for that employee until (i) the first day of the fourth full calendar month following the change in employment status, or (ii) if earlier and the employee is a **Full-Time Employee** based on the **Initial Measurement Period**, the first day of the first month following the end of the **Initial Measurement Period** (including any **Initial Administrative Period**).
  - **Ongoing Employee Change in Employment Status:** An **Ongoing Employee** who experiences a “change in employment status” before the end of the **Standard Stability Period** will not have any change in classification as a **Full-Time** or non **Full-Time Employee** for the remaining portion of the stability period.
  - **Rehire Rules:** An employee who resumes providing service to an **Applicable Large Employer** after a period during which the employee was not credited with any **Hours of Service** may be treated as having terminated employment and been rehired as a **New Employee** only if the following conditions apply: (i) such employee had no **Hours of Service** for a period of at least 13 consecutive weeks (26 for educational organization Employers); and (ii) such employee had a break in service of a shorter period of at least four consecutive weeks with no credited

**Hours of Service**, and that period exceeded the number of weeks of the employee's period of employment.

- **Break-in-Service Rules for Continuing Employees:** For purposes of applying the look-back measurement method to a returning Employee not treated as a **New Employee**, the Employer would determine the Employee's average **Hours of Service** for a measurement period by computing the average after excluding any **Special Unpaid Leave** (and in the case of an educational organization, also excluding any **Employment Break Period**) during that measurement period and by using that average as the average for the entire measurement period. Alternatively, the Employer could treat the Employee as credited with **Hours of Service** for any periods of **Special Unpaid Leave** (and, in the case of an educational organization, any **Employment Break Period**) during that measurement period at a rate equal to the average weekly rate at which the Employee was credited with **Hours of Service** during the weeks in the measurement period that are not part of a period of **Special Unpaid Leave** (or, in the case of an educational organization, an **Employment Break Period**). In no case, however, as it relates to educational organizations, would the Employer be required to exclude (or credit) more than 501 **Hours of Service** during **Employment Break Periods** in a calendar year (however no such limit applies for **Special Unpaid Leave**).
- **Treatment of Continuing Employees:** Under the look-back measurement method, an Employee treated as a **Continuing Employee** retains, upon resumption of services, the status that the Employee had with respect to the application of any stability period. For example, if the **Continuing Employee** returns during a stability period in which the Employee had previously been treated as a **Full-Time Employee**, the Employee remains full-time upon return and through the end of the applicable stability period.

A **Continuing Employee** treated as a **Full-Time Employee** will have been offered coverage upon resumption of services if such coverage is offered as of the first day that the Employee is credited with an **Hour of Service**, or, if later, as soon as administratively practicable (no later than the first day of the calendar month following resumption of services).

- **COBRA:** A qualifying event for purposes of reduction in hours of employment will be based off the loss of coverage date, assuming the loss of coverage occurs within 18 months of the reduction in hours.

These provisions are intended to comply with the look-back safe harbor options permitted under governmental regulations relating to the ACA and are not intended to expand rights relating to coverage or benefits of employees for any other purpose and should be so

construed. As such, the primary purpose of these provisions is to avoid the penalties under Section 4980H of the Internal Revenue Code. For this purpose, no employee who would be otherwise excluded from the Plan shall be included under these provisions except to avoid such penalties.

**EXHIBIT C: AFFILIATED EMPLOYERS ADOPTING PLAN**

**Agnes Scott Employee Benefits Wrap Plan**

*The information in this Exhibit is effective July 1, 2016.*

**Affiliated Employers Adopting Plan**

None