

# Benefits Guide

## Associates

Penn Mutual provides a comprehensive benefits program that offers a range of resources and is an important part of your total compensation. Some benefits are paid in full by Penn Mutual, and some costs are shared between you and Penn Mutual. The following provides an overview of the benefits and different options available that you can customize to meet your personal needs. Visit [pennmutualbenefits.com](http://pennmutualbenefits.com) for additional information.

### Benefits Eligibility

You are eligible for Penn Mutual benefits if you are a full-time (FT) or part-time (PT) associate **working at least 20 hours per week.**

Eligible dependents include your spouse or domestic partner, your and/or your domestic partner's child(ren)\* up to age 26 and your disabled children up to any age (if disabled prior to age 19).

\* Includes natural, step, legally adopted/or a child placed for adoption, or a child under your legal guardianship.

### Benefits Effective Date

Coverage for the **majority of benefits** begins the **first of the month following your date of employment.** Some benefits, including **Retirement and Savings Plan** and company paid **Life and Long-Term Disability** insurance, are effective on your **date of hire.** **Short-Term Disability** coverage is effective **following six months of service.**

You must enroll in benefits within 30 days of your hire date. See **How to Enroll** on **page 11.**

### Making Benefit Changes During the Year

Your benefit elections will be in effect through December 31, 2020. However, in the event of a Qualifying Life Event (you get married or divorced, you have a new child, a child is no longer eligible, loss of dependent coverage, etc.), you **may make certain changes to your benefits during the year.**

If you have a Qualifying Life Event during 2020, you must notify the **Benefits Service Center** and provide supporting back-up documentation within 31 days of the event to ensure you have the right coverage for your new circumstances. Otherwise, the change may not be made until Open Enrollment.

### Open Enrollment

Open Enrollment is a specified period of time set aside each year during which you have an opportunity to enroll or make changes to your benefit elections.

Changes made during each Open Enrollment period will go into effect **January 1** of the following year.

## Retirement and Savings Plan (RSP)

The Penn Mutual RSP helps you prepare for retirement by offering two types of company contributions and the opportunity to make your own contributions to your 401(k) account.

Here are the four key components of the plan:

- **401(k).** The 401(k) component allows you to contribute up to 75% of your eligible compensation on a pre-tax or Roth (after-tax) basis, up to annual IRS limits. Participants age 50 and older may make an additional “catch-up” contribution, also subject to IRS rules and limits.
- **Company Matching Contributions.** Penn Mutual will **match 100% of your contribution up to 6%** of eligible compensation.
- **Profit Sharing.** Penn Mutual makes a **3% profit sharing contribution** to your account each year and may contribute up to an additional 3%, depending on company performance.
- **Automatic Enrollment.** You may elect to contribute to the Plan at time of employment. However, if no action is taken, you will be **automatically enrolled in the plan at a deferral rate of 6%** with an investment in the appropriate age-based Vanguard Target Date Fund. Automatic enrollment occurs two months from the date you are eligible to participate in the Plan.

You are always **100% vested** in your own contributions, company matching contributions and investment earnings. You choose among a variety of investment options for those contributions. You become vested in profit sharing contributions and earnings after three years of service.

Visit [pennmutual.trsretire.com](https://pennmutual.trsretire.com) or call **888-976-5145** for more information about investment options and other plan details.

Medical and Prescription Drug Plans

Penn Mutual offers a choice of **three Cigna High Deductible Health Plans (HDHPs)** which provide important protection for you and your family against the high cost of medical care.

Many preventive care services and screenings are covered at 100% with no deductible. Other services are subject to the annual deductible and then covered at 80% or 90% (depending on the plan you choose) when you use doctors and hospitals in the **Cigna Open Access Plus** network. Providers can be found by visiting [www.cigna.com](http://www.cigna.com).

**Prescription drug coverage is included under all plans.** To search the 2020 Cigna Drug List, log onto [www.cigna.com/druglist](http://www.cigna.com/druglist) and select **Advantage 3 Tier**.

**You share in the cost of medical/prescription drug coverage.**

The following chart compares key in-network benefit features among the three plan options.

Cigna In-Network Feature	Value Plan	Core Plan	Buy Up Plan
<b>Coinsurance</b> (percentage of costs the plan pays after you meet your deductible)	80%	80%	90%
<b>Annual Deductible</b> (what you must pay before the plan begins to pay benefits)	\$4,000 individual \$8,000 family*	\$3,000 individual \$6,000 family*	\$2,000 individual \$4,000 family*
<b>Embedded Individual In-Network Deductible*</b>	\$4,000	\$3,000	\$2,800
<b>Annual Out-of-Pocket Maximum</b> (the most you will pay in a single plan year)	\$5,000 individual \$10,000 family	\$4,000 individual \$8,000 family	\$3,500 individual \$7,000 family
<b>Retail Prescription Drugs</b> (30-day supply)	\$10 generic \$30 formulary brand \$60 non-formulary brand		
<b>Mail Order Prescription Drugs</b> (90-day supply)	\$25 generic \$75 formulary brand \$150 non-formulary brand		

\* Embedded Individual Deductible: If any one covered family member reaches the embedded amount in deductible-eligible expenses, that member will have met the deductible, and coinsurance will then apply. Any combination of remaining family members must meet the remaining family deductible before the coinsurance portion of the plan will begin for the rest of the family. There are separate embedded individual deductibles for in-network and out-of-network expenses.

Cigna One Guide

You have access to personal guides through **Cigna One Guide** to help you make more informed choices to get the most of your medical plan. Guides are available 24/7 at **800-244-6224** to help you easily navigate the basics of health coverage, locate care, get support for complex health conditions, and obtain cost estimates and provider service comparisons.

Health Advocacy Service

With the Health Advocacy Service, administered by Health Advocate, you have confidential, unlimited access to a Personal Health Advocate who can help you and your eligible family members resolve healthcare and insurance-related issues by calling **866-695-8622** or by going to [HealthAdvocate.com/members](http://HealthAdvocate.com/members).

## Telehealth Services

Associates enrolled in a Penn Mutual medical plan have 24/7/365 **access to board-certified primary care doctors and pediatricians by secure video, phone or e-mail**. For an illness or injury that is not an emergency, **Cigna Telehealth Connection** offers a convenient, cost effective alternative to hospital emergency rooms and urgent care clinics. Doctors can diagnose, recommend treatment and write short-term prescriptions for many routine medical conditions, including cold and flu symptoms, allergies, infections, sinus problems and more.

Covered members may access telehealth services from either **Amwell** or **MDLIVE** by logging onto **www.mycigna.com**. Select Cigna Telehealth Connection, then select either Amwell or MDLIVE. You can register for one or both.

There is a nominal cost for each telehealth consultation. These charges accumulate toward your medical plan deductible and out-of-pocket maximum.

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## Wellness Benefit Program

Available to all associates and their spouses or domestic partners, the Penn Mutual Wellness Benefit Program focuses on health awareness and provides you with tools and resources to learn more about healthy living.

**Participation in the program is voluntary and includes the completion of wellness activities.** All aspects of the program are completely confidential and will be administered by Cigna.

Associates (and their spouses or domestic partners) who complete their activities within the wellness plan year may be **eligible to earn and receive a Wellness Premium Contribution Incentive for the following year**.

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## Genomic Profiling and Cancer Support Program

Penn Mutual provides **Cancer Guardian**, a genomic profiling, cancer support program designed to provide dedicated resources, technology and genetic testing needed to effectively navigate cancer once diagnosed. Genomic profiling provides information that can better guide your doctor in determining the most effective treatment and care based on the genetic makeup of your specific cancer.

This benefit is provided at **no cost** to you, your spouse/domestic partner and dependents. You do not need to be enrolled in a Penn Mutual medical plan.

For more information, go to **www.cancerguardian.com**, or call **833-248-2734**.

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## Emergency Medical Fund

To help provide relief when an unexpected medical emergency is faced by an associate or a dependent enrolled in a Penn Mutual medical plan, an Emergency Medical Fund is available to associates in our health plan. Loans are made interest free while the associate is employed by Penn Mutual.

For more information, please refer to the Emergency Medical Fund Policy and Application posted on **pennmualbenefits.com**.

Health Savings Account (HSA)

If you enroll in a Penn Mutual medical plan, you have the option to **open and contribute to a Health Savings Account (HSA), a tax advantaged medical savings account**, to help pay for qualified medical, dental and vision expenses.

An HSA is a great way to save for the future; you can set aside money from each paycheck now, and then you'll have funds to help cover healthcare expenses that may come up later. Plus, your **contributions are tax-free** (from federal income tax, or even state taxes in most cases) so you're actually stretching your healthcare dollars while lowering your taxable take-home pay amount. **Interest you earn** on your HSA balance is **tax-free**, and **withdrawals** from your HSA are **tax-free** if you use them to pay for qualified expenses. The balance in your HSA rolls over from year to year.

HSA funds can only be used for yourself, your spouse and your tax dependents. Expenses for domestic partners and/or other dependents who do not also qualify as tax dependents are not reimbursable under the HSA.

Each year, you can contribute up to the IRS HSA annual limits, noted below:

Annual	2020 IRS Contribution Limit
Single Only	\$3,550
Single + Dependents	\$7,100

If you are age 55 or older, you may contribute an additional \$1,000 in catch-up contributions.

When you enroll in a Penn Mutual medical plan, you will be offered the opportunity to decide how much you want to set aside in the HSA for 2020. You can change this amount once per month. After your HSA account is open, you will receive a welcome kit from **PNC Bank**. In addition, PNC Bank will mail you a Visa debit card which can be used to pay for qualified expenses.

**IMPORTANT NOTE:** If you currently contribute to the HSA and will soon be eligible for Medicare, it is important to understand how enrolling in Medicare will affect your HSA. If you enroll in Medicare Part A and/or B, you can no longer contribute pre-tax dollars to your HSA. If you decide to delay enrolling in Medicare, make sure to stop contributing to your HSA at least six months before you do plan to enroll in Medicare. Please contact Health Advocate for additional information.

Dependent Care Flexible Spending Account (DCFSA)

The Dependent Care Flexible Spending Account (DCFSA) is a pre-tax benefit account used to pay for dependent care services, such as preschool, summer day camp, before or after school programs, and child or elder daycare. The DCFSA is a smart, simple way to save money while taking care of your loved ones so that you can continue to work. Under the IRS 2020 limits, you can contribute up to **\$5,000** if you are married and filing a joint tax return, or single and filing head of household. If you are married and filing separate tax returns, your limit is \$2,500.

DCFSA contributions are subject to the IRS "use it or lose it" rule. Any unused funds that remain in your DCFSA cannot be rolled over to the next year. It is very important that you carefully estimate your expenses. Payflex administers DCFSA.

**Dental Plan**

The Penn Mutual **dental plan is provided through Delta Dental of Pennsylvania**, which offers associates access to one of the largest networks of dentists in the country. Reimbursement is based on contracted fees, which may be different for PPO and non-PPO dentists. Therefore, the final out-of-pocket amount you pay for dental services may vary, depending on the type of dentist you choose. You may be balance billed by non-Delta Dental providers. To locate in-network providers, go to [www.deltadentalins.com](http://www.deltadentalins.com).

**You share in the cost of dental coverage.**

Per Calendar Year	Delta Dental PPO Dentists*	Non-PPO Dentists* (Delta Dental Premier and Non-Delta Dental Dentists)
<b>Deductible</b>	\$50 individual / \$150 family	
<b>Benefits Maximum</b> (plan pays per person)	Up to \$2,000	Up to \$1,500
<b>Benefits/Covered Services **</b>	<b>Plan Pays</b>	<b>Reimbursement</b>
<b>Diagnostic and Preventive Services</b> (deductible waived)	100%	100%
<b>Basic Restorative Services</b>	80%	80%
<b>Major Restorative Services</b>	50%	50%
<b>Orthodontic Benefits</b> (dependent children)	50%	50%
<b>Lifetime Orthodontic Maximum</b> (per person)	\$2,000	\$2,000

\* Reimbursement is based on PPO contracted fees for PPO dentists, Premier contracted fees for Premier dentists and Premier contracted fees for non-Delta Dental dentists.

\*\*Limitations or waiting periods may apply for some benefits; some services may be excluded from your plan. Reimbursement is based on Delta Dental maximum contract allowances and not necessarily each dentist's submitted fees.

**Vision Plan**

The **EyeMed** vision plan provides coverage for exams, glasses and contact lenses. You may access any vision provider, although your dollars will go further if you use an in-network eye doctor. To locate in-network vision providers, log onto [www.eyemed.com](http://www.eyemed.com). When prompted to choose a network, click on **Select**. **You pay the full cost of vision coverage.**

Covered Services / Materials	In-Network Member Cost	Out-of-Network Reimbursement
<b>Exam</b> (once every 12 months)	\$10 copay	Up to \$35
<b>Frames</b> (once every 12 months)	\$0 copay, \$140 allowance; 20% off balance over \$140	Up to \$70
<b>Standard Plastic Lenses</b> —Single, Bifocal, Trifocal (once every 12 months)	\$10 copay	Up to \$25 - \$55
<b>Elective Contact Lenses</b> (once every 12 months)	\$0 copay, \$125 allowance; 15% off balance over \$125	Up to \$104

## Basic Life/AD&D Insurance

Life insurance provides protection for you and your family. Penn Mutual provides Basic Life insurance coverage of **2x your annual salary (up to \$200,000)** for all benefit eligible associates. This coverage includes an Accidental Death and Dismemberment (AD&D) provision that pays an amount equal to your Basic Life insurance in the event of accidental death and certain other conditions.

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## Supplemental Life Insurance

You can purchase additional Supplemental Life insurance coverage in amounts equal to **1, 2 or 3x your annual salary**.

The maximum amount of Basic and Supplemental coverage combined is based on years of employment. An associate's initial maximum amount is \$500,000 and increases by \$100,000 for each year of employment, up to \$1,000,000.

You may also purchase Dependent Life Insurance for your spouse and dependent children in the amount of **\$10,000 for your spouse** and **\$5,000 for each dependent child** under age 19.

Note: Evidence of insurability will be required if Supplemental coverage is elected at any time outside of the new associate eligibility period, unless you have a qualified life event such as marriage or a new child through birth or adoption.

**You pay the full cost of this optional coverage through post-tax payroll deductions.**

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## Short-Term Disability Insurance

Short-Term Disability (STD) insurance provides salary continuation for up to 25 weeks in the event you are unable to work due to a non-work-related illness or injury. Benefits begin after five consecutive days of absence. Benefits are based on your years of service, from **66-2/3% of salary** with a minimum of six months of service to full salary with at least 10 years of service. STD benefits are administered by Cigna.

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## Long-Term Disability Insurance

Long-Term Disability (LTD) insurance provides benefits in the event you are unable to perform each of the material duties of your job, beginning after a disability period of 180 consecutive days. The LTD benefit is **66-2/3% of basic monthly earnings**, less income from other benefits, up to a **maximum benefit of \$20,000** per month. LTD benefits are administered by Cigna.

## Accident Insurance

Accident insurance through MetLife provides a **cash payment to you (or your covered family members) for injuries sustained in an accident**. There are no network, copay, deductible or coinsurance requirements. This benefit can help with expenses that your medical insurance does not cover while you heal. Timing and amount of payments depend on the type of incident.

You have the option to purchase this coverage for you, your spouse/domestic partner and dependent children.

**You pay the full cost of this optional coverage through post-tax payroll deductions.**

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## Critical Illness Insurance

Critical Illness insurance, administered by MetLife, **pays a lump-sum cash benefit directly to the insured following the diagnosis of a covered critical illness or event**, including (but not limited to) Alzheimer's disease, invasive cancer, heart attack, kidney failure, stroke, and major organ transplants. This benefit can help with expenses, such as housing, transportation, childcare or treatment options that are not covered by your medical insurance. Timing and amount of payments depend on the diagnosis.

The plan also provides an **annual cash benefit (per calendar year) for eligible health screenings** and prevention measures. Since these screenings are often paid at 100% under the medical plan, you could walk away with cash in your pocket for practicing good preventive care.

**You pay the full cost of this optional coverage through post-tax payroll deductions.**

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## Group Legal Insurance

**MetLaw**, the group legal plan available through Hyatt Legal Plans (a MetLife company), gives you **convenient access to attorneys** by phone, online, or in person for a wide variety of legal services. Common legal services include estate documents (wills and trusts), real estate matters, identity theft defense, traffic offenses, document review, adoptions, name change, and debt collection defense. For the services included, you pay only your monthly premium; there are no copays and no deductibles.

**You pay the full cost of this optional coverage through post-tax payroll deductions.**

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## Pet Insurance

Nationwide pet insurance, offered through MetLife, makes it a little easier to be financially prepared for the costs of your pet's healthcare needs. Nationwide pet insurance provides benefits for veterinary treatments related to accidents and illnesses, including cancer. Medical policies cover diagnostic tests, X-rays, prescriptions, surgeries, hospitalization and more. Wellness coverage also can be added.

Rates for this insurance are based on your pet's breed, age and location. You will enroll by contacting MetLife at **800-872-7387**.

**You pay the full cost of this optional coverage through direct bill with Nationwide**; this benefit is not paid through payroll deduction.

## Life Assistance Program (LAP)

Offered through Cigna, the Life Assistance & Work/Life Support Program is available to help you and your family with a variety of personal and work/life challenges at **no cost** to you. Counselors are available by phone 24 hours a day, seven days a week at **800-538-3543**.

To help get you started, the program includes up to 3 free in-person counseling sessions for you and your household members. Behavioral counselors can help navigate any additional long-term counseling needs.

Online resources are also available at [www.cignalap.com](http://www.cignalap.com).

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## Tuition Assistance Benefit

The Tuition Assistance Benefit provides reimbursement of tuition up to **\$5,250 per calendar year** for an Undergraduate degree and **\$8,000 per calendar year** for a Graduate degree at an accredited college or university for any business, job, or company-related undergraduate degree. More details can be found in the policy.

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## Adoption Assistance Program

The Adoption Assistance Plan will provide eligible associates with **up to \$5,000 of adoption assistance benefits per adoption of a child per calendar year**, including an international adoption, payable in the year in which the adoption becomes final. More details can be found in the policy.

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## Paid Time Off

Associates receive various forms of time off from work to promote work-life balance, to allow for time to celebrate holidays, and to attend needs that arise. More details can be found in the policy.

## 2020 Monthly Rates

As part of a commitment to promote a culture of wellness and disease prevention, **medical plan rates are \$75 per month lower for non-tobacco users** than for tobacco users. If you are enrolled in medical benefits for 2020, you will be **required to make a declaration that you and your enrolled spouse/domestic partner are tobacco-free** (or enrolled in a tobacco cessation program) in order to qualify for the lower rates.

In addition, **rates will be lower** for associates (and spouses/domestic partners) who have **completed the annual requirements for the 2020 Wellness Benefit Program**.

Below are the **monthly** associate contributions for 2020, which take effect on January 1, 2020.

### Medical

Wellness Program Participants	Value	Core	Buy Up
Single	\$0	\$44	\$105
<b>Single + Spouse/DP</b>			
One Wellness Participant	\$116	\$195	\$337
Two Wellness Participants	\$56	\$135	\$277
<b>Single + Child(ren)</b>	\$94	\$174	\$304
<b>Family</b> (includes Spouse/DP & Children)			
One Wellness Participant	\$188	\$298	\$499
Two Wellness Participants	\$128	\$238	\$439

Non-Wellness Participants	Value		Core		Buy Up	
	Non-Tobacco	Tobacco	Non-Tobacco	Tobacco	Non-Tobacco	Tobacco
Single	\$60	\$135	\$104	\$179	\$165	\$240
Single + Spouse/DP	\$176	\$251	\$255	\$330	\$397	\$472
Single + Child(ren)	\$154	\$229	\$234	\$309	\$364	\$439
Family (includes Spouse/DP & Children)	\$248	\$323	\$358	\$433	\$559	\$634

### Dental and Vision

	Delta Dental PPO	EyeMed Vision
Single	\$15	\$6.61
Single + Spouse/DP	\$27	\$12.55
Single + Child(ren)	\$32	\$14.92
Family (includes Spouse/DP & Children)	\$45	\$19.94

## How to Enroll

### Retirement Benefits

Visit [pennmutual.trsuretire.com](https://pennmutual.trsuretire.com) to set up your online access. Below the sign in box in the upper right-hand corner of the home page, select “New user?” “Get Started”. You will then be prompted to enter your Social Security number to get started setting up your online account. Follow the additional prompts to complete the process.

For help enrolling in Retirement benefits, call the **Transamerica Call Center** at **888-976-5145**, Monday through Friday, 8 a.m. - 10 p.m. ET.

### Health Benefits

1. **Log on to [pennmutualbenefits.com](https://pennmutualbenefits.com) during your enrollment window indicated in your packet.** You will need to register using the information below to create your unique login:
  - ▶ Social Security Number
  - ▶ Company Key: **pennmutual** (case sensitive)
  - ▶ Date of Birth (MM/DD/YYYY) **Verify your personal data**
2. **Review, add or remove dependents**
3. **Make plan elections** (add or remove dependents from coverage)
4. **Update your beneficiary information**, including primary and secondary beneficiaries for life insurance purposes
5. **Review your Election Information and Costs**
6. **Click on Approve** (next to Total Cost) to confirm your choices

After you receive the message “Transaction Complete”, if you would like to print a copy of your confirmation statement please go to the Benefits tab above and click on “Benefit Summary”.

For help enrolling in Health benefits, call the **Benefits Service Center** at **800-889-2789**, Monday through Friday, 8 a.m. - 8 p.m. ET.

# Benefits Guide

Effective January 1, 2020 through December 31, 2020

Benefit	Provider / Network	Phone	Website
<b>Benefits Service Center</b>	Benefitsolver	<b>800-889-2789</b>	<b>pennmualbenefits.com</b>
<b>Retirement and Savings Plan (RSP)</b> (Group #651738)	Transamerica	888-976-5145	pennmual.trretire.com
<b>Medical</b> (Group #3342873)	Cigna <b>Open Access Plus</b>	800-244-6224	www.cigna.com www.mycigna.com (Member Portal)
<b>Prescription</b> (Group #3342873)	Cigna <b>Advantage 3 Tier</b>	800-244-6224	www.cigna.com/druglist
<b>Health Advocacy Services</b>	Health Advocate	866-695-8622	www.healthadvocate.com/members
<b>Telehealth Services</b> (Group #3342873)	Cigna	888-726-3171 855-667-9722	www.mycigna.com
<b>Genomic Profiling/Cancer Support Program</b>	Cancer Guardian	833-248-2734	www.cancerguardian.com
<b>Health Savings Account (HSA)</b>	PNC Bank	800-244-6224	www.mycigna.com
<b>Dependent Care Flexible Spending Account (DCFSA)</b>	Payflex	888-678-8242	www.payflex.com
<b>Dental</b> (Group #5236)	Delta Dental of PA	800-932-0783	www.deltadentalins.com
<b>Vision</b> (Group #9827239)	EyeMed <b>Select</b>	866-299-1358	www.eyemed.com
<b>Disability (STD and LTD)</b>	Cigna	888-842-4462	www.mycigna.com
<b>Accident Insurance</b>	MetLife	800-438-6388	www.mybenefits.metlife.com
<b>Critical Illness Insurance</b>	MetLife	800-438-6388	www.mybenefits.metlife.com
<b>Group Legal Insurance</b>	MetLaw	800-821-6400	www.members.legalplans.com
<b>Pet Insurance</b>	MetLife	800-872-7387	www.mybenefits.metlife.com
<b>Life Assistance Program</b>	Cigna	800-538-3543	www.cignalap.com
<b>Penn Mutual Benefits (Internal)</b>	Penn Mutual	215-956-8395	email: benefits@pennmual.com

This Benefits Guide is only intended to be an overview of the employee benefit plans of The Penn Mutual Life Insurance Company (Penn Mutual). Actual plan provisions are governed by the official plan documents and contracts available through Penn Mutual. If there is any inconsistency between this document and the official plan documents and contracts, the official plan documents and contracts will control. Penn Mutual reserves the right to modify its employee benefit plans, including reducing and increasing benefits and changing employee contributions, at any time for any reason.