

Knowles Teacher Initiative Benefits Summary

2017/2018 Plan Year

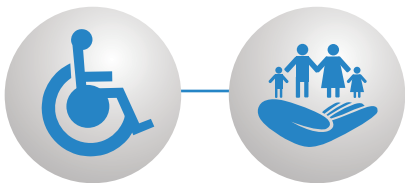


The Knowles Teacher Initiative offers employee benefits through CoAdvantage, who works closely with a wide range of premium benefit providers to develop and deliver professional employer organization (PEO) services. CoAdvantage, through our PEO relationship, is our dedicated HR management and benefits administration partner.

HEALTHCARE

Knowles offers full-time staff a cafeteria-style menu of benefits, which include major medical, dental and vision. A cafeteria-style plan provides staff the flexibility to choose the combination of offerings that best suits their unique needs from a menu of choices. For example, an employee can elect major medical coverage for their family and dental or vision coverage only for themselves. Staff are able to combine major medical, dental or vision in any combination that works for them.

MAJOR MEDICAL Knowles offers five plans for all full-time staff (Subsidized by Knowles).	DENTAL Knowles offers four plans for all full-time staff (Subsidized by Knowles).	VISION Knowles offers two vision plans for all full-time staff (Not subsidized by Knowles).



DISABILITY

Knowles offers all full-time staff long-term disability through UNUM, paid for fully by Knowles. As an employee located in New Jersey, our short-term disability is provided through the State of New Jersey Department of Labor and Workforce Development. Employees can elect to purchase additional disability insurance from Unum.

LIFE INSURANCE

Knowles provides all full-time employees \$50,000 in life insurance. Employees can elect to purchase additional life insurance from Unum.

Benefits Summary

Additional Benefit Offerings

- Critical Illness
- Group Indemnity Medical
- Group Accident
- Group Cancer
- Dependent Life Insurance
- Identity Theft Protection
- Legal Coverage and Services



Flexible Spending Account (FSA): Health Care

Participants elect to have a specified amount of “pre-tax” money deducted from their paycheck each pay period. These dollars are subtracted from gross earnings before taxes and put into a Flexible Spending Account to cover eligible health care expenses. The maximum FSA contributable amount is \$2,600 per calendar year.



Flexible Spending Account: Dependent Day Care Account (DCA)

With a Dependent Day Care Account, participants set aside pre-tax dollars that can be used as reimbursement for expenses associated with day care for qualified dependents. The maximum DCA contributable amount is \$5,000 per calendar year.



Retirement Planning

Planning for retirement is very important and Knowles is committed to providing staff with a flexible retirement offering. We currently offer a Roth 401(k), which allows staff to contribute both pre-tax and post-tax dollars to their retirement plan. Knowles’s match goes to the pre-tax portion of the retirement plan. Employees can elect to distribute their funds to either pre- or post-tax.

Knowles provides a one-for-one match for up to 5% of annual earnings. Knowles has a three-year vesting period before the match is fully vested. The maximum contribution for the 2017 calendar year is \$18,000.

Employees are eligible to participate in the Knowles retirement plan immediately after beginning full-time employment.



Holidays & Paid Time Off

At Knowles, we value the importance of down-time and the need to relax. Knowles offers full-time employees 12 paid holidays per calendar year (i.e., New Year’s Day, Memorial Day, Independence Day, Labor Day, two days for Thanksgiving break and six days for winter break).

Depending on position and tenure, employees earn 10–25 days of paid time off (PTO) per calendar year.

In addition to holidays and PTO, full-time staff are eligible for 10 days of emergency sick time per calendar year. Emergency sick time can be used when an employee is sick for three or more consecutive days and has a doctor’s note.