



2021 Employee Benefits Summary

Benefit Plan	Eligibility	Payment	Plan Features		
			Description	In-Network	Out-of-Network
Medical: CareFirst Blue Cross Blue Shield 12/1/2020 - 11/30/2021	All full-time employees (32+ hours) are eligible the beginning of the first month following employment date.	Employee and Company share the cost of coverage. Employee contributions are deducted on a pre-tax basis. <u>Per Pay Period* Deduction:</u> \$15.00 - Employee Only \$35.00 - Employee + Child(ren) \$40.00 - Employee + Spouse \$55.00 - Family * Convoke pays employees on the 15 th and last day of each month.	Coinsurance	100%/0%	100% *
			Preventive Care Copay	\$0	Deductible *
			Office Visit	\$10 / \$20 Specialist	Deductible/ then \$40 per visit *
			Deductible	\$0	\$1,500/\$3,000
			Out-of-Pocket Maximum	\$1,550/\$3,100	\$3,100/\$6,200
			Emergency Room	\$100 (Waived if Admitted)	Paid as In-Network
			Urgent Care	\$50	Paid as In-Network
			Inpatient Charge per Admission	\$200 per Admission	Deductible/ then \$300 per Admission *
			Maximum Benefit	No Maximum Benefit	
			Pharmacy Co-Pay	Standard - \$10 / \$45 / \$65 Specialty - 50% Coinsurance up to \$100/\$150 Max	Paid as In-Network
*Subject to balance billing. For example, if the plan pays the stated percentage at in-network allowed amounts, patient is responsible for any balance owed to provider.					
Dental: Delta Dental PPO plus Premier 12/1/2020 - 11/30/2021	All full-time employees (32+ hours) are eligible the beginning of the first month following employment date.	<u>Per Pay Period Deduction:</u> \$2.00 – Employee Only \$4.00 – Employee/Child(ren) \$4.00 – Employee/Spouse \$6.00 – Employee/Family	In and Out-of-Network*: Plan covers the following services (less \$50 deductible): 100% of Preventative and Diagnostic Services 80% for Basic Dental Services 50% for Major Dental Services (no waiting periods) Annual Maximum Benefit: \$1,000 per person per calendar year * <i>Out-of-Network payments are equivalent to in-Network agreed-upon amounts</i>		
Vision: VSP Vision Care	Same as medical/dental	Convoke Pays 100%	Benefit includes exam and lenses every 12 months; frames every 24 months. See plan summary for full schedule of benefits.		
Life / AD&D: The Guardian	First day of employment	Convoke Pays 100% (imputed income per IRS table)	Life and AD&D equal to 2X salary, up to \$500,000		
Flex: TASC	Beginning of the first month following employment date.	Employee Pays 100%	Employees contribute pre-tax dollars to be used for certain eligible healthcare or dependent care expenses. 2021 contribution limits are \$2,750 for healthcare and \$5,000 for dependent care.		
401(k): ePlan Services	All full-time employees (32+ hours) are eligible the beginning of the first month following employment date.		Employees can contribute \$19,500, or \$26,000 for those over age 50, in 2021, in either a traditional (pre-tax contribution) or Roth (after-tax contribution) account. After one year of service, company match equal to 100% of the first 3% of compensation deferred, and 50% of the next 2% of compensation deferred.		
Paid Time Off	First day of employment		<ul style="list-style-type: none"> • Seven (7) paid holidays • Additional three (3) floating holidays to be used at the employee's discretion • Three (3) weeks paid vacation (earned on a pro rata basis during the year) • Four (4) weeks paid vacation after three (3) years with Convoke • Sick days as necessary, not to exceed 3 months for a short-term disability case 		
Long-Term Disability The Guardian	First day of employment	Rate is \$0.35 per \$100 of covered salary	LTD Benefit equal to 60% of monthly salary, up to \$12,500 per month; 90-day elimination (Company pays sick for first 90 days); 3/12 pre-existing condition limitation.		
Cell Phone Allowance	First month of employment	Convoke Pays	\$115 expense reimbursement paid on the first payroll of each month.		
I-66 Toll Reimbursement	First day of employment	Convoke reimburses up to \$150 per month	Convoke will reimburse each employee up to \$150 per month for tolls incurred on I-66 to get to and from the office upon the submission of a monthly expense report.		
Parking / Transit	First day of employment	Convoke Pays	Company pays for either monthly parking at office OR \$120 metro transit benefit.		