



Employment Agreement for North Carolina Association of
Regional Councils of Governments

by and between

North Carolina Association of Regional Councils of Governments

and

Piedmont Triad Regional Council

and

Todd McNeill

Agreement for Executive Director Services
North Carolina Association of Regional Councils of Governments

This Agreement is made and entered into by and between North Carolina Association of Regional Councils of Governments (NCARCOG), a North Carolina 501(c)(6), acting by and through its Board of Directors (hereinafter called "the Board"), who act hereunder in their representative capacity only and without any personal liability to themselves, as party of the first part, Piedmont Triad Regional Council (PTRC), a regional council of governments chartered under NC General Statute 160A-470, acting by and through its Board of Directors (hereinafter called "the Employing Agent"), who act hereunder in their representative capacity only and without any personal liability to themselves, as party of the second party, and Todd McNeill, (hereinafter the "Executive Director") as party of the third part, both of whom understand as follows:

Witnesseth:

Whereas, the North Carolina Association of Regional Councils of Governments, through the Board duly authorized, seeks to provide for the services of a competent and professional Executive Director for the general purposes of successfully performing the functions of that office and other laws of the State of North Carolina and otherwise satisfactorily achieve the legislative and policy objectives of the Board and Association Meetings as specified by those bodies and as may be modified from time to time by their official acts; and

Whereas, Piedmont Triad Regional Council, through its Board of Directors, seeks to serve as the employing agent of record for the North Carolina Association of Regional Councils of Governments Executive Director; and

Whereas, Todd McNeill, seeks to be appointed and employed as the Executive Director of the North Carolina Association of Regional Councils of Governments and execute the duties and responsibilities of that office and otherwise perform to the reasonable satisfaction of the Board;

Now, Therefore, it is voted and agreed by the Board of Directors of the North Carolina Association of Regional Councils of Government, that Todd McNeill be appointed to and employed in the position of Executive Director of North Carolina Association of Regional Councils in accordance with the provisions of NCARCOG's Articles of Incorporation, NCARCOG's bylaws, and the General Statutes of North Carolina, and that Piedmont Triad Regional Council serve as the employer of record.

Now, therefore, it is voted and agreed by the Board of Directors of Piedmont Triad Regional Council, that it will serve as the employing agent of Todd McNeill, on behalf of NCARCOG.

Now, therefore, in consideration of the mutual covenants herein contained, the parties agree as follows:

1. Duration

A. This agreement shall remain in full force and effect from [date] until [date] unless otherwise terminated by the Board, Employing Agent, or Executive Director as provided in Section 9.

2. Duties of Executive Director (hereinafter called "the Executive Director")
 - A. The Executive Director shall devote his full attention to the faithful performance of the powers and duties set forth in NCARCOG Articles of Incorporation, Bylaws, and job description is hereby incorporated by reference herein as Appendix A, as such may be amended from time to time, and of such additional duties as may be assigned to him from time to time by the Board, which shall be consistent with the Executive Director.
 - B. The Executive Director shall be subject to the personal policies of the Employing Agent, except for the following:
 - a. The Executive Director of Piedmont Triad Regional Council shall not have authority to establish the working conditions, terms, workweek, or compensation of the Executive Director of NCARCOG. This authority is reserved exclusively for the Board of NCARCOG.
 - b. The Executive Director of the NCARCOG shall not be included in any reallocation of positions or reclassification of positions in the PTRC pay classification plan. The pay classification and rate of pay remain the exclusive authority of the Board of NCARCOG.
 - c. The Executive Director of PTRC shall not have the authority to demote, dismiss or suspend the Executive Director of the NCARCOG without the approval of the Board of NCARCOG.
 - d. A copy of PTRC's current personal policy is hereby incorporated by reference herein as Appendix B.
3. Duties of Piedmont Triad Regional Council (hereinafter called "Employing Agent")
 - A. The Employing Agent shall serve as the employer of record on behalf of the Executive Director for the NCARCOG. The Employing Agent shall compensate the Executive Director through its normal payroll and personnel policies and procedures in accordance with the compensation outlined in this agreement or later amended through the approval of the NCARCOG Board.
 - B. The Employing Agent shall provide NCARCOG with a copy of any updated personnel policies within thirty (30) days of adoption and shall provide the right for NCARCOG's Board to elect for the NCARCOG's Executive Director to be exempt from those changes if the NCARCOG's Board believes it is in the best interest of the NCARCOG, within thirty (30) days of the Employing Agent providing the Board with notice of changes.
4. Duties of North Carolina Association of Regional Councils (hereinafter called "the Board")
 - A. The Board shall within thirty (30) days reimburse the Employing Agent for all expenditures made to compensate the Executive Director in accordance with the compensation terms of this agreement or the amended terms as approved by the NCARCOG Board.

- B. The Board shall provide notice within thirty (30) days to the Employing Agent of any approved compensation changes for the Executive Director or changes in the employment relationship.
 - C. The Board will provide the Executive Director with a telephone number and NCARCOG email address to be used for the conducting of NCARCOG business.
 - D. The Executive Director will be provided with a laptop computer and printer/copier/scanner by NCARCOG. This equipment will remain the exclusive property of NCARCOG and shall be returned upon the termination of employment.
5. Salary and Compensation
- A. Salary: The Board agrees to pay the Executive Director a salary of one hundred five thousand dollars (\$105,000) annually. The payments shall be made by the Employing Agent in accordance with its normal payroll practices and procedures. The Executive Director position is a “salaried” position with the payment schedule based off a minimum of 40 hours per week work schedule. No overtime shall be paid nor accrued as comp time, no hours worked over the minimum 40 will be paid in any manner unless the Board so approves in certain case by case situations. The Executive Director shall attend all Association meetings, unless otherwise agreed to by the Board. The Executive Director shall attend other board and committee meetings as needed for the purpose of the Association’s business. As such, the Executive Director may be required to work and/or be present at special events outside “regular” business hours without additional compensation.
 - B. The Executive Director may be eligible for a merit-based salary increase on a yearly basis. Such eligibility shall be conditioned on the Executive Director demonstrated satisfactory job performance as determined by the Executive Committee of the Board through the annual performance review process described in section 7 below.
 - C. The Executive Director shall receive a travel stipend of one thousand dollars (\$1,000) per month (twelve thousand dollars (\$12,000) annually). The Board will evaluate on the travel stipend sufficiency after six (6) months and then annually thereafter.
 - D. The Executive Director shall be reimbursed outside of the travel stipend for attendance at the required NCARCOG Association Board meetings. Mileage and meals for these meetings shall be reimbursed with receipts up to the applicable GSA rate. Hotel cost for NCARCOG Association meetings will be reimbursed at the Association’s group hotel rate with receipts.
 - E. In furtherance of professional development and upon mutual agreement of attendance of the Executive Director and the Board, the Executive Director will be

reimbursed the cost for attendance at trainings and conferences using GSA meal rates and actual conference hotel costs with receipts.

- F. The Executive Director shall receive a cell phone reimbursement in accordance with the policy of the Employing Agent. The current rate of reimbursement set by the Employing Agent is twenty-five dollars (\$25.00) per month. Any changes in this rate shall be in accordance with changes in the Employing Agent policy.

6. Fringe Benefits

The Executive Director shall be provided fringe benefits in accordance with the fringe benefit policy of the Employing Agent. Said benefits shall be in the same manner and same extent of all other employees of the Employing Agent. This shall include, but is not limited to insurance, leave, and retirement benefits. A current copy of the Employing Agent's employee benefit guide is attached and incorporated by reference as Appendix C. The provided benefits will change in accordance with any changes to Employing Agent's fringe benefits for other employees. The Employing Agent will provide the Executive Director and the Board with an updated copy of these benefits within thirty (30) days of approved changes to its fringe benefits policy.

7. Performance Evaluation

- A. The Executive Committee of the Board shall annually check in and evaluate the Executive Director's performance. The Board may establish periodic follow-up performance meetings at the Board's discretion. Such reviews shall take into account the attainment of NCARCOG's policy objectives and shall further jointly establish a relative priority among the various goals and objectives. The goals and performance objectives shall be such as are reasonably attainable within the time limits specified, within the annual operating and capital budgets and appropriations established by the Board, and subject to existing circumstances and external conditions affecting NCARCOG and shall be based on specific criteria developed by the Board from time to time in consultation with the Executive Director.
- B. The Executive Director shall serve in a probationary status for the first six (6) months of employment and will receive a performance evaluation by the Executive Committee of the Board at the completion of the six (6) month period.

8. Indemnifications

- A. The Board shall indemnify, hold harmless, and defend the Executive Director against any claim, liability, demand, judgement, or other legal action, groundless, or otherwise, arising out of, or relating to, the Executive Director's performance of his duties and responsibilities, to the fullest extent authorized by local and state law, so long as the Executive Director broke no criminal law knowing or unknowingly that any person in such position knew or should have known would be a violation of criminal law.

- B. The Board agrees that its obligation to indemnify as set forth in the immediate preceding sentence shall apply to all such claims, liabilities, demands, judgements, or other legal actions, groundless or otherwise, whether such are brought during the Executive Director's employment or after his position has terminated, provided that such arise out of the Executive Director's performance of his duties and responsibilities during his employment pursuant to this Agreement.
 - C. The Board further agrees that with respect to all such claims, liabilities, demands, judgments, and other legal actions it shall make available to the Executive Director during and after his employment such insurance coverage as it then has in place for other present and former Association Officials with respect to the performance of their duties and responsibilities, and shall furnish notice of any such claims, liabilities, demands, judgements, and other legal actions to the NCARCOG's insurer.
 - D. The Executive Director agrees to cooperate with NCARCOG and with its insurers in defending any such claim, liability, demand, judgement or other legal action, including but not limited to providing timely notification to NCARCOG of any such claim, liability, demand, judgement, or other legal action of which he becomes aware. The Executive Director further authorizes the NCARCOG to resolve or settle any such claim, liability, demand, judgment, or other legal action at its discretion after consultation and approval by both parties.
9. Termination of Agreement
- A. The Executive Director's appointment and employment under this Agreement may be terminated by the Board at any time with or without cause. In the event of such involuntary termination, the NCARCOG shall pay to the Executive Director as a severance the amount equal to one (1) month of salary during the first year of this agreement. For each additional full year of service the Executive Director shall be entitled to an additional month of salary up to a maximum of three (3) months of salary upon the completion of three (3) years of service.
 - B. The Executive Director agrees that the foregoing amount shall be in full satisfaction of all rights and claims he has or may have arising out of or connected to such termination. The Executive Director expressly waives all procedural and substantive rights which he would otherwise have under the Employing Agency or the Board policy as either may be amended from time to time. The Executive Director further expressly waives any and all claims and causes of action which he would otherwise have or may have against the Board, and any of their officials, officers, Employing Agent, and agents arising out of or in connection with such termination.
 - C. The provisions in Section 9 A shall not apply to termination for "just cause" as defined in Section 9 D, below.

- D. "Just cause" shall mean the Executive Director's commission of a crime, embezzlement, fraud, conduct involving moral turpitude, or failure to perform his duties as Executive Director. Termination of the Executive Director's appointment and employment hereunder for "just cause" and his removal from the position shall comply with the following procedures. The Board shall give notice to the Executive Director of its intention to have a meeting for the purpose of investigating and/or fact finding of any situation or complaint pertaining to the possible misconduct, failure to perform duties. Such notice shall be a minimum of three (3) days, and the Executive Director shall submit and comply to request for hearing within two (2) calendar days of his receipt of the notice of meeting to investigate and/or fact find. The Board in its sole discretion may suspend the Executive Director from duty pending such meeting for investigating and/or fact0
- E. Should the Board decide not to renew this agreement by [DATE], the Executive Director shall provide the Executive Director with a written notice of its intent not to renew at least thirty (60) calendar days prior to the expiration date of this Agreement. If the Board intends to renew this agreement, it shall notify the Executive Director of its intent in writing by [DATE], and the parties shall commence negotiating of a mutually acceptable successor agreement to take effect after [DATE].
- F. The Executive Director may terminate his employment or otherwise cancel this Agreement with the NCARCOG upon thirty (30) days written notice to Board. During this thirty (30) day period, Executive Director should not take personal or vacation days, unless agreed to by the Board. Upon such termination or death of the Executive Director, accumulated, unused accumulated paid leave to the maximum amount set by the Employing Agent's fringe benefits policy then in effect shall be paid in one lump sum to the Executive Director, or in his death to his estate. Otherwise, Executive Director shall not be entitled to receive any other compensation.
- G. The Employing Agent may terminate this agreement with respect to its role as the Employing Agent, for any reason or no reason by providing a ninety (90) day notice to the Board and Executive Director. If the Employing Agent should terminate the agreement, then the Board and Executive Director may mutually agree to a different employer of record without triggering the severance payments outlined in Section 9A.
- H. The Board may terminate this agreement with the Employing Agent for any reason or no reason by providing a ninety (90) day notice to the Employing Agent and Executive Director. If the Board terminates this agreement with respect to the Employing Agent, then the Board and Executive Director may mutually agree to a different employer of record without triggering the severance payments outlined in Section 9A.
10. General Provisions
- A. This agreement may be amended in writing at any time by mutual consent of the parties except as otherwise provided for herein.

- B. Should any section, paragraph, sentence, clause, phrase, or word of this Agreement be declared invalid by a proper authority, such declaration shall not affect the remaining portions of this Agreement.
- C. This agreement shall be governed by the laws of the State of North Carolina.
- D. This Agreement shall take effect [DATE]

By:

Todd McNeill

David Richardson
Board Chair
NCARCOG

Matthew Dolge
Executive Director
PTRC

“This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.”

_____(signature)
Jarrod Hand, Piedmont Triad Regional Council Finance Officer

Position Description
Executive Director, NC Association of Regional Councils of Governments

General Statement of Duties

The Executive Director shall serve as the Chief Executive Officer of the NCARCOG and, therefore, shall direct the day-to-day management of the organization, lead the organization's strategic planning efforts, assist the Executive Committee with the management of the organization's financial resources, actively participate in the organization's legislative advocacy efforts, develop and maintain strategic relationships with key stakeholders, and represent the organization in interactions with local, state, and federal partners.

Primary Objectives

The Executive Director shall:

- Provide creative leadership for and advice to NCARCOG members.
- Execute NCARCOG policies and programs.
- Aggressively pursue funding opportunities for NCARCOG and its members through governmental and non-governmental organizations.
- Develop and implement strategies to strengthen the sixteen councils of government through identifying ways to improve the consistency and quality of state-wide and local programs.
- Create a culture that emphasizes quality, continuous improvement, high performance, and accountability.
- Represent the organization in a professional manner at the local, state, and federal levels, with governmental officials, membership organizations, and interest groups.

Reporting Structure

The Executive Director shall serve as staff to the NCARCOG and shall directly report to the Board of Directors of the NCARCOG.

The Executive Director shall directly supervise other staff, if any, of the NCARCOG. The Executive Director maintains sole discretion for hiring and releasing persons from employment of the NCARCOG.

Responsibilities

The Executive Director shall:

- Serve as the Chief Executive Officer of the NCARCOG and perform other duties as may be defined by actions of the NCARCOG.
- Serve as the NCARCOG point of contact for all programs and activities.
- Lead efforts to identify and address public policy issues as they emerge.
- Inform governmental entities, public and private organization, the general public, and key stakeholders about the services and value provided by the 16 councils of governments and the NCARCOG as a whole.
- Represent the NCARCOG before agencies of the legislative and executive branches of both state and federal government.
- Work to position the NCARCOG to take advantage of strategic opportunities in order to further the mission of the organization.
- Advise the NCARCOG on programmatic, organizational, and administrative activities and issues.
- Prepare and implement an annual work plan and budget for the NCARCOG.
- Employ, manage, and evaluate employees, contract professionals, and/or other staff.

- Manage special projects and perform other duties as directed by the NCARCOG.
- Oversee and execute agreements as authorized by the Board of Directors or Executive Committee.
- Provide reports and recommendations to the Board of Directors regarding projects and programs.

Required Knowledge, Skills, and Abilities

Excellent working knowledge of and ability to apply general management principles; ability to establish and maintain effective working relationships with officials in local, state, and federal government, as well as, private sector agencies and quasi-governmental organizations; extensive knowledge and ability to interpret and communicate laws, rules, regulations, and guidelines on a variety of programs; ability to select, develop, organize, motivate, and effectively use a team; sound understanding of budgeting procedures and multi-funded financial operations; excellent oral and written communication skills; and ability to work independently and creatively.

Acceptable Experience and Training

A master's degree in public administration, business administration or related field, plus a minimum of five years of progressively responsible experience in public service, including management and supervision and intergovernmental relations.

OR

A bachelor's degree plus at least 10 years of progressively responsible experience in public service, including management and supervision and intergovernmental relations.

Special Requirements

Possession of a valid driver's license.

Physical Requirements

Work is generally sedentary, requiring the exertion of 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects. Must have visual acuity to be able to prepare and analyze data and figures for accounting, perform extensive reading, operate a computer and other office equipment, determine accuracy and thoroughness of work, and observe general surroundings and activities. Vocal communication is required for expressing or exchanging ideas by means of the spoken word. Hearing is required to perceive information at normal spoken word levels. Physical activities may include climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, and grasping.

Working Conditions

Work is generally performed in an office environment without exposure to harmful conditions. Position is subject to meetings outside the normal 8-hour day and may include travel to other facilities or locations.

FLSA Status

Exempt

Disclaimer

This position description has been designed to indicate the general nature and level of work performed by the Executive Director. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, authorities, and qualifications required of the Executive Director to perform the job. The NCARCOG reserves the right to assign or otherwise modify the duties assigned, and develop a new job description.

**Human Resources Policy Statements
of the Piedmont Triad Regional Council**

Adopted July 1, 2011

The Board of Delegates of the Piedmont Triad Regional Council adopts the following human resources policy statements:

Authority to establish human resources policy

Role and responsibility of the board of delegates

Merit principle and equal opportunity commitment

At will employment principle

Role and responsibility of executive director and effect of human resources procedures and regulations on legal entitlements.

Limitation on political activities generally

Structure of compensation and benefits

Administration and maintenance of the compensation plan and reallocation of positions

Discipline and dismissal

Commitment to providing a safe workplace

Zero tolerance to harassment

PTRC is a drug free workplace

Authority to establish human resources policy

As provided in the General Statutes 160A-475 and 153A-395, the board of delegates is authorized to employ personnel and otherwise exercise any other powers that are exercised by its member governments. These powers include the authority to establish human resources policy.

Role and responsibility of the board of delegates

The board of delegates will;

- determine the guiding principles of the human resources system,
- determine the organizational structure and classification and pay system,
- determine the paid leave and all other benefits to be made available to employees, and
- appoint an executive director to administer and establish all other necessary human resources procedures and regulations.

Merit principle and equal opportunity commitment

It is the policy of the PTRC that all employment actions shall be made solely on the basis of merit. This policy directs the establishment of a fair and uniform system of personnel administration for all covered employees. The PTRC is committed to a policy of equal employment opportunity in all aspects of employment, including, but not limited to recruitment, hiring, compensation and benefits, training, promotion, demotion, transfer, layoff and termination, and all other terms and conditions of employment.

The PTRC shall embrace the following merit system principles in administering its human resources program:

- A. The PTRC provides applicants and employees with fair treatment in all aspects of personnel administration without regard for sex, race, national origin, ethnicity, color, religion, creed, age, marital status, genetic information, veterans' status, disability, political affiliation, or for any other reason prohibited by law. Individuals shall likewise be treated with proper regard for their privacy and constitutional rights as citizens.
- B. Employees shall be recruited, selected, trained, and advanced on the basis of their experience, qualifications, ability, knowledge, skill, and performance.
- C. Employees shall be guided in ways to correct inadequate performance and separated when inadequate performance cannot be corrected.
- D. Employees shall be protected against coercion for partisan political purposes.
- E. Employees shall receive equitable and adequate pay and benefits, and eligible employees shall receive pay increases based upon merit and/or individual job performance, subject to the availability of funds.

At will employment principle

The establishment of human resources policies, handbooks, procedures, employment letters, and other supporting documents of employment does not constitute a contractual relationship with employees. The PTRC has the right to change or suspend any provisions of this policy including benefits, with or without notice to employees, based on budgetary and/or other reasons in the discretion of the Board of Delegates. The provision of any benefits herein are not guaranteed, nor is there any vesting in any benefits as such benefits are subject to the approval of the Board of Delegates and budgetary constraints. No person has the authority to grant any employee any contractual rights of employment. All employees of the PTRC are considered “at will” employees, which means that employees are free to leave the PTRC’s service at any time and that employees may be terminated at any time. Employees who have completed probation are subject to the progressive steps of discipline regarding correcting job performance but may be dismissed without notice or right of appeal for failure of personal conduct including actions that undermine the public’s confidence in the operations and mission of the PTRC.

Role and responsibility of executive director and effect of human resources procedures and/or regulations on legal entitlements.

The executive director shall have the authority and duty to establish procedures and/or regulations for the effective administration of the human resources system. The executive director may establish such procedures and/or regulations either upon the recommendation of the human resources department or unilaterally, but at all times subject to the terms of this policy and in accordance with future policy directives of the board of delegates, and provided, further, that the executive director must consult with the board of delegates before adopting procedures and/or regulations which could have a significant financial and/or budgetary impact. For purposes of this section, the executive director's authority to establish procedures and/or regulations shall specifically include, without limitation, the authority to establish a working conditions, terms, and the workweek for employees, and to determine employee compensation within the classification and pay system approved by the board of delegates. The executive director will recommend to the board of directors changes to the organizational structure and classification and pay system, and changes to leave and all other benefits.

The executive director shall serve as the Human Resources Officer or shall appoint a designee to serve in regards to the administration of these polices and the established procedures and regulations.

Once adopted by the executive director, all human resources procedures and/or regulations shall be on file and available for inspection in the human resources department. No property rights with regard to employment, benefits, discipline or termination are conferred by, or should be inferred from, human resources procedures and/or regulations, employee handbooks or other statements of administrative procedure unless such rights are specifically and explicitly included in this policy or approved by the board of delegates.

The executive director shall appoint subordinate officers, agents and employees for the general administration of the regional council’s affairs, into the positions and compensation that have been established by the board of delegates through the approved budget and the classification and pay system.

Limitation on political activities generally

No employee of the PTRC shall:

- (1) Engage in any political activity while on duty or within any period of time during which he is expected to render services for which he receives compensation from the PTRC;
- (2) Be required, as a duty of his office or employment, or as a condition for employment, promotion or tenure of office, to contribute funds for political or partisan purposes;
- (3) Solicit, or act as custodian of, funds for political or partisan purposes while on duty as an employee of the PTRC;
- (4) Coerce or compel contributions for political or partisan purposes by any other employee of the governmental unit; or
- (5) Use any supplies or equipment of the governmental unit for political purposes.

The PTRC requires all of its employees to comply with all aspects of this policy. All employees, regardless of position or title, will be subject to discipline, up to and including discharge, should the PTRC determine that an employee is engaged in a violation of the limitation on political activities or has otherwise failed to comply fully with this policy.

Structure of compensation and benefits

The board of delegates will approve a position classification and pay plan establishing the approved classifications of work and pay ranges assigned. The classification and pay plan adopted shall include all full-time and part-time classes of positions. The executive director shall allocate each position covered by the classification plan to its appropriate class. The position classification and pay plan presented to the interim executive committee on May 31, 2011, is hereby adopted until subsequently amended.

The Board of Delegates will approve a schedule of holiday leave. The holiday leave schedule presented to the interim executive committee on May 31, 2011, is hereby adopted until subsequently amended.

The Board of Delegates will approve a schedule of vacation leave. The annual leave schedule presented to the interim executive committee on May 31, 2011, is hereby adopted until subsequently amended.

The Board of Delegates will approve a schedule of sick leave. The sick leave schedule presented to the interim executive committee on May 31, 2011, is hereby adopted until subsequently amended.

The Board of Delegates will approve a schedule of benefits. The schedule of benefits presented to the interim executive committee on May 31, 2011, is hereby adopted until subsequently amended.

Administration and maintenance of the compensation plan and reallocation of positions

The executive director shall be responsible for the administration and maintenance of the position classification and pay plan adopted by board of delegates. Department heads shall be responsible for bringing to the attention of the executive director any material change in the nature of duties, responsibilities, working conditions and other factors affecting the classification of any position. Following the receipt of such information concerning any position, the executive director, or his designee, shall then study the position and determine if the classification of the position should be changed. Authority to reallocate positions to classes on the basis of kind and level of duties and responsibilities is vested in the board of delegates, based on a recommendation from the executive director.

The executive director shall be responsible for studying and making recommendations for the allocation of new positions to the existing classes or to new classes of positions. The executive director shall report his recommendations concerning the allocation of new positions to the board of delegates for its approval.

Each year, prior to the adoption of the annual budget, the executive director shall, if possible, secure information concerning the general level of salaries and wages paid in prevailing labor markets for each classification. Based on his findings and the general financial condition of the regional council, the executive director shall recommend increases, reductions or amendments of the pay plan to the board of delegates for its consideration. The annual budget adopted by the board of delegates, and any amendments thereto, together with the authorized appropriation, shall constitute the approval of amendments to the pay plan by the board of delegates.

The executive director may set the pay for employees within the established range for each classification based on experience, training, and qualifications. When the executive director deems it appropriate, applicants or employees, who do not meet all of the established requirements of the position, may be appointed by the executive director at a "training" salary below the minimum of the pay range. Employees in a "trainee" status shall continue to receive a reduced salary until the department head and the human resources department determine that the trainee is qualified to assume the full responsibilities of the position.

Salary increases for in-service employees may be granted in recognition of merit and/or individual job performance. The executive director shall, each year, include funds in the budget for providing salary increase increments for merit and/or individual job performance.

Discipline and dismissal

The executive director may demote, dismiss and suspend any officer, agent or employee that the executive director may appoint. The executive director may delegate to the department heads the authority to demote, dismiss and suspend the employees within their department. If delegated such authority by the executive director, the department heads shall not demote, dismiss or suspend an employee without having first fully consulted with the human resources department. Appeals of such human resources actions shall be heard in accordance with any applicable human resources procedures. An employee's appeal rights end with the executive director's final determination.

Commitment to providing a safe workplace

The PTRC is committed to providing a safe workplace. The purpose of the Workplace Violence Policy is to minimize the risk of personal injury to employees and non-employees on the PTRC's premises, and the risk of damage to the PTRC's property.

Threats, threatening language, or any other acts of aggression or violence made toward or by any employee will not be tolerated. For purposes of this policy, a threat includes any verbal or physical harassment or abuse, attempts at intimidating or instilling fear in others, menacing gestures, flashing of weapons, stalking, or any other hostile, aggressive, injurious and/or destructive actions undertaken for the purpose of domination or intimidation.

All potentially dangerous situations, including threats by co-workers, should be reported immediately to the Supervisor or Department Head, or to any other member of management. Reports of threats may be made anonymously. All reports will be promptly investigated. No employee will be subject to retaliation, intimidation or discipline because of reporting a threat in good faith under this policy.

If an investigation confirms that a threat of a violent act or violence itself has occurred, the PTRC will take swift appropriate corrective action with regard to the offending employee.

The PTRC will not tolerate any form of violence in the workplace or other work-related settings, regardless of whether the conduct is initiated or committed by PTRC employees or others. The workplace violence policy covers all forms of violent or potentially violent conduct.

The PTRC requires all of its employees to comply with all aspects of this policy. All employees, regardless of position or title, will be subject to discipline, up to and including discharge, should the PTRC determine that an employee is engaged in contributing to violence in the workplace or has otherwise failed to comply fully with this policy.

Zero tolerance to harassment

The PTRC will not tolerate harassment in any form.

The PTRC also prohibits any harassment based on sex, race, national origin, ethnicity, color, religion, creed, age, marital status, veterans' status, disability, genetic information or political affiliation, or any other characteristic protected by federal, state, or local law. For example, the PTRC will not tolerate epithets, slurs, jokes, negative stereotyping, threats or intimidation or any similar verbal or physical conduct that denigrates or shows hostility or aversion towards an individual because of any of the legally protected attributes mentioned above. Harassing conduct also includes display or circulation in the workplace of written or graphic material that denigrates or shows hostility or aversion toward an individual or group (including through electronic communication).

The PTRC will not tolerate sexual harassment.

Sexual harassment, male or female, is also prohibited. Sexual harassment includes any unwelcome or unwanted conduct of a sexual nature (verbal or physical) when:

1. Submission to such conduct is a term or condition of a person's employment;
2. Submission to or rejection of this conduct by an individual is used as a factor in decisions affecting hiring, evaluation, promotion or other aspects of employment; or
3. This conduct substantially interferes with an individual's employment or creates an intimidating, hostile or offensive work environment.

While it is not easy to define precisely what types of conduct could constitute sexual harassment, examples of prohibited behavior may include, but are not limited to:

- Unwanted sexual advances, sexual flirtations, touching advances, or propositions;
- Demands for sexual favors in exchange for favorable treatment or continued employment;
- Verbal conduct such as epithets, derogatory or obscene comments, slurs or sexual invitations, sexual jokes, propositions, suggestive, insulting or obscene gestures, or other verbal abuse of a sexual nature;
- Negative stereotyping based upon one's gender;
- Graphic or verbal commentary or abuse about an individual's body, dress, sexual prowess, sexual deficiencies or of any sexual nature or the use of sexually degrading words to describe an individual;
- Unwanted or suggestive touching, impeding or blocking movements, leering, whistling, pinching or insulting;
- Visual conduct such as the display or circulation in the workplace of sexually suggestive posters, photographs, cartoons, drawings, gesture, pictures, regardless of the format, including but not limited to e-mail and internet communications; or
- Sexually degrading words to describe an individual.

These types of behavior are unacceptable at the PTRC's workplace, in other work settings – such as business trips, and at business-related social events. All PTRC employees, and particularly supervisors, have a responsibility for keeping the work environment free of harassment.

No supervisor is to threaten or insinuate, either explicitly or implicitly, that an employee's refusal to submit to sexual advances will adversely affect the employee's employment evaluation, wages, advancement, assigned duties, shifts, or any other condition of employment or career development. In addition, no supervisor is to favor an applicant or employee because that person has performed or shown a willingness to perform sexual favors for the supervisor.

PTRC encourages the reporting violations of this policy

The PTRC must be made aware of discrimination or harassment before it can act to prevent or stop it. The PTRC cannot take corrective action unless it has knowledge that a problem exists. Any incident or situation that an employee believes involves a violation of this policy by any employee or individual under the PTRC's control, should be brought to the attention of their supervisor, and superior supervisor, or the Human Resources Officer as soon as possible. Failure to report claims of discrimination or harassment hampers the PTRC's ability to take the necessary steps to remedy such situations. Any supervisor who becomes aware of any possible violation of this policy must immediately advise the Human Resources Officer, regardless of whether the complaining employee wants the supervisor to do so.

If an employee makes the PTRC aware of a possible violation of this policy, the PTRC is obligated by law to investigate and, if appropriate, take prompt remedial action. For this reason, if a complaint regarding a violation of this policy is brought to the PTRC's attention, the PTRC will promptly and thoroughly investigate the facts and circumstances of any claim of discrimination or harassment and will do its best to maintain the confidentiality of the complaint and complaining employee to the extent practical and appropriate under the circumstances.

Employees at any level who are found after appropriate investigation to have violated this policy will be subject to disciplinary action up to and including termination. Any supervisor who knows about a violation of this policy and takes no action to stop it may be disciplined as well. Remedial action may include, but is not limited to, termination, suspension, or transfer of the offending employee. Remedial action may also include counseling, changes in work assignments, or other measures designed to prevent future misconduct. The appropriate action in each case will vary, and such decision will be made by the PTRC.

While this Policy sets forth the PTRC's standards for promoting a workplace that is free from discrimination and harassment, this Policy does not limit the PTRC's authority or ability to discipline or take any other remedial action for workplace conduct that the PTRC believes to be inappropriate, regardless of whether that conduct meets the legal definition of discrimination or harassment.

The PTRC will not retaliate against employees for reporting violations of this policy.

No individual will be subject to, and it is the PTRC's policy to strictly prohibit, any form of discipline or retaliation for reporting, in good faith, any violation of this policy, pursuing any claim of discrimination or harassment, or otherwise participating or cooperating in any investigation of a complaint of discrimination or harassment. Retaliation is a serious violation of this policy, and any retaliation also should be reported immediately. Any person found to have retaliated against another individual for reporting discrimination or harassment will be subject to disciplinary action, up to and including termination. Any individual who intentionally makes a false claim for discrimination or harassment is subject to discipline, up to and including termination.

The PTRC requires all of its employees to comply with all aspects of this policy. All employees, regardless of position or title, will be subject to discipline, up to and including discharge, should the PTRC determine that an employee is engaged in harassment or has otherwise failed to comply fully with this policy.

PTRC is a drug free workplace

It is the policy of the PTRC that its workplace shall be drug-free in compliance with the Drug-free Workplace Act of 1988 (PL 100-690, Title V, Subtitle D.) The Executive Director may establish policies and procedures related to employee substance abuse in order to insure the safety and well being of citizens and employees, and to comply with any state, federal, or other laws and regulations.

Appendix C

2025-2026 Employee Benefit Guide



PIEDMONT TRIAD
REGIONAL COUNCIL





About Your Benefits

The Piedmont Triad Regional Council hires and maintains staff that is top of their field. Employees of this stature deserve the most comprehensive and competitive benefits we can provide within our means. We believe that healthy employees with good piece of mind are productive employees. Therefore, this plan offers top level health benefits in all areas of interest to our employees—physical and emotional. We also pledge to assist our employees with their plan for life changes and life after work by providing competitive plans for leave and retirement. If there are gaps in our offerings that you feel will help you and the rest of our staff you are encouraged to communicate that to the leadership team for future consideration.

| Table of Contents | |
|----------------------------------|----|
| About Your Benefits | 1 |
| Medical Coverage | 2 |
| Vida | 3 |
| Primary 360 | 4 |
| Progyny | 5 |
| Dental Coverage | 6 |
| Vision Coverage | 7 |
| Spending Accounts | 8 |
| Life and AD&D Insurance | 9 |
| Additional Benefits | 10 |
| Retirement Benefits | 11 |
| Financial Assistance & Resources | 12 |
| Leaves | 13 |
| Payroll Deductions | 14 |



Matthew Dolge

This brochure provides benefit information available July 1, 2025 through June 30, 2026. This guide is intended to provide a summary of the benefit programs available to all benefit eligible employees. It is only an overview and you must review specific plan brochures and plan documents for full program details, limitations and exclusions.

Please make sure that you visit your Paychex Benefits Administration (also referred to as BeneTrac) to view and select your benefits online. You will have access to a variety of helpful information, including an instructional presentation and websites, all located in the PTRC Information Center.

Making Changes to Your Benefits

Each year, you have the opportunity to make changes to your benefits during open enrollment. You may make mid-year changes to your benefits only if you have a qualifying life event. Examples of qualifying life events include:

- Marriage or divorce
- Birth or adoption of a child
- Change in a dependent’s eligibility status
- Change in employment status for you or your dependents resulting in the loss/gain of coverage
- A significant change in the cost or coverage of your dependent’s benefits
- Change in the cost of dependent care (for dependent care flexible spending accounts only)

Eligibility and Enrollment

You are eligible to participate in Piedmont Triad Regional Council’s benefits if you are a full-time employee working at least 30 hours per week. If you enroll for benefits, you may also cover your:

- Legal spouse
- Children up to age 26
- Unmarried children of any age who are mentally or physically disabled

Your benefits begin on the first of the month following your hire date.

Your benefits end on the date of employment separation.



Medical Plan

BCBSNC | 877-258-3334 | WWW.BLUECROSSNC.COM

| COVERAGE | IN-NETWORK | OUT-OF-NETWORK |
|--|--|--|
| Office Visit PCP/Specialist | \$30/\$60 Copay | 50% after deductible |
| Preventive Care | 100% | 70% after deductible |
| Emergency Room | \$250 Copay | \$250 Copay |
| Urgent Care | \$100 Copay | \$200 Copay |
| Inpatient / Outpatient Care | 100% after deductible | 50% after deductible |
| Annual Deductible Single /Family | \$500 / \$1,000 | \$1,500 / \$3,000 |
| Medical Out-of-Pocket Max Single / Family | \$2,500 / \$5,000 | \$5,000 / \$10,000 |
| Prescription Drugs Retail - 30 day supply Mail order Net Results Formulary | \$10/\$20/\$35/\$60/\$100 2.5 X Copay | \$10/\$20/\$35/\$60/\$100 2.5 X Copay |
| Pharmacy Out-of-Pocket Max Single / Family | \$1,950 / \$3,900 | \$3,900 / \$7,800 |

We encourage employees to create an account at www.bluecrossnc.com to access claim information, find an in network doctor, and search for prescription drugs.

PCP copays are waived if a PCP is selected in the BCBSNC member portal.

See your plan summary and benefit booklets for additional details.



Telemedicine

Getting to the doctor when you're sick is never easy. That's why PTRC offers telemedicine through Teladoc. You can connect with a U.S. board-certified doctor 24 hours a day, seven days a week by phone or video chat. Call Teladoc at 1-800-835-2362 if you have a minor physical condition like a cold or fever. To get started, visit www.teladoc.com and register with your BCBSNC member ID number (found on your medical ID card).



Vida—Medical Weightloss

Struggling to manage your weight? Do you have goals to exercise more or eat healthier?

Whether you're focused on nutrition, weight loss, mental health or overall wellbeing, your coach will personalize a plan for you — then guide you every step of the way. **All at no cost to you.**

Vida Health's virtual health program can help. If you are 18 years or older and eligible to join Vida, Vida is available through your benefits at no cost to you.

With Vida, you will have access to a care team to help you make realistic plans to meet your goals - and to stick with them.

Vida Health offers support and resources from the convenience of your home. Vida Health programs aim to improve your health through personalized care and actionable insights. Our dedicated care team can help you:



- Lose weight - and still eat the food you love
- Exercise in a way that works for you
- Sleep better and reduce stress
- Access whether weight loss medication is right for you

[Explore these recorded presentations to learn more GLP-1s for Weight Management with Vida Health](#)

Starting July 1st, 2025, Piedmont Triad Regional Council will exclusively partner with Vida Health to be the sole provider for weight loss GLP-1 medications (Wegovy, Saxenda and Zepbound). This partnership enhances your opportunity for success by providing access to anti-obesity specialists. If you are currently using GLP-1 medications for weight loss, you will still have access to them under your existing prior authorization. To continue your prescription, you will need to enroll in Vida and be prescribed this medication by a Vida provider for this medication to be covered under your benefit plan.

Vida Health is a virtual health program that offers personalized weight loss programs and live, one-on-one support from an expert care team

Vida delivers support from behavioral change to pharmacological interventions.

Your Team of Providers:

- Physicians and Nurse Practitioners
- Obesity specialists (CSOWMs)
- Registered Dietitians
- Licensed mental health therapists
- Care Navigators
- Certified Health Coaches



Getting Started is Easy

Sign up at:

VIDA.com/bluecrossnc



Answer some questions about your health history, goal and preferences.



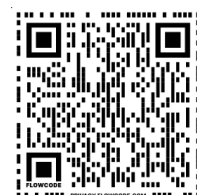
Download the app and schedule your first session to get started.



To learn more, scan the QR code

Or visit vida.com/bluecrossnc

Have questions?





Primary 360—Teladoc

Healthcare from the break room, living room or anywhere else

Your care options with **Primary360** include:



New

Primary Care

Manage your overall health body and mind— with a U.S. board-certified primary care provider and care team of nurses and medical assistants.

24/7 Acute Care

Need care for non-urgent and common conditions? Get a same-day appointment with a certified provider from wherever you are.



Start using your Teladoc Health benefits



New

Mental Health

Have real conversations and see progress with a therapist of your choice. Available 7 days a week from the privacy of your own home.

Dermatology

Start an online skin review with a dermatologist by uploading images and details of your concern. Get a treatment plan and prescription if needed in 24 hours or less.

New

Nutrition Counseling

Work with a registered dietitian to get personalized help with meal planning, healthy eating tips or even managing a condition like diabetes, high blood pressure or prenatal nutrition.

How does a primary care visit work virtually?

Before your visit. After selecting your provider, you'll answer health-related questions for your care team to review before your visit. You'll receive a complimentary blood pressure monitor to share readings during visits.

During your visit. You'll have dedicated time with your provider to address health questions, concerns, and next steps for your health goals. Providers are trained to diagnose and treat via phone and video, saving you time, money, and the hassle of office visits.

Your primary care provider can order lab work, X-rays, referrals, and vaccinations. Your care team can connect you to an in-network lab or facility if needed. Results will be reviewed with you, added to your care plan, and uploaded to your Teladoc Health account.

Teladoc Health providers can prescribe new medications. They do not prescribe opioids, narcotics, or DEA-controlled substances.

Acute Care

- Allergies
- Cold, cough or flu
- Diarrhea
- Ear Problems
- Fever
- Headache
- Insect bite
- Nausea and vomiting
- Sinus problems
- Sore throat
- Urinary problems

Dermatology

- Acne
- Alopecia
- Bruises
- Cold sores
- Eczema
- Psoriasis
- Rashes
- Rosacea
- Skin Infections
- Warts

Set up your account or log in to schedule a visit

Visit [Teladoc.com](https://www.teladoc.com) | Call 855-549-2214

Download the app





Progyny—Menopause and Mid-Life

A New Standard of Care is Here: A curated menopause expert network

Progyny is here to support you from the earliest signs and symptoms to the years afterward.

Are you concerned about insomnia, weight gain, mood swings, brain fog or something else? Not being heard by your current GYN or PCP when you share these concerns with them?

You deserve relief. That is why we are here.

- **Concierge support** - Connect with your dedicated Patient Care Advocate for menopause support
- **Menopause specialists** - access virtual care from menopause specialist MDs
- **Doctor-Approved Resources** - Tap into exclusive content from top menopause MDs, in app or online
- **Hormonal and Non-hormonal Rx** - Explore treatment options
- **Lifestyle tips** - Learn tips for sleep, nutrition, mental health, and more

Demystifying Menopause

56% of those in early stages of menopause don't know what to expect. With Progyny menopause specialized care advocates and curated educational materials, Progyny is her to change that.




Many women are surprised by perimenopause symptoms in their mid-thirties to early forties, but focused care is scarce. Only 6.8% of OBGYNs are trained to address these symptoms, resulting in a knowledge gap that leaves nearly 3 in 4 untreated.

Menopause symptoms are treatable, but each individual needs a personalized approach.



Perimenopause
Irregular periods, hot flashes, migraines, night sweats, weight gain, body aches, brain fog, mood swings, depression

Menopause
Menopause is the moment that marks 12 months since your last menstrual period. Postmenopause symptoms may begin.



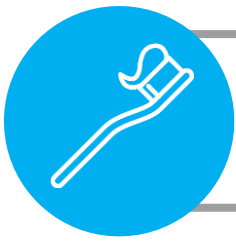

Postmenopause
Muscle loss, weight gain, painful sex, hair thinning, low libido, back pain, decreased height, skin changes

Call Progyny to get started

833 - 233 - 1101

Progyny Patient Care Advocates are available Mon-Fri from 9am –9pm EST to answer your questions, as often as you need them.





Dental Plan

Lincoln | 877-275-5462 | www.lincolnfinancial.com/dental

PTRC's Dental Plan is administered by Lincoln. Review the chart below for the amount Lincoln Financial will pay for the dental service listed.

| LEVEL OF COVERAGE | IN-NETWORK | OUT-OF-NETWORK |
|---|----------------------|----------------------|
| Annual Deductible Individual/ Family | \$50 / \$100 | \$50 / \$100 |
| Benefit Period | Calendar Year | Calendar Year |
| Benefit Maximum | \$1,500 | \$1,500 |
| Basic Care | 80% after deductible | 80% after deductible |
| Major Care | 60% after deductible | 60% after deductible |
| Preventive Care | 100% | 100% |

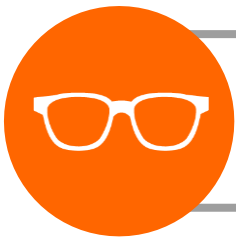
| Sample of Services Covered by Your Plan* | | |
|--|--|---|
| Preventive | Basic | Major |
| <ul style="list-style-type: none"> • Fluoride • Sealants • Cleanings • X-Rays • Routine Exams | <ul style="list-style-type: none"> • Oral Surgery • Fillings • Extractions • Periodontics • Endodontics | <ul style="list-style-type: none"> • Bridges • Implants • Inlays/Onlays/Crowns/Veneers • Anesthesia • Dentures |

*For a full list of services and coverage limitations, please see your plan document.



Finding In-network Dentists

You pay less for services when you use a dentist in the Lincoln network. You can find an in-network dentist by visiting www.lincolnfinancial.com/dental calling 877-275-5462



Vision Plan

VSP VISION | 800-877-7195 | WWW.VSP.COM

PTRC’s vision plan through VSP Vision covers routine eye exams and helps you pay for glasses or contact lenses. Review the chart below for the amount you will pay for the vision service listed.

| LEVEL OF COVERAGE | IN-NETWORK | OUT-OF-NETWORK ¹ |
|---|--|--|
| Exam/ Lenses & Contacts / Frames Frequency | 1 in 12 months/ 1 in 12 months /1 in 24 months | |
| Exam | \$10 Copay | Up to \$50 Allowance |
| Frames & Lenses | \$25 Copay ² | Frames: Up to \$54 Allowance Single: Up to \$25—\$110 Allowance Depending on lens type |
| Contact Lenses in lieu of lenses & frames | Up to \$130 Allowance | Up to \$104 allowance |

¹ Copays apply to Out-of-Network providers for Exams, Lenses and Frames.

² Frames are covered up to \$130 Allowance, plus discount on balance over allowance after copay.

Finding In-network Eye Doctors

You can find an in-network eye doctor in the VSP Vision network by visiting www.vsp.com or calling 800-877-7195.





Spending Accounts

PROBENEFITS | 800-722-8382 | WWW.PROBENEFITS.COM

Paying for Health Care

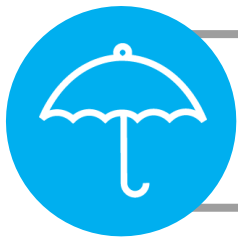
PTRC offers several ways to set aside pre-tax dollars to pay for medical, prescription drug, dental and vision care expenses.

| | Flexible Spending Account (FSA) |
|--|--|
| What expenses are eligible? | Medical, prescription drug, dental and vision care (See IRS publication 502 for a full list of eligible expenses) |
| When can I use the funds? | All of the funds you elect for the year are available July 1 |
| Can I roll over funds each year? | Up to \$640 can roll over per year. All other funds will be lost |
| How do I pay for eligible expenses? | With your ProBenefits debit card (you can also submit claims for reimbursement online) |
| How much can I contribute each year? | You can contribute \$3,200 to your FSA in 2025 |
| Can I change my contributions throughout the year? | No, unless you have a qualifying life event, you choose an annual election amount during open enrollment and that amount is taken out of each paycheck in equal increments throughout the year |

Paying for Dependent Care

You can contribute pre-tax dollars into a dependent care FSA to pay for eligible child or elderly care expenses.

| | Dependent Care FSA |
|--------------------------------------|--|
| What is it? | An account that allows you to set aside pre-tax dollars from each paycheck to pay for eligible child or elderly care expenses while you and your spouse work full time |
| Why should I consider it? | You can lower your taxable income to save some money while you take care of your daycare |
| What expenses are eligible? | Daycare expenses for your children under age 13 or dependents who are mentally or physically incapable of caring for themselves (including elderly dependents) |
| When can I use the funds? | Funds are available as you contribute to the account with each paycheck |
| Can I roll over funds each year? | No, you will lose any funds remaining in your account at the end of the year |
| How do I pay for eligible expenses? | With your ProBenefits debit card (you can also submit claims for reimbursement online) |
| How much can I contribute each year? | You can contribute \$5,000 to your dependent health care FSA in 2025 |



Life, AD&D and Disability Insurance

LINCOLN FINANCIAL | 800-487-1485 | WWW.LFG.COM

Life and AD&D Insurance

PTRC provides basic life and accidental death and dismemberment (AD&D) insurance through Lincoln Financial Group at no cost to eligible employees. Life insurance is portable, subject to eligibility. Reduction schedule applies based on age. Benefits reduce by: 35% @ age 65; 55% @ age 70; 70% @ age 75.

| | Basic Life and AD&D (Company-paid benefit) |
|-------------|---|
| Life & AD&D | \$50,000 |

Death Benefit– LGERS

In addition, PTRC has also elected to provide death benefit coverage through the Local Government Employees' Retirement System. After 1 year of service as a contributing member of the retirement system, your beneficiary will receive a lump-sum payment equal to your highest salary for 12 consecutive months during the 24 months before you die. The lump-sum payment will be at least \$25,000 but no more than \$50,000.



Keep Your Beneficiaries Up to Date

You must log on to Flock to designate a beneficiary (the person who will receive the benefit) for your life and AD&D insurance. Make sure to keep this person's information updated so your benefit is paid according to your wishes.

Voluntary Life and AD&D Insurance- Lincoln Financial

You have the option to purchase additional life and accidental death and dismemberment insurance coverage for yourself, your spouse and your child(ren). Coverage may only be elected for dependents when you elect coverage for yourself. When you enroll in Voluntary Life insurance, you are automatically enrolled in Voluntary AD&D insurance for the same amount. At this Open Enrollment only, you may elect up to the Guaranteed Issue amount without showing evidence of insurability.

| Employee Paid | Voluntary Life and AD&D |
|---------------|--|
| Employee | In units of \$10,000 to a maximum of \$500,000, Guaranteed Issue: \$100,000 Coverage cannot exceed 5x basic annual earnings |
| Spouse | In units of \$5,000 to an overall benefit maximum \$250,000 Guaranteed Issue: \$10,000 Coverage cannot exceed 50% of the employee amount. |
| Child(ren) | Birth to 6 Months: Increments of \$2,000 up to \$4,000 6 Months to Age 26: \$2,000 increments up to \$10,000 |



Additional Benefits

Wellness Program

At PTRC, we are committed to fostering a culture of wellbeing. This means providing our employees with tools and resources to be actively engaged in your health. Please refer to your Wellness Program materials for more details about your Health Check 360 wellness offerings.

Employee Assistance Program

To help you with personal issues and concerns, PTRC provides you and your family with an employee assistance program (EAP) at no cost to you. Call McLaughlin Young 24/7 for confidential assistance with personal matters like family, finances, health and work. Experienced consultants are available to listen and help you find solutions. They can also set up in-person sessions with local behavioral health counselors if needed. There are 6 in person visits included at no cost. Find more information at 800-633-3353 or www.mygroup.com with username: piedmonttriad and password: guest.



GYM Membership Reimbursement

As a PTRC employee, you are eligible for reimbursement from any gym of your choice. To qualify, you must provide proof of payment for at least three months within each quarter. Acceptable documentation includes receipts or bank statements clearly showing the gym name and payment dates. All proof of payment must be uploaded into the HealthCheck360 app each quarter to receive reimbursement.

YMCA Discount

As a PTRC employee, discounts are available with the YMCA of Northwest NC Chapters. The PTRC will cover \$10 of your expenses and you will also receive a discounted rate for being a PTRC employee. To receive these discounts, fill out the appropriate form and show your badge to the participating YMCA for enrollment. The membership application form for new members or the membership modification form for existing members are available in your Benefits Administration in Paychex.

Supplemental Insurance (Aflac / Allstate) Tom Luebchow | 336-945-2520

www.Aflac.com | www.Allstate.com

PTRC offers employees access to supplemental insurance policies such as accident, cancer, critical care, etc. through both AFLAC and Allstate. Information on these plans can be obtained by contacting Tom and/or Susan Luebchow.

Long Term Care (TransAmerica) Municipal Benefits | 919-431-9822

PTRC offers employees access to Universal Life Insurance with Long Term Care Provision Underwritten by Transamerica. Information on this benefit can be obtained by contacting Municipal Benefits Account Manager, Harris Winston (harrisw@municipalbenefits.com).



Retirement Benefits

NC LOCAL GOVERNMENT EMPLOYEE'S RETIREMENT SYSTEM | www.myncretirement.com

This is a state program authorized by the General Assembly and managed by the North Carolina Treasurer's Office. Mandatory contribution of 6% is deducted from your pre-tax pay and sent to the NC Treasurer's Office on your behalf. An employee is considered vested after five (5) years. PTRC contributes to your account as part of your total compensation. PTRC's contribution FY 2025-2026 is 14.45%. www.myncretirement.com/media/2877/open

401(K) PLAN | www.ncplans.prudential.com

Participation in the 401(k) plan is voluntary. Employees may contribute to the plan through pre-tax or post-tax payroll deductions. PTRC automatically contributes 2.5% of your salary to the 401(k) plan, regardless of whether you choose to contribute. In addition, PTRC will match employee contributions dollar-for-dollar up to 5% of your salary when you contribute at least 5%. Additional information about the 401(k) plan is available in your Benefits portal in Paychex..

457 NATIONWIDE DEFERRED COMPENSATION | www.nrsforu.com

Another retirement plan option is the 457 plan. Employees may elect to contribute pre-tax dollars to a deferred compensation plan through payroll deductions. Our 457 plan is administered through Nationwide Retirement Solutions. PTRC does not offer a contribution to this plan. We have additional information located in your Benefits portal in Paychex.



Financial Assistance & Resources

ALLEGACY CREDIT UNION MEMBERSHIP

Employment with PTRC allows individuals to join Allegany Credit Union. Employees will be required to show their NCDL or photo ID and proof of qualifying status such as a paystub. www.allegacy.org

CIVIC FEDERAL CREDIT UNION MEMBERSHIP

Employment with PTRC allows individuals to join the Civic Federal Credit Union. Employees will be required to show their NCDL or photo ID and proof of qualifying status such as a paystub. <https://www.civicfcu.org/>

EDUCATION ASSISTANCE

PTRC is an eligible public employer for the Public Service Loan Forgiveness Program (PSLF). More information about the PSLF is available at <https://studentaid.ed.gov/sa/sites/default/files/public-service-employment-certification-form.pdf>

TUITION ASSISTANCE BENEFIT

A full-time, regular employee rated as an independent operator within PTRC's performance appraisal system may apply for tuition reimbursement to complete formal education taken during non-work time which is expected to improve job skills.

CHARITABLE DONATION

PTRC encourages employees to give back to the charity of their choice. United Way of Forsyth County and United Way of Greater Greensboro are options.



Leaves

HOLIDAYS

PTRC schedules 12 paid holidays per year, dependent upon what day the Christmas Holiday falls on.

| HOLIDAYS | |
|--|-------------------------------|
| Independence Day | New Year's Day |
| Labor Day | Martin Luther King's Birthday |
| Veteran's Day | Good Friday |
| Thanksgiving Holidays (Thanksgiving Day and following Friday) | Memorial Day |
| Christmas Holidays (Christmas Day & 2 other days on a variable schedule) | |

VACATION LEAVE

Employees earn vacation leave according to length of service. The maximum accumulation of vacation leave is 240 hours or 32 days. Vacation leave accumulated over 240 hours converts to sick leave at the end of the fiscal year. Employees working less than full-time earn vacation leave on a pro-rata basis. Vacation leave accrued balance is typically paid out at separation of employment. However, it may be withheld by PTRC if an employee separates employment unfavorably and/or owes funds to the PTRC.

| LENGTH OF SERVICE | DAYS/HOURS (Earned on an hourly pro-rata basis) |
|-------------------|--|
| Less than 2 years | 12 days / 90 hours (7.5 hrs / month) |
| 2 to 4 years | 13 days / 97.5 hours (8.125 hrs / month) |
| 5 to 9 years | 16 days / 120 hours (10 hrs / month) |
| 10 to 14 years | 19 days / 142.5 hours (11.875 hrs / month) |
| 15 to 19 years | 22 days / 165 hours (13.75 hrs / month) |
| 20 or more years | 25 days / 187.5 hours (15.625 hrs / month) |

SICK LEAVE

Employees earn one day of sick leave for each month of service completed, or 12 days per year, 7.5 hours per month. Employees working less than full-time earn sick leave on a pro-rata basis. Sick leave accrual is accounted for through employer contributions to the NCLGERS. Therefore, sick leave accrual is not paid to separated employees; however, accrued balances are reported to the NCLGERS according to their specifications.

FAMILY & MEDICAL LEAVE

PTRC employees with the requisite service are eligible for benefits under the Federal Family Medical Leave Act. This law provides safeguards to employees who need time off to deal with longer-term personal or family medical issues.

Please contact the human resources department if you need to inquire about long-term leave, or have concerns about your leave. PTRC strives to be an employer to help you meet the work-life balance.



Payroll Deductions July 2025—June 2026

Employee contributions are the employee’s share of premium cost and are made through payroll deductions. Payroll deductions, as listed, are deducted on a bi-weekly, pre-tax basis.

| MEDICAL | BI-WEEKLY FULL-TIME WELLNESS DEDUCTIONS | BI-WEEKLY FULL-TIME NON-WELLNESS DEDUCTIONS |
|---------------------|---|---|
| Employee | \$0.00 | \$20.77 |
| Employee / Spouse | \$200.77 | \$ 221.54 |
| Employee / Children | \$177.69 | \$ 198.46 |
| Family | \$385.38 | \$ 406.15 |

Part Time 80% (30 hours/week employees) pay an additional \$20.77 bi-weekly for their medical insurance.

| | BI-WEEKLY FULL-TIME DENTAL DEDUCTIONS | BI-WEEKLY FULL-TIME VISION DEDUCTIONS |
|---------------------|---------------------------------------|---------------------------------------|
| Employee | \$0.00 | \$1.00 |
| Employee / Spouse | \$17.10 | \$3.49 |
| Employee / Children | \$18.42 | \$3.63 |
| Family | \$27.62 | \$7.79 |

| AGE* | VOLUNTARY LIFE AND AD&D BI-WEEKLY DEDUCTION PER \$1,000 OF BENEFIT |
|-----------------|--|
| 0-24 | \$0.147 |
| 25-29 | \$0.152 |
| 30-34 | \$0.165 |
| 35-39 | \$0.171 |
| 40-44 | \$0.177 |
| 45-49 | \$0.208 |
| 50-54 | \$0.258 |
| 55-59 | \$0.381 |
| 60-64 | \$0.523 |
| 65-69 | \$0.900 |
| 70+ | \$1.388 |
| Child Life Rate | \$0.115 |

*Spouse Rate is based on Employee Age



Notes

This benefit summary prepared by



Insurance | Risk Management | Consulting

This document is an outline of the coverage provided under your employer's benefit plans based on information provided by your company. It does not include all the terms, coverage, exclusions, limitations, and conditions contained in the official Plan Document, applicable insurance policies and contracts (collectively, the "plan documents"). The plan documents themselves must be read for those details. The intent of this document is to provide you with general information about your employer's benefit plans. It does not necessarily address all the specific issues which may be applicable to you. It should not be construed as, nor is it intended to provide, legal advice. To the extent that any of the information contained in this document is inconsistent with the plan documents, the provisions set forth in the plan documents will govern in all cases. If you wish to review the plan documents or you have questions regarding specific issues or plan provisions, you should contact your Human Resources/Benefits Department.

PTRC Overview of Benefits

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|---------------------------------|--|
| Health/Medical Insurance | <p>The PTRC health insurance is administered through Blue Cross Blue Shield. Our group number is 14170380.</p> <p>Co-Pay: Primary Care \$30 Specialist \$60 Urgent Care \$100 ER \$250</p> <p>Expenses for medical insurance run July – June. www.bluecrossnc.com</p> |
| Dental | <p>Dental insurance is through Lincoln Financial Preventive services are covered at 100%. The plan deductible is \$50 individual/\$100 household with all services other than preventive covered at 80% once the deductible has been met. Benefit Maximum is \$1,500 per individual. Our dental insurance plan runs from January – December (calendar year). Individuals Lincoln Financial</p> |
| Vision | <p>Vision insurance through VSP covers eye exams (\$10 co-pay), glasses (\$25 co-pay), and contact lens fittings (\$25 co-pay). Verbal Social Security Number of employee is used in lieu of insurance card for all covered. Expenses for vision care run July – June. www.vsp.com</p> |
| Life Insurance | <p>\$50,000 in life insurance is provided at no cost to PTRC employees. Age reduction schedule applies beginning at age 65. www.lfg.com</p> |
| Flexible Spending Account (FSA) | <p>Employees can set aside pre-tax dollars for either dependent care (up to \$5,000) or medical, dental, or vision (up to \$2,850) expenses. An employee can carry over \$570 to the following year. Limitations and rules apply for reimbursements. Expenses for the FSA run July - June. my.probenefits.com</p> |

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| <p>Employee Assistance and Work Life Programs (EAP)</p> | <p>Free, confidential, short-term counseling and consultation services are provided through the McLaughlin Young Group at no charge to the employee.</p> <p>Go to www.mygroup.com for more information.</p> <p>For Login: username: piedmonttriad password: guest</p> |
| <p>NC Local Governmental Employee's Retirement System (LGERS)</p> | <p>Mandatory contribution of 6% is deducted from your pre-tax pay and sent to the NC Treasurer's Office on your behalf. An employee is considered vested after five (5) years. www.myncretirement.com</p> |
| <p>NC 401(k) Plans</p> | <p>Participation in the 401(k) plan is voluntary. Employees may contribute to this plan through pre-tax and post-tax payroll deductions. PTRC contributes 2.5% of your salary to the 401(k) program regardless of your contribution.</p> <p>Login Empower</p> |
| <p>457 Nationwide Deferred Compensation</p> | <p>Another retirement plan option is the 457 plan. Employees may elect to contribute pre-tax dollars to a deferred compensation plan through payroll deductions. Our 457 plan is administered through Nationwide Retirement Solutions. PTRC does not offer a contribution to this plan. www.nrsforu.com</p> |
| <p>Supplemental Insurance – AFLAC/Allstate</p> | <p>The PTRC offers employees access to supplemental insurance policies such as accidental, cancer, critical care, etc. through both AFLAC and Allstate. Information on these plans can be obtained by contacting our broker, Tom Luebchow at 336-945-2520. You may find www.aflac.com or www.allstate.com/financial available with helpful information.</p> |
| <p>Long Term Care Insurance</p> | <p>PTRC offers employees access to Universal Life Insurance with Long Term Care Provision Underwritten by Transamerica. Information on this benefit can be obtained by contacting Municipal Benefits Account Managers, Harris Winston (harrisw@municipalbenefits.com).</p> |

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| Gym Membership | Starting from July 01, 2024, to submit the gym membership reimbursement through Health Check 360 APP |
| Allegacy Credit Union Membership | Employment with PTRC allows individuals to join Allegacy Credit Union. Employees will be required to show their NCDL or photo ID and proof of qualifying status such as a paystub. www.allegacy.org |
| Civic Credit Union Membership | Employment with PTRC allows individuals to join the Civic Credit Union which is housed within the State Employees Credit Union. Employees will be required to show their NCDL or photo ID and proof of qualifying status such as a paystub. Civic Federal Credit Union |
| Education and Tuition Assistance Programs | <p>PTRC is an eligible public employer for the Public Service Loan Forgiveness Program (PSLF). More information about the PSLF is available at https://studentaid.ed.gov/sa/sites/default/files/public-service-employment-certification-form.pdf</p> <p>Tuition Assistance Benefit - A full-time, regular employee rated as an Independent Operator within PTRC's performance appraisal system may apply for tuition reimbursement to complete formal education taken during non-work time which is expected to improve job skills.</p> |