



Employee Benefits Guide

Welcome to NYPA. In this guide you'll find everything you need to know for a smooth on-boarding process.

FOR NON-UNION EMPLOYEES

Our mission

Lead the transition to a carbon-free, economically vibrant New York through customer partnerships, innovative energy solutions, and the responsible supply of affordable, clean, and reliable energy.



Total Rewards

At NYPA, you will have the chance to make a difference. Your work will help tackle climate change and bring clean, affordable energy to people across New York. You will be recognized and rewarded for your work with fair compensation and a comprehensive benefits package for you and your family. You will have opportunities to learn, stretch and grow both on and off the job. Joining NYPA, you will become part of a community that genuinely cares about our work and each other. To make sure every employee has the resources they need to thrive, NYPA's Total Rewards program offers a comprehensive package of benefits that support every aspect of your life.

your benefits. The final cost to you will depend upon the combination of benefits you choose. If your selections cost more than your available credits, you will pay the difference through payroll deductions. You may deposit any unused credits into a Flexible Spending Account or receive the credits as cash in your paycheck, prorated over 26 pay periods.



Benefits resources

The NYPA benefits webpage, nypa.gov/benefits, has an icon for Non-Union employees. While this new hire guide contains a summary of benefits, you can access details on all NYPA's benefits there. You'll find information on various topics such as health & wellness, life at NYPA, planning for the future, forms, communication & regulations and locate open enrollment information. A schedule of benefit events and contact information is also easily accessible.



Eligibility

As a full-time employee, you are eligible to enroll in a broad range of benefits that can be customized to your individual and family needs. Coverage will become effective on your first day of employment. You have thirty days from your hire date to enroll in your benefits. Once a year during an open enrollment period, you will have the opportunity to change your benefit elections. Based on your family status, you will receive benefit credits, which are dollars that are applied toward the cost of



Medical coverage

NYPA offers several medical plans or the option to waive medical coverage.

- **The NYPA preferred provider organization (PPO) plan** provides major medical care, hospitalization, and prescription drug coverage. If you use a network provider, you are only responsible for the copay. If you use a non network provider, you will be responsible for paying the annual deductible and coinsurance, as well as any charges over the reasonable and customary limit.
- **The choice plan** provides major medical care, hospitalization, and prescription drug coverage. If you use a participating provider, you are only responsible for the copay. Out-of-network benefits are not available under this plan.
- In some geographic locations, **health maintenance organizations (HMO)** are also available. HMOs cover your medical expenses when you use a healthcare provider affiliated with the HMO that you choose. Out-of-network benefits may be available but vary by individual HMO.
- **A helpful chart to compare medical benefits** for the above plans can be viewed [here](#).



Dental plan

The Delta dental plan covers charges for services related to care of the teeth, gums, and mouth. Diagnostic and preventive care services are paid at 100%. Other dental expenses, including orthodontics, are covered as referenced in the chart attached [here](#). You are responsible for the coinsurance for these services after meeting the deductible. Selecting a provider that participates in the Delta dental network reduces your out-of-pocket expense. Should you use a non-network provider, payment to the dentist is based on the negotiated rate and you are responsible for any amount over that rate.



Vision coverage

You have a choice of two options:

- **Core vision plan** - available for employees only (not dependents) at no cost (benefit is paid by NYPA). Under this option, you are reimbursed up to \$100 for a routine eye exam, prescription lenses and frames or prescription contact lenses once every 24 months.
- **Optional vision plan** - administered through Davis Vision, this option with access to participating providers, provides benefits for eye exams, z eyeglasses, and contact lenses. A grid to help compare Vision Benefits can be seen [here](#).



Employee life insurance

You have a choice of two options:

- One times your salary plus Core (\$50,000)
- Two times your salary including Core (\$50,000)
- Two times your salary plus Core (\$50,000)

Your cost is based on your salary, the amount of insurance, and your age. Life insurance coverage in excess of \$50,000 is considered taxable income and will appear on your W-2. Additional life insurance information can be located [here](#).



Dependent life insurance

You may elect \$20,000 coverage for your spouse/ domestic partner and \$4,000 coverage for each child. You will automatically be named beneficiary of any dependent life insurance.



Business travel life insurance

You have protection in the event of accidental death occurring while traveling on business. Your regular commute to and from work is not covered. This policy has a lump sum payment of \$250,000 to your designated surviving beneficiary.



Long-term disability

Long-term disability coverage provides income to protect you and your family if you are disabled and cannot work after three consecutive months of absence from work. NYPA provides coverage for 50% of covered salary with a maximum monthly amount of \$5,000 at no cost to you (core plan) or you may choose 60% of covered salary with a maximum monthly amount of \$10,000 for which you will pay the cost of the additional coverage. Cost-of-living increases, survivor benefits, education benefits, and rehabilitation incentives are built into the coverage options.

Default benefits

If you do not make benefit elections within 30 days of your hire date, you will automatically receive default benefits, which will remain in place through Dec. 31 of the year you are hired, unless you experience a qualifying life event during the year. The default coverage includes only the following benefits (employee coverage/individual credits only):

Medical coverage NYPA choice plan	Life insurance \$50,000 (core plan)
Vision core plan	Long-term disability 50% of covered salary (core plan)

Domestic partner benefits

Medical, dental, optional vision, cancer protection plan, accident expense plan, life insurance, accidental death & dismemberment, and group legal benefits may be extended to a domestic partner and dependents of the domestic partner. (Eligibility criteria: you must share a committed relationship with each other, have been in the relationship for at least six months, reside in the same household, document financial interdependency for six months and complete an affidavit.)



Flexible spending accounts

You can contribute pre-tax dollars to flexible spending accounts (FSAs), which allow you to pay for eligible out-of-pocket health and dependent daycare expenses, up to annual IRS limits. You will receive a debit card to use for both types of FSA expenses. The medical FSA maximum for 2024 is up to \$3,200 and dependent care FSA is up to \$5,000.



Cancer protection plan

The cancer protection plan helps with unexpected expenses in the event of a cancer diagnosis benefits are paid directly to you, regardless of any other insurance, copays, etc. Additional information can be found in the [cancer protection plan brochure](#).



Accident expense plan

This plan provides coverage for unexpected expenses in the event of an accident. Benefits include costs associated with accident emergency treatment, accident follow-up treatment, initial accident hospitalization, accident hospital confinement, accidental death and dismemberment, physical therapy, blood and plasma, and ambulance. Levels of reimbursement for each benefit vary. Additional information can be found in the [accident protection plan brochure](#).



Accidental death & dismemberment (AD&D) insurance

Under this plan, you are covered 24 hours a day, 365 days a year against covered accidents during business or pleasure. You may select benefit amounts ranging from \$50,000 to a maximum of \$400,000. Additional information can be found here [AD&D insurance](#).



Group legal plan

The group legal plan provides professional legal advice and representation for most personal legal matters, such as: wills and estate planning, home and real estate matters, debt and identity theft matters, family law, and elder care. Additional information can be found [here](#).



Retirement program

Within 30 days of your hire date, we're going to ask you to make some important decisions about your retirement plan.

If you earn \$75,000 or more, you must choose between the New York State and Local Retirement System (NYSLRS) and the Voluntary Defined Contribution (VDC) Program. If you earn less than \$75,000 you automatically default into NYSLRS.

Provisional employees have the option of enrolling in a retirement plan and their membership begins on the date an application is completed.

Both plans are designed to provide for income needs in retirement. The one that is best for you depends on your individual circumstances. If eligible, once you make a selection, your decision is permanent and can't be changed later on. Please see the chart below for a comparison of the two plans.

	NYSLRS	VDC
Plan type	<p>*A defined benefit plan (DB), also known as a traditional pension plan. Provides a fixed monthly lifetime benefit at retirement based on a preset formula that considers your salary, age, and years of service at retirement.</p> <p>*The state/employer bears the investment risk.</p> <p>*Administered by the State of New York</p> <p>*Tier 6 Benefit Provisions</p>	<p>*A defined contribution plan (DC) is similar to a 401(k) plan and can provide lifetime income benefits based on the amounts contributed by NYPA and you, and the success of the investments. Contributions are made on a pre-tax basis.</p> <p>*Employee bears the investment risk.</p> <p>*Recordkeeper is TIAA</p>
Eligibility	All full-time employees	Full-time non-union employees earning \$75,000 or more
Employee contributions	<p>NYSLRS – contribution rate based on wages</p> <p>\$45,000 or less: 3%</p> <p>\$45,000.01 to \$55,000: 3.5%</p> <p>\$55,000.01 to \$75,000: 4.5%</p> <p>\$75,000.01 to \$100,000: 5.75%</p> <p>More than \$100,000: 6%</p>	<p>VDC contribution rate based on wages</p> <p>\$74,999 or less: N/A</p> <p>\$75,000: 4.5%</p> <p>\$75,000.01 to \$100,000: 5.75%</p> <p>More than \$100,000: 6%</p>
Employer contributions	NYPA contributes toward general pension funds, not individual accounts	NYPA contributes 8% of an employee's eligible compensation
Vesting	<p>*5-year vesting</p> <p>*Age 63 Normal retirement, full benefit</p> <p>*Age 55 Early retirement, reduced benefit</p> <p>*20 & 30-year milestones</p>	<p>*366 days (waived if have vested employer-funded retirement plan from any of the VDC investment providers; waived/pro-rated for prior NYS public service credit.)</p> <p>*No minimum age requirement</p> <p>*Tax penalties may apply if withdrawal before 59 1/2</p>
Investment options	Funds are managed for employees and held in the NYS Common Retirement Fund trust.	Employee selects' funds from any of the investment providers offered by the plan sponsor (AIG, Fidelity, TIAA, and VOYA).
Portability	If you leave before reaching the five-year vesting period, your contributions are refunded and employer contributions toward general pension funds are forfeited.	Subject to plan rules, employee and employer contributions plus applicable earnings are vested after 366 days.



Time away from work



Vacation

You are eligible for 20 vacation days per year. In your first year of employment, vacation days are credited on a prorated basis (rounded up to the nearest half day), based on your hire date (1/12th of 20 vacation days). For example, if you start in April, you receive 15 vacation days. If you start in December, you receive two vacation days. On the following January 1st you will be credited with 20 vacation days.

After 11 years of employment, a 1/2 day of vacation will be credited the following January 1st and for each succeeding year of service, another 1/2 day will be credited on the following January 1st of each year until a maximum of 25 days per year is credited upon the January 1st after reaching 20 years of service.



Sick time

Employees who work a 37.5-hour work week accrue 3.46 hours per pay period and employees who work a 40-hour work week accrue 3.69 hours per pay period. Sick time can be used for yourself or an immediate family member who is ill. Sick time carries over each year.



Employee medical leave

Employees on an approved consecutive family medical leave act (FMLA) for an employee's own illness are eligible to receive 50% of salary after exhausting accrued sick time for up to 12 weeks.



Family and medical leave act (FMLA)

Eligible employees may receive up to a total of 12 weeks of unpaid FMLA leave in a 12-month period if you are absent from work for more than five consecutive or intermittent business days. FMLA includes leave for an employee medical leave (employee's "serious health condition"), family medical leave (to take care of a spouse/domestic partner, parent, sibling, or child with a "serious health condition"), or a parental leave (leave for the birth and bonding of a newborn, adoption, or foster care).



Parental leave

Eligible employees can receive 100% pay for 12 weeks to bond with a newly born, adopted, or fostered child. Parental leave coordinates with FMLA and PFL when applicable.

Additional retirement savings plans

In addition to the retirement plan decision above, you have two retirement plans available offering a variety of investment options to help you meet your savings goals. You can contribute up to the IRS maximum including catch-up contributions for those over age 50.



Employees' savings plan (401(k) plan)

The 401(k) Plan is a defined contribution plan that includes pre-tax and roth after-tax contributions. You may contribute from 1% up to 100% of your eligible salary on a pre-tax basis and/or roth (after-tax) basis. NYPA will match the first 6% of eligible contributions at a rate of \$0.50 per dollar.



Deferred compensation plan (457 plan)

The deferred compensation plan is a defined contribution plan governed by section 457(b) of the internal revenue code. The plan has the same annual limits and other similarities to the 401(k) plan with the important difference of no employer match. You may contribute from 1% up to 100% of your eligible salary on a pre-tax basis and/or roth (aftertax) basis.



Paid family leave New York State paid family leave (PFL)

This benefit provides job-protected, paid time away from work, to care for a family member, as mandated by New York State. PFL provides time off to bond with newly born, adopted, or fostered child; care for a family member with a serious health condition; or assist loved ones when a family member is called to active military service abroad. NYS PFL coordinates with FMLA and parental leave when applicable.



Military leave

You are eligible for 30 calendar days a year for authorized military leave.



Death in family

In the event of the death of an immediate family member, you are eligible for three days of paid time away from work.



Holidays

Management employees receive a total of 15 days per year. Holiday schedules vary depending on your work location.

Additional benefits



Employee assistance program

A free, confidential assessment and counseling program for employees and family members. The program also includes childcare and elder care resources and referral services.



Education assistance

Permanent employees are eligible for our education assistance program after completing six months of employment. You are responsible for payment of tuition and required fees when registering for courses at eligible institutions. Tuition and eligible fees will be reimbursed only after successful completion of the course(s) at a minimum grade level of “C” or its equivalent or a “P” in a pass/fail course (pass/fail reimbursement is limited to two courses per degree curriculum).

Provisional employees are not eligible for education assistance.

For all courses, NYPA will reimburse 100% for tuition, books, lab and computer fees, and mandatory registration fees up to the annual reimbursement. All benefits are dependent upon the employee maintaining employment for certain commitment periods or be subject to repaying education expenses in full.

Program	Annual reimbursement maximum	Commitment period
Certificate	\$5,000	Six months
Undergraduate	\$10,000	One year
Graduate	\$15,000	Two years



Commuter benefit program

If you use mass transportation as your regular means of commuting to work, NYPA provides you with a \$50 per month benefit to help offset your commuting costs. Additional information on the commuter benefit can be found [here](#).



Additional programs available through payroll deduction

- Group auto/homeowner's insurance program discount through Liberty Mutual
- Credit union membership
- New York's 529 College Savings Program (877-697-2837, nysaves.org)
- Payroll deductions to donate to certain charities through State Employees Federated Appeal (SEFA)

The above is only intended as a summary of the benefit plans. If there is a difference between this summary and the documents, contracts or policies, the plan documents, contracts, or policies will govern in every instance. The authority reserves the right to change or terminate any of these benefits, programs, or pieces of programs at any time.

Benefits new hire checklist

- ☐ Bring original identification for employment verification on your first day.
- ☐ Gather documentation for your dependents and email to [HR Services](#) on your first day.
- ☐ Enroll in benefits on [MyPageNYPA](#) within 30 days of hire date.
- ☐ Review your benefit summary to confirm your choices and verify you have included any eligible dependents you want covered.
- ☐ If applicable, choose between the New York State and Local Retirement System (NYSLRS) and the Voluntary Defined Contribution (VDC) Program within 30 days of hire date.
- ☐ Enroll in the 401(k) and/or the 457 Plans at any time.
- ☐ Designate beneficiaries
 - ☐ Life insurance beneficiaries should be done before your first day
 - ☐ 401(k) and 457 plan beneficiaries can be designated on the [T.Rowe Price website](#)
 - ☐ VDC Plan beneficiaries can be designated on the [Retirement@Work website](#) after you are vested
 - ☐ NY State and local retirement system beneficiaries must be designated [NYSLRS](#).
- ☐ Receive your new ID cards for medical, pharmacy, dental and vision coverage.