



Welcome to Party City! We wish you success as you begin your career with us. This summary will provide you with an overview of the benefits that we offer to our full time Associates.

**Your effective date of coverage is the first of the month following 60 days of employment.**

Enrollment is electronic through the ADP Self Service portal (ESS) and must be completed within 31 days of employment. If you do not make benefit plan choices during your initial eligibility period, you will not be able to enroll in any benefit plans until either our annual open enrollment or if you experience a life event. A life event is marriage, death, divorce, birth, adoption, commencement of other group health coverage or termination of other group health coverage.

Under ESS there is a Benefits tab, simply click on Health & Welfare and you can begin enrolling in the Party City Health Plans.

If you elect medical coverage through Cigna, you will be invited to complete a Health Risk Assessment (HRA). Once you are enrolled in a Cigna plan, you will be able to access the HRA at [www.myCIGNA.com](http://www.myCIGNA.com). In order to complete the HRA, you will need to know your 'number'. Your 'number' refers to:

- Your blood pressure
- Your body mass index (BMI)
- Your glucose levels and cholesterol levels

While the HRA is voluntary, if you do not wish to see your associate contributions increased to a higher rate, you (and your spouse, if applicable) must complete the HRA within 30 days of your benefit effective date. If you answer "I am not sure" to any of the HRA questions, your HRA will not be successful and you will inquire the higher premium.

This summary does not cover all of the provisions of each plan. The relevant plan documents and contracts govern the plans described herein, including full specifics on coverage levels, exclusions and limitations. All plan summaries are available on the ADP ESS Portal under the Document Library.

**MEDICAL INSURANCE – administered by CIGNA**

Plan Choices	Open Access Plus IN Plan (OAPIN)		Choice Fund Open Access Plus HSA Plan (OAP HSA)*		
	In Network Benefit		In Network Benefit		Out of Network Benefit
Deductible	\$450 (individual)/\$900 (family)		\$1300 (individual)/\$2600 (family)		\$2600 (individual)/\$5200 (family)
Out-of-Pocket	\$2000 (individual)/\$4000 (family)		\$2000 (individual)/\$4000 (family)		\$4000 (individual)/\$8000 (family)
Physician's Office Visit	90% coinsurance after deductible		90% coinsurance after deductible		70% coinsurance after deductible
Specialist Office Visit	90% coinsurance after deductible		90% coinsurance after deductible		70% coinsurance after deductible
Emergency Room Services	90% coinsurance after deductible		90% coinsurance after deductible		70% coinsurance after deductible
Inpatient Hospital Stay	90% coinsurance after deductible		90% coinsurance after deductible		70% coinsurance after deductible
Urgent Care Services	90% coinsurance after deductible		90% coinsurance after deductible		70% coinsurance after deductible
Preventative Care	Plan pays 100%, no plan deductible		Plan pays 100%, no plan deductible		70% coinsurance after deductible
Plan Maximum	Unlimited		Unlimited		Unlimited
Prescription Drug Deductible	\$100 (individual)/\$300 (family)		Plan has combined Medical/Pharmacy deductible		
	Retail	Mail Order	Retail	Mail Order	Covered in-network only
Tier 1	\$10 for 30 day supply	\$0 for 90 day supply	\$10 for 30 day supply	\$0 for 90 day supply	
Tier 2	\$25 for 30 day supply	\$50 for 90 day supply	\$25 for 30 day supply	\$50 for 90 day supply	
Tier 3	\$50 for 30 day supply	\$100 for 90 day supply	\$50 for 30 day supply	\$100 for 90 day supply	

**\*The Choice Fund Open Access Plus HSA Plan combines a Qualified Medical Plan with a Health Savings Account. Party City will make contributions to Associates' Health Savings Accounts – \$650/year for Individual and \$1300/year for Family.**

**DENTAL INSURANCE - administered by Aetna**

Plan Choices	DMO	PPO	
	In Network Benefit	In Network Benefit	Out of Network Benefit
Office Visit Copay	\$5	N/A	N/A
Preventive Services	100%	100%	100%
Basic Services	100%	90%	80%
Major Services	60%	60%	60%
Annual Benefit Maximum	None	\$1,500	\$1,500
Annual Deductible – applies to Basic & Major Services	None	\$50/\$150	\$50/\$150
Orthodontic Services	\$2,300 copay (adult or children)	50% to \$2,000 (children only)	50% to \$2,000 (children only)
Orthodontic Deductible	None	None	None

**VOLUNTARY VISION PLAN – administered by Spectera, a UnitedHealth Group Company**

- Network includes Optometrists, Ophthalmologists, and retail chains such as Cohen’s, Wal-Mart, Vision Center, For Eyes, Costco, Sterling Optical, etc.
- \$10 copay for eye exam annually, when using a network provider. \$45 reimbursement for out of network provider
- \$25 copay for frames and lenses once every 12 months when using a network provider. Reimbursement of \$40.00 applies when using an out of network provider.
- Discounts for members on Lasik/PRK refractive eye surgery.

**FLEXIBLE SPENDING ACCOUNT (FSA) – administered by Benefit Resource**

- Health and Dependent care Flexible Spending Accounts (FSAs) are separate benefit plans that allow you to defer a portion of your pay on a pre-tax basis, to use during the year to reimburse yourself for eligible out-of-pocket expenses not covered by other programs.
- Because this money goes into your accounts before federal and Social Security taxes are withheld, you pay less tax and, ultimately, increase your disposable income.
- The Health care account allows you to apply pre-tax dollars for out of pocket medical, dental prescription and vision expenses not covered under the health insurance plan.
- The Dependent care account allows you to apply pre-tax dollars for dependent care expenses such as day care and elder care. Dependent care must be provided by an individual or facility that is claiming the money as income on their taxes and is not a dependent of yours. An eligible dependent under the Dependent Care account is a child under the age of 13.
- IRS rules states that any money left in your accounts after the expiration of the grace period will be forfeited.

**GROUP TERM LIFE INSURANCE – administered by CIGNA**

- Party City offers an employer paid basic life policy that is equal to 1 times salary to a maximum of \$250,000.
- The plan provides Associates with accidental death and dismemberment benefits equal to the life benefit.

**VOLUNTARY ADDITIONAL LIFE and AD&D INSURANCE – administered by CIGNA**

- Associates can purchase additional life insurance in increments of \$10,000 to a maximum of \$500,000. Any amounts over \$150,000 require evidence of insurability. Please contact the Benefits Department for the evidence of insurability form.
- Associates can also purchase life insurance for a spouse in increments of \$10,000 to a maximum of 50% of the Associate’s additional life amount or \$250,000, whichever is less. Any amounts over \$10,000 require evidence of insurability.
- Associates can purchase life insurance for their children in increments of \$1,000, \$2,000, \$4,000, \$5,000 or \$10,000.
- Associate’s age and amount of insurance elected determine premiums.
- Premiums are deducted biweekly through payroll deduction.

### **SHORT TERM DISABILITY – administered by CIGNA**

- Provides income continuation in the event of a non-work related disabling condition.
- Benefit is equal to 60% of weekly pay to a maximum of \$1,200 per week.
- Benefits are payable on 8<sup>th</sup> consecutive day of disability.
- Plan integrates with state mandated disability plans.
- Premiums are deducted on an after-tax basis, therefore disability benefits are non-taxable.

### **LONG TERM DISABILITY – administered by CIGNA**

- Provides income continuation in the event of non-work related disabling condition.
- Available to Store Management and Corporate Office associates.
- Benefit is equal to 60% of monthly pay to a maximum of \$5,000 per month.
- Benefits are payable after 180 day elimination period.

### **EMPLOYEE ASSISTANCE PROGRAM – administered by CIGNA**

- The EAP is a professional service that offers counseling, information and support for all types of issues and problems. The service is available 24 hours a day, 7 days a week by calling a toll free number set up just for Party City Associates.
- Associates can call and obtain information on a wide variety of topics such as chemical and substance abuse, depression, elder care services and legal services, to name a few.
- Toll free phone - **1-800-538-3543**.

### **TUITION ASSISTANCE PLAN (TAP)**

Party City is committed to Associate's personal growth and professional development because we know they are our greatest asset. We encourage all Associates to obtain the skills, knowledge and abilities that can lead to career advancement within the company through education.

- All full-time Associates who have at least one year of service and whose current job performance "meets standards" or above are eligible.
- All part-time Associates who have at least two years of service and whose current job performance "meets standards" or above are eligible.
- Course work must be job related.
- Party City reimburses up to \$3,000.00 annually based on following schedule and after completion of the course work:
  - Grade A – 100%
  - Grade B – 85%
  - Grade C – 70%

### **401(k) PLAN – administered by Wells Fargo**

The 401(k) plan has an automatic enrollment feature. Once Associates meet the eligibility requirements (21 years of age, six months of service and 501 hours worked), an enrollment kit from Wells Fargo will be mailed home. Associates have 30 days to review the materials and make an election NOT to participate in the 401(k) plan. If you do nothing, payroll deductions in the amount of 3% of your biweekly pay will begin on the pay period following the expiration of the 30 day 'opt out' window. Your employer matching contribution will equal 1.5%.

- Payroll deductions will be deposited to a Wells Fargo Target Fund whose investment allocations are tied to your retirement date, which would be at the time you turn 65 years of age.
- Once first deductions are withheld, payroll deductions may be changed. Associates can contribute 1 to 100% of pay to annual IRS limits.
- Party City matches 50% up to first 6% of deferred salary contributions, not to exceed \$2,000 annually.
- Associates may roll over funds from another plan at any time with no waiting period.
- Associates are 100% vested in their own contributions immediately.
- Associates are 100% vested after 5 years.

**2015 Associate Bi-weekly Contributions**

<b>CIGNA 2015 Associate Contribution Schedule</b>		
	<b>Bi-Weekly Contribution Completing the Health Risk Assessment(HRA)</b>	<b>Bi-Weekly Contribution Not completing the Health Risk Assessment (HRA)</b>
<b>OAPIN Plan</b>		
Single	\$57.87	\$69.44
Associate + Spouse	\$121.52	\$145.82
Associate + Child(ren)	\$107.05	\$128.46
Family	\$182.27	\$218.73
<b>OAP HSA Plan</b>		
Single	\$46.29	\$55.55
Associate + Spouse	\$97.21	\$116.66
Associate + Child(ren)	\$85.64	\$102.77
Family	\$145.82	\$174.98

<b>Aetna Dental Bi-Weekly Contributions</b>	
	<b>2015 Rate</b>
Associate Only	\$15.66
Associate + Spouse	\$31.08
Associate + Child(ren)	\$31.08
Family	\$54.64

<b>UHC Vision Bi-Weekly Contributions</b>	
	<b>2015 Rate</b>
Associate Only	\$3.01
Associate + Spouse	\$6.54
Associate + Child(ren)	\$6.24
Family	\$8.33

<b>Kaiser Medical Bi-Weekly Contributions</b>	
<b>California Only</b>	<b>2015 Rate</b>
Associate Only	\$52.60
Associate + Spouse	\$110.45
Associate + Child(ren)	\$105.19
Family	\$168.31

**To calculate your Short Term Disability premium:**

$$\frac{\text{Annual Salary}}{\div 52} \times .60 = \frac{\text{Weekly Benefit (cap at \$1200)}}{\times .40 \div 10} = \frac{\text{Monthly Cost}}{\times 12 \div 26} = \frac{\text{Bi-Weekly Cost}}$$