



Addendum to TriNet Employee Handbook For the benefit year October 1, 2010 - September 30, 2011

About the Addendum

This addendum supplements TriNet's Employee Handbook by outlining some of the benefits and services specific to PAIRE. This addendum is not intended to be a comprehensive resource on the benefits available to you, nor does it cover all the rules and restrictions that may apply to those benefits. For questions about PAIRE retirement plans, please contact the PAIRE office. For other benefit matters please consult the *TriNet Signature Benefits* guidebook and TriNet's "Ask Benefits" knowledgebase to ask benefits questions online and search for comparable health plan information on HR Passport. Both "Ask Benefits" and The TriNet Signature Benefits guidebook are available on TriNet's secure portal, HR Passport under menu item Myself > My Benefits.

Employment Categories and Eligibility for Benefits

Regular full time employees are those, for benefit purposes, regularly scheduled to work at least 30 hours a week. They are eligible for all benefits described in this Addendum.

Regular part time employees are those who work at least 20 but less than 30 hours per week and, as such, are eligible for paid leave benefits, PAIRE Retirement Plan, and Supplemental Benefits. Regular part time employees are **not** eligible for TriNet's core group benefits described in this Addendum.

Temporary employees are those who are hired for 24 months or less and have a 'not to exceed' date. Temporary employees are **not** eligible for paid leave. Temporary employees are not eligible for any core company benefits described in this Addendum.

Note: once an employee has been employed for 12 months, they are eligible for 401k plan participation, including match and pension.

Postdoctoral Fellows are those who receive a postdoctoral fellow appointment from Stanford University. Postdoctoral Fellows are not eligible to accrue paid leave, or receive pension/match in the PAIRE Retirement Plan. They are eligible for all other benefits described in this Addendum, including deferring to the 401k Retirement Plan.

On Call employees are those who are hired to work less than 20 hours per week. On-call employees are not eligible for paid leave or group benefits as described above, but are eligible for the PAIRE Retirement Plan.

Company Sponsored Benefits

If you are eligible for full time employee group benefits, you may make your selections via HR Passport once you're set up in TriNet's system.

Per IRS Section 125, employees who are eligible for benefits have 30 days to make a health plan selection. If a selection is not made, or coverage waived within the allowable time, health benefit coverage will be defaulted here in California into the Blue Shield PPO Standard plan, group dental, and group vision for employee only, retroactive to the TriNet date of hire.

Employees will be responsible via payroll deductions for any employee costs associated with the default enrollment. With default coverage dependents will not be enrolled and the tax savings of Flexible Spending Accounts will not be available. The default coverage and any related premiums will be effective for the remaining benefit plan year unless you experience a Life Status Change.

Start Date of Benefits: There is no waiting period for group health benefits at PAIRE. Eligible employees are covered from the first day of work. PAIRE covers the equivalent of 100% of the employee

premium for the Kaiser Permanente group health plan, the Blue Shield of CA 1500 PPO, as well as the Aetna Dental DMO plan, and the Aetna Vision Plan Group. The employee has the option of selecting a different plan and paying the corresponding difference between the plan's cost and the company's contribution. Family (including registered domestic partner) may be added to the plans at employee's expense. Payroll deductions will be made after you have completed your benefit elections and will be retroactive to your date of hire.

Waiving Health Coverage: If you are eligible for benefits and don't submit an enrollment specifically waiving coverage you will be assigned TriNet's default coverage. To waive coverage you must make an active election on HR Passport specifying waiver of benefits and providing evidence of other group health care coverage. Employees who waive health coverage are eligible to enroll in optional plans and flexible spending accounts. A no-coverage allowance is provided in the taxable amount of \$37.50 each pay period to eligible employees who waive health plan coverage.

Health Plans

HEALTH PLAN OPTIONS ARE LOCATED ON WWW.HRPASSPORT.COM

MEDICAL

PPO: The preferred provider organization is Blue Shield of California. Blue Shield offers multiple plan levels with various deductibles and coverage levels. For details on all these plan choices, refer to TriNet's *Signature Benefits* booklet. Once you are registered with TriNet, you can log onto www.hrpassport.com or access the plan websites at www.blueshieldca.com/trinet.

HMO: Health maintenance organization plans (HMOs) are available in most areas, depending on your area of residence. Kaiser and Blue Shield both provide HMO plans. For details on these plans, refer to TriNet's *Signature Benefits* booklet.

DENTAL

Group dental insurance is included with any employee medical plan enrollment. Employees may choose the higher coverage Preferred Plan under MetLife, Aetna, or Delta Dental, or the lower-cost DMO plan. For all plans, you may verify your eligibility, network, and locate providers by visiting HR Passport and navigating to Myself >My Benefits.

VISION

Vision Plan: Group vision insurance is included with any employee medical plan enrollment, and is available with Aetna and VSP.

Group dental and group vision plans are *optional* for dependents when enrolled in a TriNet group health plan. The group dental and vision plans are not available to those who choose to waive medical coverage; they may only enroll in the optional dental and vision plans.

Financial Security

Fully funded without employee contributions:

Group Term Life: PAIRE provides a policy valued at \$20,000 which includes an equal amount of Accidental Death & Dismemberment (AD&D) insurance for eligible employees. There are no underwriting requirements or health questions to answer in order to qualify for this insurance. Consult the TriNet *Signature Benefits* guidebook for more details.



Addendum to TriNet Employee Handbook For the benefit year October 1, 2010 - September 30, 2011

PAIRE Retirement Plan

Elective Contribution: All Regular Full-time, Part-time, and On-Call employees, excluding temporary employees*, may begin deferring salary to the **PAIRE 401(k) Plan** from the first day of employment. The employee is responsible for tracking contributions made with prior employers to ensure that contributions do not exceed IRS maximums/calendar year. Prior employer contributions are not tracked by TriNet or our retirement plan administrator. The maximum amount an employee may defer is set by the IRS each year. Check with HR for that number.

Matching Contribution: Beginning with the first pay period in the month following an employee's first year of PAIRE employment, any salary deferrals an eligible employee makes to the 401(k) plan will be matched 100% (up to 5% of compensation). Note: Postdoctoral Fellows are not eligible for match.

Retirement Contribution (Pension): In addition to any matching contribution for which an eligible employee may qualify, after one year of employment PAIRE will automatically begin to contribute an amount equal to 5% of the employee's compensation each pay period. Note: Postdoctoral Fellows are not eligible for pension.

*Once a temporary employee has completed 12 months of PAIRE employment, they are eligible for the 401k plan.

Note: Eligible employees (not postdocs) hired directly from Stanford University due to a grant transfer may receive pension from date of employment. Also, these employees are eligible for immediate match, if deferral is elected.

Optional Plans Available at Employee Expense

For detailed information on the following optional benefits, consult the TriNet *Signature Benefits* guidebook and "Ask Benefits" at www.hrpassport.com.

Flexible Spending Account (FSA) Plan: Healthcare and dependent care FSAs offer a before-tax method of paying for certain health care and dependent care expenses. Important rules, regulations, and deadlines apply for this pre-tax benefit.

Optional Delta Dental Plan: Employee paid dental plans are available for employees who waive medical coverage, or for their dependents. *Note:* There are restrictions on these plans that differ from the regular Group Dental plan.

Optional Vision Service Plan: An employee paid vision plan is available for employees who waive medical coverage, or for their dependents.

Optional MetLife Supplemental Term Life and Group Variable Universal (GVUL) Life Insurance: Once you complete the enrollment for the "core" benefits like medical, dental and vision, you will be directed to MetLife's website where you can review information regarding life insurance coverage for you and your family members.

You may apply for this coverage in increments of \$10,000 with minimum coverage of \$30,000. This coverage is subject to underwriting. A Statement of Health Form is required when enrolling, except during your initial 30-day new hire period, when the first \$250,000 is exempt from underwriting. You may also purchase Supplemental Term Life or GVUL insurance for your spouse, domestic partner, or dependent children.

Optional Accidental Death & Dismemberment Insurance: Coverage is available in increments of \$10,000 to a maximum of \$500,000.

Optional Short-Term and Long-Term Disability Insurance:

These plans could provide income protection to supplement any potential State sponsored Disability Insurance Program. A Statement of Health Form is required when enrolling except during your initial 30-day new hire period.

Aflac Supplemental Insurance: TriNet works with Aflac to provide supplemental insurance benefits for new hires. Aflac supplements but does not replace existing benefit plans. Most Aflac products are offered on a pre-tax basis, potentially providing savings for employees. Plans vary by geographic region. When enrolling for benefits online, new employees will have an opportunity to request a no-obligation meeting with an Aflac representative who will explain available plans and costs. Plans vary by geographic region.

MetLife Voluntary Benefits: TriNet has partnered with MetLife to offer a suite of optional products and services. These programs offer group rates and the convenience of automatic payroll deductions for interested employees. Benefits options include:

- **Group Long-Term Care Insurance:** Enrollment in this plan is available on a Guaranteed Issue basis during a new employee's first 90 days of employment
- **Group Legal Services Plan:** Enrollment is available within the first 30 days of a new employee's hire date
- **Group Auto and Home Insurance**
- **MetBank Banking Services**
- **Veterinary Pet Insurance**
- **Met Life Retirement Products:** MetLife provides rates for these products and services. Enrollment is available at any time subject to the terms noted above and by logging onto the "My Benefits" website via HR Passport and selecting > Myself > My Benefits > MetLife Benefits or at www.metlife.com/mybenefits.

Other Services

Credit Union Membership: Corporate America Family Credit Union provides services such as no annual fee VISA cards, free checking accounts, mortgage loans, Toll-Free 24 Hour Loan by Phone; online account access, and much more. Visit www.cafcu.org to find the nearest branch location, or call 800.359.1939 for more information.

Direct Deposit: Direct deposit of paychecks is available for up to five US bank accounts. Employees who participate in Flexible Spending Accounts can direct deposit their reimbursement checks into an existing account. To set up, verify, and maintain direct deposits via TriNet's HR Passport; log on to www.hrpassport.com, then select Myself>My Payroll>Direct Deposit.

Theme Parks, Hotels, and other Discounts: Available for vacation destinations, hotels, car rentals, and much more. To explore what's available, visit HR Passport and select >Myself >My Benefits >Benefits Overview and select "Entertainment Discounts" at www.hrpassport.com.

Employee Assistance Program: All employees and their family members may access up to three free, confidential counseling phone calls or in-person sessions. For more information, go to http://www.feieap.com/?s_username=trinet or call 888-893-5893. You can also find out more on HR Passport. Go to Myself > My Benefits > Employee Counseling.

Pre-Tax Commuter Benefits: An optional program that can save you up to 40% on vanpools, public transit, and parking costs. Passes can be delivered right to your home, or you can simply submit monthly receipts for reimbursement.



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Pay and Hours

PAIRE's pay periods are semi-monthly from the 1st through the 15th and 16th through the last day of each month. Paydays are the 7th and the 22nd. If the regular payday falls on a holiday or weekend, paychecks will be dated the workday before. Employees who have signed up for direct deposit will receive an earnings statement and funds will be deposited on the payday.

Regular work hours are from 8:00 a.m. to 4:30 p.m. Monday through Friday. For purposes of calculating overtime, the workweek begins at 12:01 a.m. on Sunday and ends at midnight on Saturday. Non-exempt employees will receive overtime pay at 1½ times regular rate for all hours over 8 in a day or 40 in a week.

Employees who've been identified as "Exempt" (from FLSA overtime laws) will be paid on a salaried basis and must turn in leave reports only when taking leave in increments equal to their workday.

All other employees are paid on an hourly basis and are required to turn in a timesheet with appropriate signatures each pay period. Timesheet/leave reports are located at www.paire.org/hr/current/.

California Labor Code requires employees working more than 5 hours per day to take an unpaid lunch break of at least 30 minutes. The lunch break may be waived by mutual written consent of the employee and supervisor only if the workday does not exceed 6 hours.

Timesheets are due in the PAIRE office by 10.00 a.m. on the 1st and 16th of each month, or the first workday following. Please review the Due Dates tab in the Timesheet Workbook at www.paire.org/hr/current/ for further details.

Time Off

Vacation time: Eligible employees accrue vacation time based on the total hours paid (excluding overtime) each pay period. See chart below for accrual rates:

Employment Month	Rate of Vacation Accrual	Annual Vacation hours at 40 hrs/wk
1 st – 36 th	5%	104 (13 days)
37 th – 180 th	7.5%	160 (20 days)
181 st +	10%	208 (26 days)

Vacation accrual has a "cap" of 240 hours. At any time in the year if the total amount of unused vacation time reaches 240 hours, further vacation accrual will stop. Vacation accrual will resume once accrued vacation time is brought below the 240 hour cap.

Employees are responsible for determining the balance of vacation hours during the calendar year and planning time off accordingly. Payment for unused vacation hours is made upon a status change to an on-call position, temporary position, or upon separation of employment.

Sick Leave: Sick leave accrues at a rate of 5% of total hours paid (excluding overtime) each pay period. Sick leave accruals have a "cap" of 1040 hours. At any time in the year, if the total amount of unused sick leave reaches 1040 hours, further sick leave accrual will stop. Sick leave accrual will resume once accrued sick leave is brought below the 1040 hour cap.

Unused sick leave may be carried forward from one year to the next. Paid sick leave may be used to care for a sick family member.

Upon conversion to an on-call or temporary position, sick leave is "banked" for your use if you return to a position that entitles you to leave. No payment for unused sick leave is made upon separation of employment.

Note: On-call, Temporary, and Postdoctoral Fellows are not eligible for leave accrual.

Employees' leave balance is shown each pay period on the earnings statements (pay stub). Copies of your paychecks and your current paid leave balance, if applicable, are available via the "My Payroll" section of TriNet's HR Passport.

Additional Paid Leave:

Jury Duty days: Employees will be paid for five days of Jury Duty. Employees who miss work because of Jury Duty must submit the court summons along with their timesheet.

Bereavement leave days: A bereavement period is a time when you need to know that the people you work with care about you and your family. Employees are allowed, per occurrence, up to three (3) days off with pay and may use up to five (5) days of accrued sick leave to assist you to arrange for or to attend the funeral of a family member. Family members include:

- Any individual related by blood or affinity whose close association with you has the equivalent of a family relationship,
- Any individual related by marriage, or
- Any individual registered as domestic partner.

To report these days on the timesheet, record them in the appropriate column. Sick leave is recorded per usual.

PAIRE does not advance leave. Any leave time noted on timesheet/leave report in excess of total leave accrued through the current pay period will be Leave WithOut Pay (LWOP).

Holiday Schedule

PAIRE follows the Federal holiday schedule, including any day declared a holiday by the President of the United States of America. On-call and Temporary employees are not eligible to receive paid leave for a holiday.

Holidays Observed:

New Year's Day	Labor Day
Martin Luther King, Jr. Day	Columbus Day
Presidents' Day	Veterans Day
Memorial Day	Thanksgiving Day
Independence Day	Christmas Day



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Leave Programs

For detailed information on the following leave programs, including eligibility information, refer to *TriNet's Signature Benefit Book* at www.hrpassport.com or contact Human Resources at extension 60170.

Health Benefits and Unpaid Leave: If you are granted a personal unpaid leave which is not covered under a state or federal leave plan (such as FMLA) you may continue your health care benefits coverage as if you are an active employee for 30 days. After 30 days, health care coverage continues until the end of the month in which the 30th day occurs. As of the first of the following month, you must elect COBRA coverage if you want to continue health care benefits during your leave.

Family Leave Acts: The Federal Family and Medical Leave Act and California's Family Rights Act provide job protection and medical coverage continuation for eligible employees with a serious illness or those that need to care for an ill or injured family member.

Paid Family Leave (PFL): PFL is a California state-sponsored insurance program within the SDI program. It provides employees with partial wage replacement to care for a seriously ill family member or for bonding with a new child. EDD has responsibility for PFL administration and approval of leave requests. For further information, please visit HR Passport, click on "Company Policies" and select "California Required Notifications."

Pregnancy Disability Leave (PDL): California Employees may take up to four months of unpaid pregnancy disability leave. It may be taken whenever the employee's physician certifies that the employee is disabled during the pregnancy or after delivery. Upon return from leave the employee will be returned to the job held before the leave, or in some cases, in a comparable position.

Compensation while on Pregnancy Leave: While disabled by pregnancy, employees are entitled to State Disability Insurance (SDI) to the same extent as for all other disabilities. Generally SDI pays four weeks before delivery and six to eight weeks after delivery, and will extend a woman's eligibility upon certification from her doctor that she is still disabled.

Accommodation for Pregnant Employees: Employers must provide reasonable accommodation to pregnant employees upon the advice of the employee's health-care provider. An employer must grant the request of a pregnant employee to transfer to a less strenuous job, if such a job is available. In limited circumstances, an employer can require the pregnant employee to transfer to another job.

New Employee Orientation

TriNet conducts Employee Orientations once a month in the PAIRE office at the Palo Alto facility. HR will notify you of the date/time, and location. If you are unable to attend this live orientation, we also offer New Hire Orientation formatted as a complete course on TriNet University™. The course is found on the Homepage of HR Passport™, (log in at www.hrpassport.com). Once you have logged in, the link is under the "Resources" Common links. You may complete the course in one sitting or on an intermittent basis.

Please use the following link to review more details on how to participate: <http://www.trinet.com/newhireorientation.htm>.

You are required to attend either the in person or online orientation during the first month of your employment.

HR Passport

Once you have been through the on-boarding process, you will need to login to HR Passport to enter your I-9 and work eligibility information. You should have received an email from TriNet with instructions on how to login and enter your information. Below are instructions on how to explore HR Passport:

1. Visit www.hrpassport.com
2. Click the "Login" button at the upper right-hand side of the page. The HR Passport page will appear.
3. The "Personal Identifier Type" field lets you use either your Employee ID number or your Social Security number to enter the HR Passport site. (If you don't know your Employee ID number, simply select "Social Security Number.")
4. Next, enter your nine-digit Social Security number or your Employee ID number in the "Personal Identifier" field.
5. Your default password is the last four digits of your Social Security number. Enter those digits into the "Password" field. You will be taken to a screen where you can set up a new password and enter a "shared secret" that will allow you to retrieve your password in case you forget it.

Employer of Record

Due to the co-employer relationship between TriNet and the Palo Alto Institute for Research and Education, Inc., the employer of record is TriNet. When filling out forms for legal or loan purposes employees should always list the employer as TriNet/PAIRE.

TriNet & PAIRE Contact Information

Contacts	Contact Information
TriNet Solution Center: Login & Benefit Assistance Weekdays: 6a.m. – 6p.m. PST	1-800-638-0461 Employees@trinet.com
TriNet On-Line Chat: TriNet Benefit/Information	www.hrpassport.com
PAIRE Human Resources Assistance: Employment policies & benefits	hr@paire.org
PAIRE Payroll Assistance: Timesheet & Paycheck Questions	payroll@paire.org

This document contains an abbreviated summary of employment benefits. The information here is subject to applicable laws and regulations described in the plan documents and other legal provisions. If there is any discrepancy, the plan documents govern. Please refer to the Employee Handbook, TriNet Signature Benefits, and Summary Plan Descriptions for additional detailed information. These resources are available online through HR Passport (log in at www.hrpassport.com).