This pamphlet is intended to provide prospective employees with an overview of the many benefits offered by the Massachusetts Mutual Life Insurance Company (MassMutual or company) and certain subsidiaries. More extensive information is provided to new employees upon hire.

Most benefits summarized here are available to full- and part-time employees regularly scheduled to work at least 20 hours per week, but there is no hours-per-week minimum required for retirement plans, business travel accident insurance and most work/life programs. Benefits may vary for employees assigned to a compressed or non-standard work week. Also, employees of participating MassMutual subsidiaries and certain field or non-U.S. offices may not be eligible for all plans or programs described in this pamphlet. General managers and agency staff are not eligible for any plans or programs described in this pamphlet. Career agents/advisors are not employees and this pamphlet does not summarize plans or programs for career agents/advisors.

Benefits-eligible employees may participate in most benefit programs upon date of hire, provided they enroll within 30 days of hire.
Benefits at MassMutual

At MassMutual, employees have the opportunity to earn a competitive salary and bonus, enroll in an array of benefits, and participate in programs and services that support healthy lifestyles, assist them in building financial security for themselves and their families and help them live well-balanced lives.

Throughout this booklet, you’ll see indicators where benefits are paid for, all or in part, by MassMutual. In some cases, benefit costs are shared by MassMutual and the employee. For health and welfare benefits for which employees pay a portion of the cost of coverage, the employee portion is generally deducted from pay on a before-tax basis. However, for residents of certain states or territories (including New Jersey and Puerto Rico) that do not allow for before-tax employee contributions, those contributions may be subject to the income taxes of those jurisdictions.
MassMutual offers a comprehensive health and wellness program to employees regularly scheduled to work 20 or more hours per week. It encourages employees to become active participants in managing their health and health care, while also offering choice and flexibility. Employees can expect comprehensive medical and prescription-drug coverage and best-in-class providers as well as personalized support to help navigate the health care system. Medical coverage starts on the first day of employment, if the employee enrolls within 30 days of hire. Employees may cover an eligible spouse or domestic partner and eligible dependent children up to age 26, or older if disabled.

MassMutual’s health and wellness program consists of the following:

**Comprehensive Medical Coverage**

Three health plan options are available that provide comprehensive medical coverage for covered services performed by any provider within the Cigna Open Access Plus (OAP) network — or any licensed out-of-network provider in the country (you will generally pay less when you use in-network providers). Prescription drug coverage is administered by Express Scripts. Covered prescriptions may be filled at most retail pharmacies, as well as through mail order.

**Two high deductible health plan options are available:**

- **HSA2000** has a much lower “premium” per pay period (from $8.70 to $110.19, based on salary and dependents covered), but a higher annual deductible ($2,000 individual/$4,000 family for medical, which includes prescription drug expenses) than **HSA1350**. It also has a higher out-of-pocket maximum ($3,500 individual; $7,000 family). This option allows health savings account (HSA) participation.

- **HSA1350** has a higher “premium” per pay period (from $52.14 to $244.31, based on salary and dependents covered) than **HSA2000**, but a lower annual deductible ($1,350 individual/$2,700 family for medical, which includes prescription drug expenses). It also has a lower out-of-pocket maximum ($3,000 individual; $6,000 family). This option allows health savings account (HSA) participation.
Health and Welfare

PPO750, a preferred provider organization, is also available for individuals who prefer more traditional health coverage with predictable flat-dollar copays for office visits. The “premiums” are typically higher per pay period than high deductible health plan coverage ($63.66 to $294.21). But a lower annual deductible ($750 individual/$1,500 family for medical, which includes drug expenses) may allow participants to meet that deductible sooner. It also has a higher out-of-pocket maximum ($4,000 individual; $8,000 family) than either HSA option. PPO participants are eligible to contribute to a full-use flexible spending account, but may not participate in a health savings account (HSA) or receive company HSA contributions.

A wellness program for those enrolled in MassMutual medical coverage provides employees and their covered spouses or domestic partners opportunities to engage in healthy behaviors and preventive screenings. The company provides financial incentives in the form of “wellness incentive dollars” to eligible employees who satisfactorily complete applicable wellness programs.

A health savings account allows those enrolled in a MassMutual high deductible health plan option (HSA2000 or HSA1350) to save and pay for qualified medical, dental and vision expenses. Eligible employees can contribute to this portable, tax-advantaged account. MassMutual also contributes to most employees’ health savings accounts based on salary and wellness program participation.

A health care flexible spending account (FSA) allows employees to save money on a before-tax basis for eligible medical, dental and vision expenses, subject to IRS limits. For employees enrolled in a high deductible health plan option, the health care flexible spending account is a limited-use account that can only be used for eligible dental and vision expenses. Employees who enroll in PPO750, or who do not enroll in a MassMutual medical option, may be eligible to use the health care FSA for qualified medical, prescription, dental and vision expenses.
Health and Welfare

Dental

Two levels of Cigna Dental coverage are available: Basic Dental covers preventive and basic restorative care; Major Dental covers all that Basic covers, plus restorations and orthodontia (limits apply). Dental participants can see any licensed dentist in the U.S., but may pay less when using in-network dentists.

Vision

EyeMed Vision Care participants may use in-network or out-of-network services; participants may pay less in-network.

Employee Assistance Program (EAP)

Counseling and resources are available to employees and all members of their household for help with personal concerns, such as depression, stress, work, family or marital problems, and financial and legal issues. This benefit includes up to six free face-to-face visits per issue per year with a Cigna Employee Assistance Program (EAP) counselor at no charge and one free 30-minute consultation with an attorney per issue per year. On-site EAP counselors are available to employees on the Springfield (State Street) and Enfield campuses. Other resources, including 24/7 telephonic counseling and crisis intervention, work/life referrals and online resources, are unlimited.
Health and Welfare

**Group Term Life Insurance**

The company pays for basic coverage equal to one times base pay (up to $200,000). New employees can choose to purchase supplemental coverage of up to four times base pay (up to $200,000 per multiple) at group rates — without having to provide proof of good health (also known as evidence of insurability) if elected within 30 days of date of hire. The company also provides accidental death and dismemberment insurance and business travel accident insurance at no additional cost.

**Group Variable Universal Life (GVUL) Insurance**

GVUL is provided in lieu of group term life insurance for officers and employees with annual base pay of $100,000 or more (includes sales incentive pay for Variable Incentive Compensation Program participants). The company pays for basic GVUL coverage equal to one times base pay (up to $200,000). Employees can choose to purchase supplemental GVUL coverage of up to six times base pay (up to $200,000 per multiple). The plan also allows employees the opportunity to build additional account value by allocating additional premium payments to a range of investment options.

**Dependent Life**

Dependent life insurance coverage pays a benefit to the employee if their eligible spouse, domestic partner or child dies while they are enrolled in the plan. Dependent life coverage is available at group rates, and no proof of good health (also known as evidence of insurability) is required if coverage is elected within 30 days of date of hire or rehire.
Health and Welfare

Disability – Short Term

Provides wage continuation for up to 26 weeks in approved cases of absence due to a disabling illness or injury lasting eight consecutive calendar days or more. 100% of base pay is provided for up to 10 weeks, and 60% of base pay is provided thereafter for the remainder of the approved disability period.

Disability – Long Term

Starts after 180 days of the disability, if approved. MassMutual pays for basic long-term disability coverage that provides for payments of up to 50% of base pay. Employees may elect to pay for an additional 20% of supplemental long-term disability coverage on either a before- or after-tax basis.

Dependent Care

Flexible Spending Account

Allows employees to use before-tax dollars to pay for certain eligible day care and eldercare expenses for tax dependents, subject to IRS limits.

Compensation

Salary

MassMutual’s compensation philosophy builds on competitive market-based pay as a starting point while also taking into consideration factors such as an individual’s experience, skill, and performance.

Variable Pay

Several variable pay programs are available to award employees for their contributions to MassMutual’s success. Each is competitive, with specific requirements, and most employees are eligible for some form of annual incentive or sales incentive plan.
Financial Wellness

Pension Plan
A cash balance plan provides an account-based pension benefit based on accruals of pay credits and interest credits. The pay credit percentage is based on age and years of service. Employees become fully vested after completing three years of service.

Thrift/401(k) Plan
The company matches 100% of the first 5% of eligible pay an employee contributes per pay period, subject to IRS limits. Employees may make before-tax 401(k), after-tax Roth 401(k) or after-tax non-Roth contributions, and are able to roll in money from previous employers’ plans. Employees are eligible upon hire and become vested in company matching contributions over a three-year period.

Financial Counseling and Education
Company-provided financial counseling services are free of charge for MassMutual employees and their spouses or domestic partners. Participants can take advantage of telephonic financial counseling and financial education sessions, and have online access to financial tools and articles.

Retiree Health Reimbursement Arrangement
The Retiree Health Reimbursement Arrangement (RHRA) provides financial support for retiree health expenses. A notional account is established for eligible employees beginning at age 45 (or upon hire, if already age 45 or older). Each month, MassMutual applies a monthly credit of $208.34 (up to $2,500.08 per year) — and interest — to the account. Eligible retirees who meet service requirements can use the account to be reimbursed for certain qualified retiree health expenses.
**Work/Life**

### Time Off and Leaves

MassMutual provides employees with generous time off:

- **Occasional illness**: up to 5 days per calendar year.
- **Paid holidays**: 9 fixed and 1 floating.
- **Vacation**: starts at 19 vacation and personal days per calendar year, with increases at 5-year service intervals.
- **Volunteer Time Off**: up to 3 days per calendar year to give back to the community.
- **Bereavement**: up to 15 days to mourn the loss of a loved one, depending on how much time is needed.
- **Parental Leave**: up to 8 weeks for ALL parents for birth or adoption, which can be taken continuously or intermittently.
- **Maternity Leave**: 10 weeks of continuous leave for mothers giving birth, followed by Parental Leave, for a total of 18 weeks.
- **Caregiver Leave**: up to 80 hours of continuous or intermittent leave to care for a loved one with a serious health condition.
- **Other leaves**: MassMutual complies with federal and state leave rules.

### Flexibility

Flextime and flexible work arrangements, including telecommuting, are available in many departments across the company to help employees increase their effectiveness at work and at home. Employees should talk with their manager to find out which arrangements may be available to them.

### Conveniences (available at Enfield and Springfield’s State Street campuses)

On-site services include credit union with ATMs, gift shop, dry cleaner, mobile auto detailing, Employee Assistance Program counseling, physical therapy, nutrition counseling, seated massage, personal package shipping, near-site child care centers, and more. At the Wellness Center, doctors, nurses, and a physician assistant provide employees minor illness or injury care, lab draws, blood pressure checks, flu shots, and more free of charge. On-site Fitness Centers offer employees group exercise classes, exercise machines, free weights, and more for a pay-deducted fee. The cafeterias serve breakfast and lunch and offer many healthy options, including a half-priced salad bar Monday through Thursday.
Other Programs

**Educational Assistance**

MassMutual provides reimbursement of eligible expenses for certain educational courses, degree programs and professional designations that provide a foreseeable benefit to MassMutual. Eligible employees must receive a grade C or better for all courses, degrees or professional designations from an accredited college/university or institution and meet other program requirements.

**Adoption Assistance**

The company provides reimbursement to eligible employees for approved adoption-related expenses, up to certain limits. There is no limit on the number of adoptions eligible for reimbursement.

**Giving Back**

The Matching Gift program serves to match eligible employees’ charitable contributions to nonprofit organizations. Volunteer Time of up to three paid days off is provided for employees to offer their time and talents with eligible non-profit organizations of their choice. Employees also may participate in company-sponsored volunteer opportunities on company time (with manager approval). Matching Time is also available whereby the MassMutual Foundation awards dollars to organizations for which employees volunteer.
Other Programs

Employee Discounts

Discounts are available for certain restaurants, airport parking, car and vacation rentals, hotels, child care centers, and much more. Employees also can receive discounts on certain MassMutual products, including long-term care and disability insurance.

Commuter Benefit

In certain metropolitan areas, MassMutual offers a Qualified Commuter Program through which eligible employees can pay qualified workplace commuting expenses with before-tax dollars.
Resources for Parents and Parents-to-Be

MassMutual provides employees with a variety of benefits, tools and resources:

For employees considering adoption

- **Adoption assistance program** reimburses eligible employees for certain adoption expenses, up to $7,500 per adoption (prorated for part-time employees).
- **The Employee Assistance Program (EAP)** can provide free referrals to adoption specialists and agencies, support organizations and more.

For employees considering pregnancy, MassMutual’s medical plan options provide:

- A maternity and family benefit through **Ovia Health**, which features Ovia Fertility, Ovia pregnancy and Ovia Parenting apps to support your health and parenting journey.
- A fertility benefit through **Progyny**, which connects you to leading fertility specialists who provide the most advanced, effective treatment, including coverage for IUI, IVF, egg freezing, and more, unlimited one-on-one support from a patient-care advocate, and access to the largest national network of premier fertility physicians.
- Comprehensive maternity coverage, which includes prenatal visits, delivery, and postnatal visits; and breast feeding equipment, supplies, and counseling.
For all new parents:

- **Parental Leave:** up to 8 weeks for ALL parents, which can be taken continuously or intermittently.
- **Maternity Leave:** 10 weeks of continuous leave for mothers giving birth, followed by Parental Leave, for a total of 18 weeks.
- **Employee Assistance Program (EAP) support services** to help with referrals and emotional support as you transition to parenthood.
- **Ayco financial counseling** to discuss financial concerns, including budgeting for your growing family, saving for college, and more.

Child care resources:

- For employees in our Springfield and Enfield campuses, there are near-site child care centers.
- A 10% discount on child care at any participating KinderCare Learning Centers nationwide.
- Free referrals to day care, au pairs, and other child care services through the **Employee Assistance Program (EAP).**
- **Dependent care flexible spending account** to allow you to set aside before-tax dollars to pay for certain eligible child care expenses.