**Frequently Asked Questions Regarding Layoff**

**Q: How do I update my phone number and address?**

A: It is important to keep your address and phone number updated so the company is able to contact you when necessary. You can update your contact information at any time by sending the request in writing to the payroll department using the mailing address listed below. Please remember to include your employee number on any correspondence sent.

**Q: How will my COBRA (option to continue medical, Rx, dental and vision) work?**

A: COBRA enrollment letters will be mailed to your home address as it appears in the DTNA payroll system approximately September 6, 2016. If you do not return your enrollment forms; your medical, Rx, dental and vision coverage is dropped for you and your dependents. If coverage is dropped, the termination date of coverage is your layoff date.

 The Company will pay your medical/dental/vision COBRA coverage up to six months from your last day as an active employee. You will be required to continue to pay your cost share for the first six months of company paid COBRA benefits.

**Q: Will we receive vacation/sick/PTO time that we have accrued or earned and has not been used?**

A: All unused and accrued vacation, sick, and PTO time will be paid out after August 5, 2016. Employees may elect to defer this paid time up to one year from the layoff date. To defer your paid time you need to complete a deferral form. The form and the box where you need to place the form are located outside the payroll office. Partial payments will not be made. For example, if you defer 80 hours of vacation, when you request the payout the entire balance will be paid.

**Q: I have already enrolled in school for this semester. How will the layoff affect my tuition**

 **reimbursement?**

A: The tuition assistance will continue for the semester you are laid off provided you are already approved and meet all policy provisions. Company paid tuition assistance will cease after you complete the current semester.

**Q: Will I continue to get my shift differential and grade rate of pay after July 1st?**

A: You will receive your assigned rate of pay, including shift differential, for 40 hours a week through August 5th.

**Q: If I get another job outside the company will I still get paid through August 5th?**

A: You can work for **another company** and will still receive the pay from DTNA through August 5th.

**Q: How will I be notified if there is a recall?**

A: Notification of a recall will be done through certified mail or a direct phone call. It is **critical to keep your contact information, both address and phone number, current with the Company.**

**Q: Do I have the option to retire?**

A: Employees that are 55 years of age plus have 10 years of service with DTNA can retire under DTNA’s retirement plan. However, you must have been 55 years old on or before May 19, 2014 to be eligible for retiree healthcare. Additionally, you must retire directly from active status and not from layoff status to receive retiree healthcare. Currently employees affected by this layoff would have to retire on or before August 5, 2016.

**Q: If the effective day of the layoff is August 6, 2016, how do I determine if I am vested in my 401(k)?**

A: Employees are always 100% vested in the salary deferral contributions and any rollover contributions to their 401(k). The company match of the 401(k) plan does a gradual vesting based on the completed years of service as noted below.

 **Years of Service** **Vested %**

 Less than 1 Year 0%

 1 Year 20%

 2 Years 40%

 3 Years 60%

 4 Years 80%

 5 Years 100%

**Q: How do I find out more information in regards to my 401(k)?**

A: For more detailed information please see the attached brochure. Employees can also contact DTNA’s 401(k) administrator, VOYA, directly by phone at 855.401.5205 or via the web at <https://daimler.voyaplans.com>.

**Q: If the effective day of the layoff is August 6, 2016, how do I determine if I am vested in my DTNA Pension?**

A: Employees must be in an active status on the date of their 5th anniversary ***(hire date)*** to be vested in the pension plan.