

NEW PARTNERSHIP – FREQUENTLY ASKED HR QUESTIONS

Looking for information not found on the Landing Page or below? Email HRIntegrations@BaldwinRiskPartners.com.

Question	Answer
General	
Will my tenure with VCM carry over to BRP?	Yes, your tenure or service date with VCM will carry over to BRP.
When will my first day be at BRP?	Your last official day at VCM will be 5/31/22. Your first day at BRP will be 6/1/22.
If I have any questions, where should I go?	Please check out the VCM Landing Page to learn more about the details of the new partnership with BRP. If there is something you cannot find on the Landing Page, please feel free to email HRIntegrations@BaldwinRiskPartners.com .
Benefits	
When can I enroll in benefits?	Benefit enrollment will start in June and will run for 30 days. If you decide to enroll in BRP benefits, they will be live effective 6/1/22.
What are the BRP benefit providers, and can I get the plan details?	Please reference the Benefits Guide and Benefits Presentation posted on the Landing Page for plan details. BRP's medical carriers are UMR via United Healthcare and Kaiser (in select regions).
If I move to the BRP benefits, will I need to change doctors?	You can log onto the UMR (a United Healthcare Company) or Kaiser websites to see if your current doctor(s) are in network. See page 17 of the Benefit Guide for more instructions on how to find a provider.
If I enroll in benefits after 6/1 but prior to the close of the enrollment period, when will my benefits be available?	As long as you enroll for BRP benefits during the defined enrollment period you will have active benefits on 6/1/22. We recommend that you enroll as early as possible to obtain access to care and avoid retro-premium deductions.
Will my medical deductible start over?	No, BRP will credit what you've already paid towards your deductible within the 2022 calendar year given it aligns with the BRP health care provider list of eligible expenses. Please note this takes some time to process and reflect in your UMR portal.
Does BRP contribute to the HSA?	Yes, \$600 for colleagues / \$1,200 for colleague + dependent annually. Employer contributions will be pro-rated to account for your mid-year start date. You can earn an additional incentive and receive an additional BRP contribution of \$200 for colleagues + \$200 for covered dependents (\$400 max.) for completing Cure8 Health Rewards as outlined on the Benefits Guide.
How much do medical benefits cost at BRP?	Benefit premium amounts depend on the medical plan selected (Traditional, Vanguard, Kaiser) and coverage level (employee only, employee + spouse, family, etc.). Please check out page 16 of the Benefits Guide for details on premium amount by plan and coverage level.
How often are benefit deductions processed through payroll?	Benefit premium deductions are processed through payroll on a semi-monthly or biweekly schedule, depending on employment category. As of 7/1/22, all benefit deductions will be converted to a biweekly processing schedule to align with our firm wide biweekly payroll schedule for exempt and non-exempt colleagues. We recommend enrolling as early as possible to avoid a double deduction on your second paycheck.
Payroll	
When will I receive my first BRP paycheck?	You will receive your final paycheck from VCM on 5/27/22. If you are Exempt (salaried), you'll receive your first paycheck on 6/15 for time worked 6/1 to 6/15.
How often will I be paid?	You'll receive your first paycheck on 6/15, BRP's final semi-monthly paycheck date firm wide. Your second paycheck will be processed on 7/1, at which time the firm will have transitioned to a biweekly pay schedule in arrears going forward. Please see the chart on the following page for more detail. For more information and resources on how you can prepare for this change, please visit the Landing Page .

401(k) & Equity-Stock	
Does BRP offer a 401(k) and what is the match?	Yes, pre-tax and post-tax (Roth) plans are available. BRP matches 100% on the first 1% of your contributions, and 60% on the next 5%. The total maximum BRP match contribution is 4% if you contribute 6%.
Will I be able to roll my 401(k) over to BRP?	Yes. Upon termination of your current plan, you'll receive instructions on how to roll that 401(k) into the BRP 401(k) plan if you choose to do so.
What is the 401(k)-vesting schedule at BRP?	Employee contributions and employer matching contributions are immediately vested for colleagues who are hired with VCM before 4/1/22.
When am I eligible to contribute to the BRP 401(k) plan?	You will be eligible to participate in the 401(k) plan on 6/1/22. Colleagues are automatically enrolled in the plan at a pre-tax 4% deferral rate if no action is taken by the date provided in your Fidelity Auto-Enrollment notice (provided after your Workday Onboarding is completed).
Are we able to purchase BRP stock?	Yes, you will be able to purchase BRP stock. However, please do not trade in BRP stock until further notice.
PTO, Sick and Holiday	
How much Paid Time Off (PTO) will I receive?	<p>Exempt (Salaried) Colleagues: Open PTO program</p> <ul style="list-style-type: none"> - BRP Open PTO is considered an unlimited paid time off policy (flexibility to take off as needed with proper notification and approval from leader) - The Open PTO program is about flexible work arrangement, not a form of wages (no caps or payout upon separation). Please refer to the full policy in the Handbook posted on the Landing Page for more detail. <p>Non-Exempt (Hourly) Colleagues: Based on years of service</p> <ul style="list-style-type: none"> - Each colleague receives 3 Days Community Service PTO in addition to PTO bank hours
What are the Holidays at BRP?	<ul style="list-style-type: none"> • New Year's Day • MLK Jr. Day • President's Day • Memorial Day • Juneteenth • 4th of July • Labor Day • Thanksgiving Day • Day after Thanksgiving • Christmas Eve • Christmas Day • Floating Holiday (<i>Hourly Colleagues</i>)
Will pre-approved PTO be honored?	If you have time off scheduled, please discuss with your leader, and request the time off in Workday.

Payroll Transition Timing: Semi-monthly to Bi-weekly

	PAY PERIOD	PAYCHECK DATE
First Check: Semi-Monthly Pay Period	Wednesday, June 1 – Wednesday, June 15 <i>*11 working days</i>	Wednesday, 06/15/2022
Second Check: First Bi-Weekly Arrears Pay Period (one-time transition)	Thursday, June 16 – Saturday, June 25 <i>*transition pay period, only 7 working days</i>	Friday, 07/01/2022

Third Check: Bi-Weekly Arrears Pay Period
(regular schedule moving forward)

Sunday, June 26 – Saturday, July 9
**10 working days*

Friday,
07/15/2022