

# 2018 Benefit Summary

Full time status – 60 to 80 hours/pay period ( .75 to 1.0 FTE)

Part-time status – 40 to 59 hours/pay period (.5 to .74 FTE)

Benefit	Employment Status	When Eligible	What You Receive																											
<b>Paid Time Off (PTO)</b>	Employees who are regularly scheduled a minimum of 40 hours per pay period	Available as accrued based on approval from leader. 0-4.99 years 5-9.99 years 10-14.99 years 15-19.99 years 20-24.99 years 25 years and higher PTO will stop accruing once the maximum allowed is reached	200 hours 228 hours 256 hours 284 hours 312 hours 340 hours  (Based on full-time employment, pro-rated for part-time)																											
<b>48 hours of PTO has been factored into the standard accrual rates for holidays not worked and will be prorated based on FTE. Employees not working on the holiday would use PTO or Absent time in place of a separate "holiday" bank.</b>																														
<b>Holiday</b>	All employees	Immediately	Time and a half for working on a holiday Holidays observed are as follows: Christmas*, New Years, Memorial Day, Fourth of July, Labor Day, and Thanksgiving Day*. Easter Sunday is paid at time and one half but not considered a holiday. *double time																											
<b>Health Insurance</b> Health Partners	Employees who are regularly scheduled a minimum of 40 hours per pay period	First of the month following hire date  T = Traditional D = Deductible with 3 for free H = High Deductible Health Savings Account	<table border="0"> <tr> <td>Single</td> <td>Limited family</td> <td>Family</td> </tr> <tr> <td></td> <td><u>.75 - 1.0 FTE</u></td> <td></td> </tr> <tr> <td>\$89.00</td> <td>\$176.00</td> <td>\$265.00 T</td> </tr> <tr> <td>\$62.00</td> <td>\$114.00</td> <td>\$172.00 D</td> </tr> <tr> <td>\$29.00</td> <td>\$103.00</td> <td>\$156.00 H</td> </tr> <tr> <td></td> <td><u>.5 - .74 FTE</u></td> <td></td> </tr> <tr> <td>\$118.00</td> <td>\$235.00</td> <td>\$355.00 T</td> </tr> <tr> <td>\$83.00</td> <td>\$172.00</td> <td>\$259.00 D</td> </tr> <tr> <td>\$62.50</td> <td>\$153.50</td> <td>\$232.00 H</td> </tr> </table> <p>*Premiums per pay period</p>	Single	Limited family	Family		<u>.75 - 1.0 FTE</u>		\$89.00	\$176.00	\$265.00 T	\$62.00	\$114.00	\$172.00 D	\$29.00	\$103.00	\$156.00 H		<u>.5 - .74 FTE</u>		\$118.00	\$235.00	\$355.00 T	\$83.00	\$172.00	\$259.00 D	\$62.50	\$153.50	\$232.00 H
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<b>Dental Insurance</b> Health Partners	Employees who are regularly scheduled a minimum of 40 hours per pay period	First of the month following hire date	<table border="0"> <tr> <td>Single</td> <td>Limited Family</td> <td>Family</td> </tr> <tr> <td></td> <td><u>.75 - 1.0 FTE</u></td> <td></td> </tr> <tr> <td>\$14.00</td> <td>\$26.00</td> <td>\$42.00</td> </tr> <tr> <td></td> <td><u>.5 - .74 FTE</u></td> <td></td> </tr> <tr> <td>\$15.50</td> <td>\$28.50</td> <td>\$47.00</td> </tr> </table> <p>*Premiums per pay period</p>	Single	Limited Family	Family		<u>.75 - 1.0 FTE</u>		\$14.00	\$26.00	\$42.00		<u>.5 - .74 FTE</u>		\$15.50	\$28.50	\$47.00												
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<b>Vision Insurance</b> Delta Vision	Employees who are regularly scheduled a minimum of 40 hours per pay period	First of the month following hire date	<table border="0"> <tr> <td>Single</td> <td>Limited Family</td> <td>Family</td> </tr> <tr> <td>\$3.03</td> <td>\$5.78</td> <td>\$9.07</td> </tr> </table> <p>*Premiums per pay period</p>	Single	Limited Family	Family	\$3.03	\$5.78	\$9.07																					
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<b>Basic Life Insurance</b> Unum Employer paid	Employees who are regularly scheduled a minimum of 40 hours per pay period	First of the month following hire date	Equal to annual salary																											
<b>Supplemental Volunatry Term Life Insurance</b> Unum	Employees who are regularly scheduled a minimum of 40 hours per pay period	First of the month following hire date	Life insurance may be purchased on spouse and/or child(ren) Voluntary universal and term life insurance may be purchased on self or dependents																											
<b>403B Retirement Savings Program</b> MassMutual	All employees	Can enroll immediately upon employment. Match is applied after 1 year and 1,000 hours.	The employee can invest up to \$18,500 of their income on a pre-tax basis into a retirement plan. Employer will match up to 5% of the employee's																											

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<b>Short-term Disability</b> Employer Paid	Employees who are regularly scheduled a minimum of 40 hours per pay period	First of the month following 90 days of employment	Employer provides coverage for Short Term Disability. 70% of weekly salary is paid from the 1 <sup>st</sup> day of injury or the 4 <sup>th</sup> day for illness (days off count toward elimination period) to a maximum of 13 weeks. A maximum of \$1000 per week will be paid.
<b>Voluntary Long-term Disability</b> Unum	Employees who are regularly scheduled a minimum of 40 hours per pay period	First of the month following hire date	Voluntary program in which premium is based on annual salary. Employees will be paid 60% of their base monthly wage; effective 13 weeks after the commencement of disability. There is a 1-year waiting period for all pre-existing conditions.
<b>Funeral Leave</b>	All employees based on regularly worked hours	Immediately upon employment	Up to 40 hours for death of spouse, child, parent or sibling. Up to 24 hours for death of grandparent, father or mother-in-law, son or daughter-in-law Up to 8 hours for death of aunt, uncle, nephew, niece, brother or sister-in-law  Hours will be pro-rated for part time employees.
<b>Jury Duty</b>	All employees	Immediately upon employment	Regular earnings, up to a maximum of 10 days, will be paid while fulfilling obligations. Reimbursement for jury duty must be signed over to the Hospital.
<b>Shift Differential</b>	All employees	Immediately upon employment	Evenings \$1.25 per hour Nights \$2.50 per hour
<b>Tuition Reimbursement &amp; Professional Development</b>	Employees who are regularly scheduled a minimum of 40 hours per pay period	After completion of six months of employment	Up to \$2,000 per calendar year towards the cost of tuition and books for job related courses. The employee will be reimbursed after successful completion of the course and receive a passing grade. An employee may also choose to use \$400 of this annual amount toward professional development.
<b>Employee Assistance Program (EAP)</b> Health Partners – 866-326-7194	All employees	Immediately upon employment	EAP counselors are on site weekly to provide free, confidential counseling services to employees and their dependents. Qualified counselors offer help with marital, interpersonal, and financial problems, gambling, substance abuse, family counseling, and career counseling.
<b>ID Shield/Legal Shield</b> Voluntary employee paid option.	All employees	First of the month following hire date	Identity theft monitoring and restoration Legal options See handout for more information and rates

For questions please contact Human Resources at (715) 243-2827, (715) 243-2860, (715) 243-2853 or (715) 243-2870.