

## **BENEFITS INFORMATION**

For any new hire, you have a probation period of 60 days then the first of the month following that period, you are eligible to sign up for our health insurance and any of the café products you desire to obtain.:



### ***Health Insurance***

#### **Employee Only:**

There is a \$50 employee contribution per pay period (bi-weekly) for the health insurance. If you already have health insurance coverage (and can provide proof of the coverage) and do not need this benefit, \$50.00 will be added to your pay check (bi weekly).

#### **Employee + Family:**

Adding a spouse and/or dependents is available for a cost of \$250 per pay period (bi-weekly)



### ***Long-term Disability Insurance***

#### **Employee Only:**

This benefit is **Employer Paid**. It also includes a \$10,000.00 life insurance and accidental death/dismemberment benefit at no cost.

### ***Cafeteria Plan Products***

*(see flexible benefit participation form for rates)\*\**

Accident Insurance – Central United  
Vision – Superior Vision  
Dental – Companion Life  
Term Life – Companion Life  
Cancer – Humana through Bay Bridge Administrators  
Critical Illness – HM Life Insurance  
Short Term Disability – Companion Life  
CBS 7 – Includes 7 different benefits  
Reimbursing Accounts/Flexible Spending Accounts  
Medical  
Child Care

\*\* All of these benefits fall under our cafeteria plan, so you must also complete the Flexible Benefit Participation form.

## ***Identity Theft Protection/Legal Plan***

Employee Paid Identity Theft Protection.

## ***Retirement Plan (457b)***

TSA – Tax Sheltered Annuity – (pre taxed). The hospital matches funds contributed by the employee at 20% up to 3% of gross salary.



Accident; Cancer; Hospital Protection, Dental; Vision, Short-Term Disability, Life Insurance

## *Paid Time Off*

<b>Status</b>	<b>Tenure</b>	<b>Total Yearly</b>	<b>Hours per PP</b>	<b>Total Hours Limit</b>
Full time	0-1 year	80	3.08	160
Full time	1-4 years	168	6.46	248
Full time	5-9 years	184	7.08	264
Full time	10-14 years	200	7.70	280
Full time	15+ years	216	8.31	296
Part Time	0-1 year	44	1.70	88
Part time	1+years	84	3.23	164
	0-1 years	96	3.70	176
Full time	1-4 years	184	7.08	264
Executive	5-9 years	200	7.70	280
Management	10-14 years	216	8.31	296
	15+ years	232	8.93	312

New employees will not be able to use accrued time until they have successfully completed the probationary period.

## *Employee Classification*

*The level of compensation and the level of participation in employee benefit plans will be determined by employee classification which will be one of the following:*

- **Regular Full-Time with benefits:** An employee who works 72 or more hours per pay period on a regularly scheduled basis. Such employees will be eligible for full participation in employee benefit plans and paid time off in accordance with the paid time off schedule.
- **Regular Part-Time with benefits:** An employee who works 48 hours or more, but less than 72 hours, per pay period on a regularly scheduled basis. Such employees will be eligible for full participation in employee benefit plans and paid time off in accordance with the paid time off schedule.
- **Part-Time without benefits:** An employee who works less than 48 hours per pay period on a regularly scheduled basis. Such employees are not eligible for participation in employee benefit plans.
- **Temporary:** An employee who is irregularly scheduled to work full-time or part-time as needed by the Hospital. Temporary employees are not eligible for any employee benefits.

### ***Direct Deposit***

- In an effort to reduce the cost and time spent with the payroll process, as well as reduce the possibility of fraud, the Hospital offers and encourages payroll to be paid through direct deposit.
- Employees wishing to participate must complete a Direct Deposit Information Form to be included in their personnel file. Employees may elect to deposit their paycheck in as many as five (5) bank accounts. Funds will be deposited electronically to employee banking accounts by Thursday morning on the week that payroll is processed.
- Employees may change their Direct Deposit Information Form anytime, but must allow adequate time for the information to be updated within the payroll system and payroll process to take effect.
- For employees not wishing to participate in direct deposit, payroll checks will be mailed through the United States Postal Services on Tuesday following the processing of payroll or they can be picked up in person in the Human Resources Department on Wednesday. Employees must sign a designation form to indicate which method they would prefer.

### ***Pay Procedures***

- The Hospital will schedule the work hours of employees and provide a method for recording the time worked. Standard pay periods of two weeks (14 days) in duration are established and there are twenty-six (26) of these pay periods in the twelve (12) month fiscal year. A pay period contains two work weeks, each of which commences on a Monday and concludes on a Sunday.
- Employees will be paid for their hours worked during each established pay period on the Wednesday following the end of the pay period.
- Employees may not draw earnings in advance of the pay day noted above.