



## EMPLOYEE BENEFITS SUMMARY

BENEFIT	DESCRIPTION	WHO RECEIVES	WHEN ELIGIBLE
<b>Compensation</b>			
<i>Direct Deposit</i>	Safe and convenient method of payroll.	All employees.	Upon Employment
<i>Shift Differential</i>	8% differential for authorized scheduled evenings and night shift work.	Evening and night shift employees, excluding exempt positions.	Upon Employment
<i>Holiday Premium</i>	Time plus ½ for scheduled hours worked on actual holiday.	All employees, excluding exempt positions.	Upon Employment
<b>Cafeteria</b>			
<i>Holiday Meals</i>	Free meal on holidays.	On duty employees.	Upon Employment
<i>Birthday Meal</i>	Birthday month entitles employee to one free meal.	All Employees.	Upon Employment
<b>Healthcare</b>			
<i>Employee Health Service</i>	Professional attention by Health Services/Emergency Department to your health needs while on duty.	All Employees.	Upon Employment
<i>Annual Health Tests</i>	Flu shot.	All Employees.	Upon Employment
<i>Immunization Program</i>	Hepatitis B Vaccine, Tetanus/Diphtheria, Flu, Mumps/Measles/Rubella.	All Employees.	Upon Employment
<i>Prescription Drugs</i>	Discount on cost plus base.	All employees and their dependents.	Upon Employment
<i>Hospital Services</i>	20% discount offered on inpatient and outpatient charges after third-party payments if paid within 30 days.	All employees and their dependents.	Upon Employment
<b>Insurance</b>			
<i>BlueCross BlueShield BlueCare Dental EyeMed Vision Care</i>	Medical, prescription, dental and vision coverage.	Employees working 30 hours per week.	First day of the month following employment
<i>Term Life Insurance - Lincoln National</i>	Hospital paid \$15,000 life and AD&D policy.	All full time employees.	First day of the month following employment
<i>Voluntary Term Life – Lincoln National</i>	Employee paid decreasing term life insurance with additional coverage for accidental death and dismemberment and group term life insurance for your spouse and children.	Full time and part time with benefits employees are eligible.	First day of the month following employment

<b>BENEFIT</b>	<b>DESCRIPTION</b>	<b>WHO RECEIVES</b>	<b>WHEN ELIGIBLE</b>
<i>Short Term Disability - Lincoln National</i>	Employee paid short term disability coverage.	Full time and part time with benefits employees are eligible.	First day of the month following employment
<i>Long Term Disability - Lincoln National</i>	Hospital paid long term disability coverage.	Full time and part time with benefits employees.	First day of the month following employment
<i>Voluntary Benefits - Lincoln National</i>	Employee paid critical illness or accidental insurance coverage.	Full time and part time with benefits employees are eligible.	Open enrollment in December of each year.
<b>Retirement Plan MassMutual</b>	401(k) retirement plan. Hospital matches .50 on the dollar up to 3%.	All employees are eligible.	First day of the month following employment.
<b>Tuition Reimbursement Program</b>	Courses taken towards a degree or certification benefiting the hospital. \$1,600 per calendar year for full time employees and \$800 per calendar year for part time employees.	Full time and part time with benefits employees are eligible.	After one year of employment
<b>Bereavement Leave</b>	Employee will receive 3 shifts with pay to be used for immediate family members.	All Employees	Upon Employment
<b>Paid Time Off (PTO)</b>	Time off work with pay for vacation, illness days, and 6 observed holidays per year.	Full time and part time with benefits employees.	Following 3 months of employment
<b>Service Awards</b>	Recognition of long term service to the hospital.	All employees.	Every 5 years of service

**Employee Classifications**

**Full Time: 36-40 hours/week**

**Part Time With Benefits: 20-35 hours/week**

**Part Time No Benefits: 19 hours or less/week**

**Paid Time Off (PTO)  
Full Time and Part-Time with Benefits Employees**

<u>Years of Service</u>	<u>Accrual Rate Non-Exempt</u>	<u>Years of Service</u>	<u>Department Leaders</u>
0-5	22 days (full time) 225 hours	0-8	27 days 250 hours
6-8	24 days (full time) 250 hours	9 or more years	32 days 350 hours
9-11	27 days (full time) 275 hours		
12 or more	32 days (full time) 350 hours		

This sheet contains a brief description of our benefits. For more detailed information, please see the Personnel Policies or Human Resources.