

# HOPEDALE MEDICAL COMPLEX

2016

## EMPLOYEE BENEFITS

**PTO – Paid Time Off:** Employees use PTO for vacation, holiday, sick, and personal time off. Each employee manages his own time. All regular employees who work a minimum of 24 hours per week will be eligible for PTO. PTO hours accrue based on compensated hours **paid** each week. (not to exceed 40 hours in any given week). If a new employee is retained after his/her 90-day introductory period, he/she will receive PTO hours equal to .0923 times the amount of hours worked during the 90 days as a lump sum into their PTO bank. Employees may use their PTO at any time after their 90-day probationary period.

Employees with 90 days to 60 months of service will accrue .0923 per hour paid, which is equivalent to 24 days a year of PTO for a 40-hour a week employee. Employees with 61-120 months of service will accrue .1038 per hour paid, which is equivalent to 27 days a year of PTO for a 40-hour a week employee. Employees with 121 or greater months of service will accrue .1192 per hour paid, which is equivalent to 31 days. Employees who work fewer hours will accrue at the same rate, but a slower pace.

In addition to above **PTO – Paid Time Off** all regular HMC employees who work a minimum of 24 hours per week (full and part time status) will also accrue 0.0190 Sick Time Off ( sick PTO) for each hour worked which is to be used for employees' own illness. After an employee has successfully completed the 90-day probationary period, he/she is eligible for this sick leave benefit payable on scheduled work days after a 2-day waiting period.

**Group Health Insurance** is available to employees working 30 or more hours per week. Newly eligible employees will be covered beginning the first day of the month following their 60<sup>th</sup> day of full time employment.

- The current premium for the **Home Hospital Gold PPO Plan** employee only coverage is \$72.00 per pay period; employee and spouse is \$215.00 per pay period; employee and 1 child is \$123.00 per pay period; employee +2 children is \$244.00 per pay period; employee +3 children is \$298.00 per pay period; and employee and family is \$298.00 per pay period.
- The current premium for the **Health Savings Account ( Blue Edge H.S.A.) Silver Plan** employee only coverage is \$32.00 per pay period; employee and spouse is \$91.00 per pay period; employee and 1 child is \$50.00 per pay period; employee +2 children is \$99.00 per pay period; employee +3 children is \$130.00 per pay period; and employee and family is \$130.00 per pay period. **Health Savings Account (H.S.A.)** enrollment option with pre-tax funds deposited.
- The current premium for the **PPO #2 Bronze Plan** employee only coverage is \$49.00 per pay period; employee and spouse is \$160.00 per pay period; employee and 1 child is \$91.00 per pay period; employee and +2 children is \$181.00 per pay period; employee and +3 children is \$222.00 per pay period; and employee and family is \$222.00 per pay period.

**Discounts:** Discounts on insurance premiums can be earned based on engagement and success in the **Vitality Wellness Program**.

**Wellness Center** is located right here on the Complex and has discounted rates for employees who participate in our Vitality Wellness Program. Our 34,000 sq. ft. Wellness Center has 3 warm water pools, basketball courts, and a state of the art weight center. The Wellness Center provides onsite childcare and diverse classes most of which are included in the membership.

**Vitality Wellness Program** is available for all HMC employees.

**On-site child care at “MISS MONA’S DAY CARE”** available for employees with children 6 weeks of age – 5 years of age ( dependent upon classroom availability). Payroll deduction for day care expense is also available.

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**Short Term Disability Plan** is available to employees working 30 or more hours per week. Short term disability insurance coverage may provide 50% of an employee's base weekly pay for up to 12 weeks after an employee has missed 8 consecutive days of work due to an illness or injury. The current employee paid premium is salary rated.

**Long Term Disability Plan** is available to employees working 30 or more hours per week. Long term disability insurance coverage may provide 60% of an employee's base monthly salary until retirement age after an employee has missed 90 consecutive days of work due to an illness or injury. The current employee paid premium is age and salary rated.

**Dental Insurance** is available to employees working 30 or more hours per week.

- Premiums for the **U PrePaid DHMO** dental plan are \$6.78 per pay period for employee only coverage; \$13.57 per pay period for employee and spouse coverage; \$15.43 per pay period for employee and child(ren) coverage; and \$23.95 per pay period for employee and family coverage.
- Premiums for the **PPO** dental plan are \$16.64 per pay period for employee only coverage; \$31.04 per pay period for employee and spouse coverage; \$32.42 per pay period for employee and child(ren) coverage; and \$46.81 per pay period for employee and family coverage.

**Life Insurance** is available for employees working an average of 30 or more hours per week. The Complex pays for \$10,000 policy on each qualified employee. Additional life insurance can be purchased by the employee in \$25,000 increments - \$25,000 minimum to \$300,000 maximum. The premium is age rated.

**Vision Insurance** is available at \$4.24 per pay period for employee only coverage; \$7.13 per pay period for employee and spouse coverage; \$7.27 per pay period for employee and child(ren); and \$11.51 per pay period for employee and family coverage.

**Guardian Accident Insurance** is available at \$7.38 per pay period for employee only coverage; \$10.60 per pay period for employee and spouse coverage; \$13.73 per pay period for employee and child(ren) coverage; and \$16.95 per pay period for employee and family coverage.

**Guardian Critical Illness Insurance** is available for employee and their spouses. Premiums are age rated. (Child coverage at no additional cost).

**401(k) Plan**: Open enrollments for HMC's 401(k) Plan are January and July. Employees that are 21 years of age and older and have served six months of employment are eligible to participate in our 401(k) Plan. Hopedale Medical Complex will contribute 50% of the employee's contribution, up to a maximum contribution by the employer of 3%.

**Medical, Life, Dental, Disability, Vision, Accident and Critical Illness** are effective the first of the following month after your 60<sup>th</sup> day of full time employment. Medical, H.S.A., dental, and vision payroll deductions are withheld before taxes. All are based on 26 pay periods.

**Tuition Reimbursement**: HMC may provide tuition reimbursement to employees who wish to further their education in a program related to their current position or a foreseeable healthcare position at HMC. (Certain restrictions apply). This tuition reimbursement benefit applies to employees who have been employed at least six months at HMC and regularly work 32 or more hours per week.

**In conjunction with Hopedale Medical Complex's nicotine-free hiring policy:**

**Hopedale Medical Complex will not employ applicants who test positive for nicotine use.**