

BENEFITS SUMMARY
Updated August 2019

Employee Name: _____

This is a brief overview of the benefits of Hospice Care Plus, Inc. For a more complete review of the benefits and policies, please refer to the Employee Handbook & Policy Manual. These benefits may be changed at the discretion of Hospice at any time and this document is not a contract.

AWS-Alternative Work Schedule-employees may work 3, 12 hour days at CCC. In the home program, 4 ten-hour days or 5 eight-hour days with a start time between 6 & 9 am. Employees may also work 4 nine-hour days and work 5 hours on the 5th day (approval by supervisor and based on job description)

Cell Phone Stipend: Patient care staff, director team members and development/outreach staff may receive a cell phone stipend or be provided a hospice cell phone (based on job duties)

Conference Time: full and part time employees may apply for educational hours to attend in-services and conferences outside Hospice. Whenever possible, employee expenses are paid by Hospice; including registration, travel, lodging, and food. Conference time financial support is based on the budget and supervisory approval.

Dental Insurance: part of premium is paid by Hospice for employee coverage. Employee may opt to cover their spouse and children as well.

Education Time: In-services held at staff meetings are open to employees and CEUs may be provided.

Extended Sick Leave (ESL): at the end of the year a balance of PTO hours greater than 80 is rolled into your sick leave bank, up to a total of 96 hrs. These hours can be used for sick leave when time off is two days or longer (goes back to first day of leave).

Family Medical Leave (FMLA): available to all employees that have worked 1,250 hours in the previous 12 months. An employee may take up to 12 weeks off for a serious medical condition. This can be for themselves or a family member. Paid and unpaid leave can be used.

Flexible Benefit Plan: all full time employees may choose to set aside pre-tax dollars into a Flex Plan. These pre-tax dollars are for medical, dental, and dependent care. This benefit is available and open to employees upon employment and during open enrollment in December (for next calendar year).

Funeral Leave (FL): full time employees may take forty hours (pro-rated based on FTE) of funeral leave for immediate family (parent or guardian, sibling, spouse, child, grandchild, grandparent, in-laws) and eight hours for extended family members (uncles and aunts).

Health Insurance: full time employees are provided with 90%+ for single coverage (pro-rated based on FTE). Family, spouse of child coverage may be purchased by the employee through Hospice.

Holidays: Hospice observes (9) nine holidays per year (refer to PTO Leave:Policy).

Employee Benefits, Cont'd

Inclement Weather: all scheduled employees are granted days off with pay in the event of a county being closed due to severe weather conditions (does not affect their PTO balance). A decision to close the office(s) for severe weather is made by the Chief Executive Officer/designee. All closures or delays are announced on WKYT, Channel 27.

Life Insurance: full time employees are enroll with life insurance, eligibility begins on the first of the month after 30 days of full-time employment. Additional life insurance may be purchased by the employee for the employee or their family.

Long Term Disability (LTD): full time employees may purchase LTD through Hospice; Hospice covers 20% of this premium. This benefit is based on the criteria of the policy and goes into effect after 90 days of total or partial disability. Employees must complete the application within 30 days of hire (or need to wait for open enrollment.)

Mileage Reimbursement: all employees are paid for mileage incurred for Hospice business. Commuting miles are not eligible for mileage reimbursement.

Paid Time Off (PTO): full time employees are eligible for PTO after completing the first 3 months of employment (exception: holidays). A bank of hours are accrued (pro-rated for FTE) to cover vacation, sick and holiday leave (accrued as holidays occur). Time off is granted by the supervisor based on policy and ability to provide coverage. After the first 3 months of employment the employee will accrue 248 hours annually during their first three years. Holidays PTO is earned as the holidays occur (starts on date of hire). If an employee calls in the day prior to, day of or after the holiday, they will not be eligible to accrue the Holiday PTO. At the end of the year, remaining PTO can be rolled into 2 banks; hours 1-80 will remain in your PTO bank and then hours 81-176 will be placed into the ESL.

Employee Assistance Program: is available through contacting the HR Coordinator for support and counseling.

Medical Equipment: employees or family members residing in the same household may borrow medical equipment (oxygen related equipment is not available for employees) on a short-term basis from the HCP DME Inventory. The employee is to contact the DME Manager to make a request.

Retirement: full-time and part-time employees may choose to set aside pre-tax dollars into a 401(k) retirement account. Hospice may match the employee contribution after one year of employment (% of match based on the annual budget).

Salary Adjustments: evaluations are completed annually; merit is based on score of 2.2 or greater (the annual budget determines adjustments).

Short Term Disability (STD): full time employees may purchase STD. The STD policy is designed by the employee based on the options from the vendor. Employees must complete the application within 30 days from date of hire (or need to wait for open enrollment.)

Vision Insurance- employees may choose vision insurance. The premium is paid by Hospice. Adding spouse/children is available (paid by the employee).

Employee Benefits, Cont'd

Definitions:

Full Time: Employee that works 30 to 40 hours per week (benefit eligible)

Part Time: Employee that works 20 to 29 hours per week

FTE: Full Time Equivalent (example: 32 hours per week is a 0.8 FTE)

Current Vendors:

Humana --Health

Guardian--LTD

Guardian --Life, Dental, & Vision

FEBCO--Flex Benefits

Transamerica Retirement Solutions --Retirement

Colonial--STD, add on Life & Cancer Policy

Employee Signature _____ **Date** _____