

*Hospice Care Plus, Inc.*

**BENEFITS SUMMARY**

This is a brief overview of the benefits of Hospice Care Plus, Inc. 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 4 ten-hour days or 5 eight-hour days with a start time between 6 & 9 am. (Approval by supervisor)

**Cellular Car Phones**: available to FT and PT patient care employees (per job duties). Patient care and management team employees receive a cell phone and free minutes. Employee co-pay covers personal use of phone. (directory assistance and text messaging are paid by employee)

**Checking Account**-free through Cumberland Valley National Bank & Trust, Special loans, and privileges are available as an employee.

**Computer Access**: Employees are assigned a computer and when appropriate they may choose to have their computer in their home (Adjunct, Triage Nurses).

**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 are provided

**Extended Sick Leave (ESL)**: employees may opt to roll PTO hours into a sick leave bank at the end of each year. These hours can be used for sick leave when time off is three 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 and dental, dependent care, and/or insurance premiums. 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 of funeral leave for immediate family (parent, sibling, spouse, child, grandchild, grandparent, in-laws) and sixteen hours for extended family members (uncles, aunts, nephews, nieces).

## Employee Benefits, Cont'd

**Health Insurance:** full time employees are provided with 90% or greater of single coverage (pro rated based on FTE). Family coverage may be purchased by the employee through Hospice.

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

**Incident Weather:** all scheduled employees are granted days off with pay in the event of severe weather conditions (does not effect their PTO balance). A decision to close the office(s) for severe weather is made by the Chief Executive Officer/designee.

**Life Insurance:** full time employees are provided with life insurance (\$50,000 and \$100,000 in the event of accidental death). 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.

**Mileage Reimbursement:** all employees are paid for mileage incurred for Hospice business. Mileage starts at the work place. Mileage reimbursement rates are adjusted quarterly based on a sliding scale.

**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 during their first three years. Holidays are covered as they occur. If an employee calls in ill the day prior to or after the holiday, they will not be eligible to accrue the Holiday PTO.

**Pharmacy & Medical Supplies-** employees may purchase over the counter, prescription medications, and medical supplies at Hospice's cost. (HCP does not bill insurance).

**Retention Program:** HCP provides ongoing employee recognition and events for employees.

**Retirement:** full-time and part-time employees may choose to set aside pre tax dollars into a 401 (k) retirement account. Hospice matches up to the employee contribution after one year of employment on a sliding scale based on years of service.

**Salary Adjustments:** evaluations are completed annually; merit is based at 73%, same as 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.

**Smoking Cessation Program-** employees may purchase smoking cessation products through the Hospice pharmacy. Hospice pays 80% of the medication for up to a one time \$300 benefit. This benefit is for employees only.

## Employee Benefits, Cont'd

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

### **Definitions:**

**Full Time:** Employee that works 28 to 40 hours per week (benefit eligible)

**Part Time:** Employee that works 20 to 27 hours per week

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

**Current Vendors:**    **Bluegrass Family Health**--Health  
                              **Guardian**--LTD  
                              **Guardian** --Life, Dental, & Vision  
                              **FEBCO**--Flex Benefits  
                              **Neace Lukins-Nationwide**--Retirement  
                              **Colonial**--STD, add on Life & Cancer Policy