



EMPLOYEE BENEFIT PACKAGE

BENEFITS AVAILABLE FOR ALL EMPLOYEES

BENEFIT	ELIGIBILITY	DESCRIPTION
Cafeteria Discounts	Immediately upon employment.	Meals offered at a discount
Employee Assistance Program	Immediately upon employment.	Up to 6 free visits annually per problem.
Flu Shots	Immediately upon employment.	Receive a free flu shot annually.
Leave of Absence	After 3 months of employment for medical leave. After 6 months of employment for personal leave.	Paid and unpaid approved leaves from work, not to exceed 6 months within any given 12 month period.
Wellness Center	Immediately upon employment.	A discounted membership fee when you join the Wellness Center.

BENEFITS FOR FULL-TIME EMPLOYEES (72-80 HRS/PAYPERIOD)

BENEFIT	ELIGIBILITY	DESCRIPTION
Health/Dental Insurance	After 30 days of full-time employment.	Major medical benefits, prescription drug card, and dental care benefits for the employee. Dependent coverage available for a monthly premium.
Life Insurance	After 30 days of full-time employment.	\$15,000 basic life benefits. \$30,000 double indemnity.
Long-Term Disability Insurance	After 30 days of full-time employment.	66% of your Total Monthly Earnings not to exceed the Maximum Monthly Benefit (\$4,000), less other Income Benefits.
Paid Time Off	Upon successful completion of 90 day initial employment period PTO hours will be awarded.	<ul style="list-style-type: none"> Full-time employees accrue 7.69 hours each pay period for an annual total of 5 weeks. Additional days are added for 5-15 years of service.
Longevity Pay	Full-time employees: After 1 full year of employment.	Full-time employees receive a bonus on their employment anniversary of \$25.00 per year of service.
Tuition Reimbursement	After 6 months of full-time employment.	Reimbursement for tuition expenses incurred for administratively approved courses/programs, related to the health care field; reimbursement determined by course grade with an established maximum limit.
Keller Loan	After 6 months of full-time employment; employees who change their status to part-time due to being a full-time student are eligible.	Up to \$500/semester for administratively approved courses/programs related to the health care field.
Funeral Leave	Immediately upon employment.	3 days PTO for the death of a spouse, child or parent. 1 day PTO for the death of a sibling, mother or father-in-law, daughter or son-in-law, grandparent or grandchild.

VOLUNTARY BENEFITS FOR FULL-TIME* AND HALF-TIME EMPLOYEES

BENEFIT	ELIGIBILITY	DESCRIPTION
Vision Insurance	First of the month following 30 days of full-time or half-time employment.	Vision insurance available at group rates; family coverage available.
Life Insurance	First of the month following 30 days of full-time or half-time employment.	Additional life insurance available at group rates; family coverage available.
Accident, Cancer and Critical Illness Insurance	First of the month following 30 days of full-time or half-time employment.	Available at group rates; family coverage available.
Short Term Disability Insurance*	First of the month following 30 days of full-time employment.	Available at group rates.
Flexible Benefits Program	First of the month following 30 days of full-time or half-time employment.	Opportunity to set aside earnings to cover eligible medical expenses and child care expenses while lowering your taxable income.
Pension Plan	The January after 1 year of full-time or half-time employment.	Contribute 4% of gross wages. Upon retirement, the employee's monthly benefit is determined using a formula with years of services and monthly compensation. The employee's contributions plus interest can be refunded upon termination if requested.
Deferred Compensation Program*	First day of the month following 6 months of employment.	Opportunity to contribute a portion of your pay on a pre-tax basis to supplement your retirement savings.

BENEFITS FOR HALF-TIME EMPLOYEES (40-71.99 HOURS/PAYPERIOD)

BENEFIT	ELIGIBILITY	DESCRIPTION
Paid Time Off	Upon successful completion of 90 day initial employment period PTO hours will be awarded.	<ul style="list-style-type: none"> Half-time employees receive 7.75% of the regular normal hours worked. Additional days are added for 5-15 years of service.
Longevity Pay	After 1 full year of employment.	Half-time employees receive a bonus on their employment anniversary of \$12.50 per year of service.

BENEFITS FOR PART-TIME EMPLOYEES (8-39.99 HOURS/PAYPERIOD)

BENEFIT	ELIGIBILITY	DESCRIPTION
Paid Time Off	Upon successful completion of 90 day initial employment period PTO hours will be awarded.	<ul style="list-style-type: none"> Part-time employees receive 7.75% of the regular normal hours worked. Additional days are added for 5-15 years of service.

Refer to your employee handbook or ask the Human Resources Department for details on benefits.

If you are selected for hire, you will be called to schedule an appointment for lab work. At this time, photos will be taken for Identification Badges. Please be prepared to have your photo taken and bring in the following documents:

- State Issued ID
- Social Security Card
- Official Transcript from highest level of education completed
- License and Certification (if applicable)
- Authorization for Direct Deposit from Financial Institute
- Immunization Records