

## Tax Sheltered Annuity Plan and Employer Match (Lincoln Alliance)

- Voluntary, contributory plan: full-time, part-time & per diem employees working 1,000 regular hours per calendar year.
- Employee may immediately voluntarily contribute to a pre-tax plan. VHS will match funds 50% up to a maximum of 2% of base pay after one year of continuous employment for those who have completed 1,000 regular hours and have enrolled in these plans.
- Six year graduated vesting schedule.

## Flexible Spending Accounts

- Full- & part-time employees are eligible to participate in flexible spending accounts for DependentCare and HealthCare.

## Tuition Assistance

### Full-time employees

- Eligible after 6 months of employment.
- Receive up to 100% tuition cost for 9 credits per semester.

### Part-time employees

- Eligible after 6 months of employment.
- Receive up to 100% tuition cost for 7 credits per semester.

### Per Diem employees

- Eligible after 6 months of employment.
- Receive up to 100% tuition cost for 4 credits per semester.

## Social Security

### All employees

- Employer matches employee's contributions as required by law
- Monthly retirement and disability benefits if government eligibility requirements are met

## Discounts\*

## Valley Health System

### Full-time, Part-time and Per Diem employees

- 25% discount on expenses for VH services after insurance payments. Employee to request discount at time of payment.

## Cafeteria

### All employees & immediate family

- Eligible immediately.
- Receive 25% discount on meals.
- Cork Street Coffee Shop discount.

## Valley Home Care

### All employees

- Eligible immediately.
- Receive various discounts on most items.

## Valley Pharmacy

### All employees

- Eligible immediately.
- Receive various discounts on over-the-counter items and prescriptions not covered by insurance.
- Payroll deduction available.

## Health Depot

### All employees

- Eligible immediately
- Receive 10% discount on Aqua Massage, merchandise and select screenings

## Health Education

### Programs & services include:

Weight Management	Stress Management	Smoking Cessation
Fitness Assessments	Body Composition	Personal Training
Massage Therapy	Parent/Infant Massage	Breast Self Exam classes

### All employees, volunteers and general public

- Eligible immediately.
- Employee pays a fee based on employment status. VH's health insurance plan covers some of the cost of weight management and smoking cessation for those enrolled in the health insurance plan itself. Stress management is free to employees.

## Corkfit Exercise Facility

### All employees and spouses

- Eligible immediately.
- Employee pays.
- Unlimited use of cardiovascular & weight training equipment.

## Exercise Classes

### Open to employees & general public

- Eligible immediately.
- Employee pays.
- Includes yoga, aerobics, strength training, flexibility.

## Employee Assistance Program

### All employees & household members

- Eligible immediately.
- Receive up to four free counseling sessions per episode and referral to outside providers.

## Wellness Challenge

### All employees

- Pre and post Health Risk Appraisal during annual enrollment period.
- Meet prescribed number of criteria during program year to receive Wellness Challenge bonus or Nice Try bonus.

## Miscellaneous

## Relocation Assistance

### Management, RNs & designated professional positions

- Moving expenses reimbursement (i.e., moving van, rental truck, etc.)
- Employee receives check after presenting receipts.
- Employee signs a relocation assistance agreement.

## Voluntary payroll deductions

### All employees

- Eligible immediately.
- Payroll deductions can be used for savings accounts, Pharmacy prescriptions, credit union accounts, United Way donations, Wellness Services programs, and Child Care Center tuition.

## Child Care Center (located on WMC campus)

### All employees

- Employee pays.
- Eligible immediately pending availability.
- Quality child care for children ages 6 weeks to 12 years. Developmental program, meals/snacks, linens.

## Employee Activities

### All employees

- Employer pays.
- Eligible immediately.
- Holiday party, annual picnic, service awards, recognition banquet, retirement receptions, employee and team awards for outstanding performance.

**It is the employee's responsibility to complete enrollment forms in a timely manner and apply for benefits as applicable and not assume these are automatic procedures.**

*\* Indicates that SMH Benefits may differ. Employees need to refer to SMH HR Dept. and/or Policy Manual*



# Employee Benefits Summary

Shenandoah Memorial Hospital

Surgi-Center of Winchester

Valley Health

Valley Regional Enterprises

Warren Memorial Hospital

Winchester Medical Center

\* Indicates that SMH Benefits may differ. Employees need to refer to SMH HR Dept. and/or Policy Manual

## Leave\*

### Annual Paid Leave (APL)

#### Full-time employees

- Eligible immediately.
- Earn 20 days a year for first 4 years of service ; 25 days a year for 5-9 years of service, 27 days for 10-19 years of service; 30 days a year for 20 years or more to cover holidays, vacation, short-term sick leave and personal business.

#### Part-time employees

- Eligible immediately.
- Earn 1 hour of APL for every 15 hours worked.

### Sick Leave

#### Full-time employees

- Eligible after 6 months of employment.
- Earn 9 days annually. Payment begins on the second workday of each illness. APL must be used for the first day of each illness. 3 pre-paid sick days are included in APL

### Family/Medical Leave

#### All employees

- Unpaid time off but accrued APL/Sick Leave must be substituted for portions as appropriate.
- Employees eligible after 12 months and 1,250 hours worked.
- Receive up to 12 weeks per 12-month period in the event of childbirth or adoption or serious medical condition of employee or immediate family member with retention of service record, benefits and job.

### Funeral Leave

#### Full- & part-time employees

- Eligible immediately.
- Receive protection against loss of pay for 3 shifts scheduled between the day of death and day after funeral.

### Jury Duty

#### Full- & part-time employees

- Eligible immediately.
- Receive regular pay for scheduled work hours missed

## Insurance

See Plan descriptions for details and/or limitations on coverages. Premiums are pretaxed and subject to ERISA limitations for life change events during year. Open enrollment period is offered once a year.

### Health Insurance

#### Full-time employees

- Employees may participate beginning the first day of the month following 30 days of employment. The employer pays 80% of the monthly premiums. Enrollment or waiver is required during the week of orientation.
- Receive health insurance coverage for yourself and your family. Prescription and vision coverages are included in the health insurance plan.

#### Part-time employees

- Employee may participate beginning the first day of the month following 30 days of employment. The employer pays 50% of the monthly premiums. Enrollment or waiver required during the week of orientation.
- Receive health insurance for yourself or yourself and one minor. Prescription and vision coverages are included in the health insurance plan.

### Dental Insurance

#### Full-time employees

- Employer pays 80% of monthly premium. Employee may participate beginning the first day of the month following 30 days of employment. Enrollment or waiver is required during the week of orientation.
- Preventative Care – 80%, no deductible
- Major and Restorative – 60%, subject to deductible of \$25 for one person and maximum of \$50 for family per calendar year.
- Orthodontic Coverage- 50%, not subject to deductible with age limit of 21 and maximum lifetime benefit of \$1,500.

#### Part-time employees

- Employer pays 50% of monthly premium for employee only coverage. Employee may participate beginning the first day of the month following 30 days of employment. Enrollment or waiver is required during the week of orientation.
- Preventative care- 80%, no deductible
- Major and Restorative – 60%, subject to deductible of \$25 annually

### Life Insurance (Liberty Mutual)

#### Full-time employees

- Eligible after 6 months employment.
- Employer pays for Basic plan

- Covered for life insurance in the amount of 2 times annual salary rounded to the next nearest thousand dollars.
- Supplemental is available at employee's expense after 6 months of continuous employment or during Open Enrollment .

#### Part-time employees

- Employer pays for Basic plan
- Eligible after six months employment.
- Covered for life insurance in the amount of \$5,000.

### Long-Term Disability (Unum)

#### Full-time employees

- Eligible following 1 year of continuous full-time service.
- Employer pays for Basic plan
- Receive 50% replacement income for the period of disability starting with the fifth month upon medical certification and approval from the carrier. Employee must initiate claim.
- Additional supplemental 10% replacement income available at employee's expense after one year of continuous employment. Subject to pre-existing condition clause. Employee must enroll for supplemental coverage.

### Short-Term Disability/Cancer/Intensive Care/Accident (AFLAC)

#### Full-time & part-time employees

- Individual voluntary benefit plans are available. See vendor for details on the various plans.
- Employee pays all.

### Accidental Death & Dismemberment (Zurich)

#### Full-time employees

- Employer pays for Basic plan which also includes a Travel Assistance plan
- Provides 2 times annual salary. Supplemental AD&D is also available at employee's expense.

### Prepaid Legal/ Identify Theft Plan

- Individual voluntary plan.
- Employee pays all
- Low-cost access to legal counsel, 24/7. Free will for employee.
- See agent for details of plans

### Long Term Care (John Hancock)

- Voluntary Plan
- Employee pays all
- Employee, spouse and other family members are eligible for coverage.

### Workers' Compensation

#### All employees

- Eligible immediately.
- Employer pays.
- Receive coverage for medical expenses and disability resulting from job-related illness or injury.

### Liability Coverage

#### All employees

- Eligible immediately.
- Employer pays.
- Provides liability protection.

For a complete description of benefits, restrictions, and exclusions, see your summary plan description & legal plan documents.

## Financial\*

### Merit Increase

#### All employees

- Eligible every year (exceptions stated in policy).
- Receive salary increase based on performance.

### Shift Differential

#### Non-exempt employees working evening/night shift

- Eligible immediately.
- Employer pays.
- Receive additional pay when working evening/night shift.

### Weekend Differential

#### Non-exempt employees working weekends.

- Eligible immediately.
- Receive additional pay when working weekend shifts.

### Holiday Differential

#### Non-Exempt employees working on a VHS designated holiday

- Eligible immediately.
- Rate is 1½ times base rate of pay.

### Defined Benefit Retirement Plan

Core defined benefit plan; full-time, part-time & per diem employees working 1,000 regular hours per calendar year.

- Employer pays.
- Five-year cliff vesting.