This is to highlight many of the benefits available at SJMH. SJMH retains the right, at its discretion, to modify or delete any benefits. For additional information specific to employment, please see your immediate supervisor, a member of the Human Resources Department, or refer to your Employee Handbook distributed at orientation.
**VACATION, HOLIDAY, AND SICK TIME**

*(Full-time/Part-time employees)*

*Note only after provisional period-first 6 months employment in a FT or PT position*

**Vacation - FULL-TIME EMPLOYEES:**

- 6 months to 36 months (3 years) of full-time service: 10 days/year 75 hours
- 36 months (3 years) to 84 months (7 years) full-time service: 15 days/year 112.50 hours
- greater than 84 months (7 years) of full-time service: 20 days/year 150 hours

All accruals are based on a percentage of hours worked. The maximum hours considered for accrual is 75.00 hours per pay. In order to achieve the days/hours listed above, the maximum hours would need to be worked all 26 pay periods.

**Vacation - REGULAR PART-TIME EMPLOYEES:**

- Part-time employees will earn vacation time on a pro rated basis—percentage of hours worked between 20 and 29.99.

**Holidays - FULL-TIME EMPLOYEES:**

Earn 7.5 hours of Holiday pay for each of the holidays listed. Holidays **must** be paid in full day increments.

**NINE HOLIDAYS CELEBRATED EACH YEAR**

<table>
<thead>
<tr>
<th>Holiday</th>
<th>New Year’s Day</th>
<th>Independence Day</th>
<th>Thanksgiving Day</th>
</tr>
</thead>
<tbody>
<tr>
<td>Easter</td>
<td>Labor Day</td>
<td>Christmas Day</td>
<td></td>
</tr>
<tr>
<td>Memorial Day</td>
<td>*Personal Day Oct 1</td>
<td>* Personal Day Apr 1</td>
<td></td>
</tr>
</tbody>
</table>

**Holidays - PART-TIME EMPLOYEES:**

Earn the same nine (9) holidays as above but on a pro-rated basis (6 hours rather than 7.5 hours).

**Sick - FULL-TIME EMPLOYEES:**

Every pay period with hours worked between 30 and 40; receive 1.73 hours of sick time. 45 hours/year

**Sick - PART-TIME EMPLOYEES:**

Every pay period with hours worked between 20 and 30; receive 1.38 hours of sick time. 30 hours/year

*Subject to 6 month provisional period-first 6 months employment in a FT or PT position*

Additional paid time off outlined in Employee Handbook i.e., Jury Duty and Bereavement Leave.

**OTHER EMPLOYER PAID BENEFITS**

**GROUP BASIC LIFE & AD&D INSURANCE FOR REGULAR FULL-TIME AND PART-TIME EMPLOYEES:**

- Eligible after six months full/part time employment. PRN-not eligible.
- 100% Employer paid
- Face amount is equal to 1 times annual salary, rounded up, to a maximum of $250,000.
- If death is accidental, face amount will be doubled.

**GROUP SHORT-TERM DISABILITY (STD) INSURANCE FOR REGULAR FULL-TIME AND PART-TIME EMPLOYEES:**

CALL TO START A CLAIM 1-866-779-1054 8AM TO 8PM

- Eligible after six months of full/part time employment. PRN-not eligible.
- 100% Employer paid
- Coordinates with Sick, Vacation and Holiday banks
- Pays 60% of the monthly base rate after a 14-day waiting period up to a max of $12,500 per month.
- STD and Family Medical Leave (FMLA) are managed by a third party.

**GROUP LONG-TERM DISABILITY (LTD) INSURANCE FOR REGULAR FULL-TIME AND PART-TIME EMPLOYEES:**

- Eligible after six months of full/part time employment. PRN-not eligible.
- 100% Employer paid
- Pays 66 2/3% of the monthly base rate after disabled 90 days with a maximum of $14,000 per month.

**NOTE:** EMPLOYEES CLASSIFIED AS PRN STATUS and WORKING LESS THAN 20 HOURS A WEEK ARE NOT ELIGIBLE FOR HEALTH, DENTAL, VISION, LIFE, LTD, FLEX SPENDING, UNUM SHORT-TERM DISABILITY OR VOLUNTARY LIFE INSURANCE COVERAGE.

**PRN STATUS WORKING MORE THAN 30 HOURS PER WEEK ON AVERAGE WITHIN ANY ELIGIBILITY PERIOD (6 MONTHS-February through July & August through January each year) WILL BE ELIGIBLE FOR ONLY HEALTH INSURANCE ON THE FIRST OF THE MONTH AFTER QUALIFYING AND CAN MAINTAIN FOR 6 MONTHS. MUST MEET ELIBILITY EACH PERIOD.**
SJMH's Medical program is Self-Insured and administered by Highmark WV - Blue Cross/Blue Shield
Customer Service – Parkersburg 1-800-654-5028 – 8am – 4pm Monday - Friday

(Elected Coverage is effective the 1st of the month following Full-time or Part-time status)

COST OF COVERAGE FOR FULL-TIME EMPLOYEES AND THOSE WORKING >30 WEEKLY HRS:
Must work over 30 hours every week: Non-Tobacco users enjoy a discount on premiums
Tobacco User Single Coverage - $ 80.00 Bi-Weekly Non-Tobacco User Single Coverage - $ 57.00 Bi-Weekly
Tobacco User Family Coverage - $195.00 Bi-Weekly Non-Tobacco User Family Coverage -$150.00 Bi-Weekly

COST OF COVERAGE FOR PART-TIME EMPLOYEES:
Must work 20 to 30 hours every week:
Tobacco User Single Coverage - $250.00 Bi-Weekly Non-Tobacco User Single Coverage - $220.00 Bi-Weekly
Tobacco User Single Coverage - $600.00 Bi-Weekly Non-Tobacco User Family Coverage - $510.00 Bi-Weekly

Medical Insurance Deductibles & Co-Pays

<table>
<thead>
<tr>
<th>SJMH Hospital Deductibles/Co-Pay: Includes Employed Providers</th>
<th>Non-Preferred Health Organization Deductibles/Co-Pay: In Network - Non-employed providers with privileges</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Deductible</strong></td>
<td><strong>Single:</strong> $100</td>
</tr>
<tr>
<td><strong>Co-Pays</strong></td>
<td>PCP $10</td>
</tr>
<tr>
<td><strong>In Mon System Deductible</strong></td>
<td>$400</td>
</tr>
<tr>
<td><strong>Cost Share</strong></td>
<td>85%/15%</td>
</tr>
</tbody>
</table>

EXAMPLE:
First visit to In-network doctor – Cost is $100.00 $10 will go towards the Co-pay and $90 towards the $100 deductible. First visit to Tier II specialist – Cost is $240.00 $20 will go towards the Co-pay and $220.00 towards the $250 deductible. Tier III – there is no Co-pay only the deductible – entire Cost will be applied to $1,000 deductible, once met 80%/20%

Insurance Coverage for Prescription Drugs:
- Up to 34-day supply $15 Generic $25 Named Brand
- 35 – 90-day supply $25 Generic $45 Named Brand

Eligible Home Host Pharmacies: Kroger, Buckhannon, and Emily Drive (East Point Shopping Center) / Wal-Mart-Weston and Buckhannon/ CVS-only in Weston, Fast & Friendly Pharmacy-only in Weston, Rite Aid Pharmacies – in Weston, Buckhannon, Glenville and Sutton.

VISION COVERAGE

- Full time and Part time employees are eligible the 1st of the month after full or part time employment
- Vision network through VSP Services – must use VSP network providers for best coverage
- Choice of Plans – Basic or Premier

<table>
<thead>
<tr>
<th>Benefits</th>
<th>Basic Coverage with VSP Doctor</th>
<th>Premier Coverage with VSP Doctor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Well Vision Exam</td>
<td>$10 co-pay every 12 months</td>
<td>$10 co-pay every 12 months</td>
</tr>
<tr>
<td>Prescription Glasses</td>
<td>$25 co-pay</td>
<td>$25 co-pay</td>
</tr>
<tr>
<td>Lenses</td>
<td>• Single vision, lined bifocal, lined trifocal lenses</td>
<td>• Single vision, lined bifocal, lined trifocal, progressive lenses, anti-reflective coating and scratch coating</td>
</tr>
<tr>
<td>Frames</td>
<td>• Polycarbonate lenses for dependent children</td>
<td>• Polycarbonate lenses for dependent children</td>
</tr>
<tr>
<td>Frames</td>
<td>• $130.00 allowance for a wide selection of frames</td>
<td>• $150.00 allowance for a wide selection of frames</td>
</tr>
<tr>
<td>Frames</td>
<td>• 20% off the amount over your allowance</td>
<td>• 20% off the amount over your allowance</td>
</tr>
<tr>
<td>Contact Lenses (INSTEAD of Prescription Glasses)</td>
<td>• Up to $80.00 co-pay for your contact lens exam (fitting and evaluation)</td>
<td>• Up to $60.00 co-pay for your contact lens exam (fitting and evaluation)</td>
</tr>
<tr>
<td>Contact Lenses (INSTEAD of Prescription Glasses)</td>
<td>• $130.00 allowance for contacts</td>
<td>• $150.00 allowance for contacts</td>
</tr>
<tr>
<td>Employee (EE)</td>
<td>$6.78 month / $ 3.39 semi-mo</td>
<td>$9.40 month / $ 4.70 semi-mo</td>
</tr>
<tr>
<td>Family</td>
<td>$15.34 month / $ 7.67 semi-mo</td>
<td>$23.44 month / $11.72 semi-mo</td>
</tr>
<tr>
<td>EE + Spouse</td>
<td>$10.78 month / $ 5.39 semi-mo</td>
<td>$16.60 month / $ 8.30 semi-mo</td>
</tr>
<tr>
<td>EE + Child (ren)</td>
<td>$11.00 month / $ 5.50 semi-mo</td>
<td>$16.96 month / $ 8.48 semi-mo</td>
</tr>
</tbody>
</table>
DENTAL COVERAGE

- Full time and Part time employees are eligible the 1st of the month after full or part time employment.
- Choice of Plans – Value PPO or NAP

<table>
<thead>
<tr>
<th>Benefits</th>
<th>Value PPO Network</th>
<th>NAP (use any dentist)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Calendar Year Deductible</td>
<td>$50</td>
<td>$50</td>
</tr>
<tr>
<td>Preventative Care (e.g. cleanings)</td>
<td>100%</td>
<td>100%</td>
</tr>
<tr>
<td>Basic Care (e.g. fillings)</td>
<td>100% (after deductible)</td>
<td>80% (after deductible)</td>
</tr>
<tr>
<td>Major Care (e.g. crowns, dentures)</td>
<td>60% (after deductible)</td>
<td>50% (after deductible)</td>
</tr>
<tr>
<td>Orthodontia (dependent children under age 19)</td>
<td>50%</td>
<td>50%</td>
</tr>
<tr>
<td>Orthodontia Lifetime Maximum</td>
<td>$1,000 per person (rollover balance up to $350)</td>
<td>$1,000 per person</td>
</tr>
<tr>
<td>Calendar Year Maximum</td>
<td>Employee (EE) $26.20 month / $13.10 semi-mo</td>
<td>same premium for either plan</td>
</tr>
<tr>
<td></td>
<td>Family $80.50 month / $40.25 semi-mo</td>
<td></td>
</tr>
<tr>
<td></td>
<td>EE + Spouse $51.36 month / $25.68 semi-mo</td>
<td></td>
</tr>
<tr>
<td></td>
<td>EE + Child(ren) $60.88 month / $30.44 semi-mo</td>
<td></td>
</tr>
</tbody>
</table>

The other difference in these two plans - Value has progressive, anti-glare, anti-scratch included rather than extra.

VOLUNTARY CONTRIBUTION PLAN - (403B):

- All classes of employees are eligible immediately upon employment.
- Elected Dollar amount or Percentage of Pay is payroll deducted. If you select %age, it will be deducted from 100% of your gross wages.
- Contributions made biweekly and are tax deferred (Federal & State).
- Employee selects investment options from variety of choices.
- Quarterly investment reports are provided mailed to your home.
- Website is available for tracking and changing investments.

EMPLOYEE ASSISTANCE PROGRAM – 1-800-854-1446

Completely Confidential Employee Support Services

- Unlimited 24/7 telephonic consultation with an Certified Counselors
- Referrals to local counselors - up to 3 sessions free of charge annually
- State of the art web site featuring educational materials through downloadable materials and interactive tools. [www.lifebalance.net](http://www.lifebalance.net) User ID=life balance PW= life balance

ADDITIONAL VOLUNTARY LIFE INSURANCE – Employees can purchase:

Term Life Insurance - Unum

- Eligible 1st of month after full/part time status if enrolled at hire.
- Up to 5 times employee’s annual salary or $500,000 whichever is less for employee and spouse.
- Guaranteed Issue amounts - Up to $150,000-employee; $50,000-spouse; $10,000-child(ren) (Guaranteed issue only available if enrolled at first eligibility).
- Maximum of $10,000 guaranteed per dependent child may be elected.

Accidental Death & Dismemberment Insurance - Unum

- Eligible 1st of month after full/part time status. Always Guaranteed issued.
- Guaranteed Issue amounts up to 5 times employee’s annual salary or $500,000 whichever is less for employee and spouse. (Employee-$10,000 increments and Spouse-$5,000 increments)
- Maximum of $10,000 guaranteed per dependent child may be elected. ($2,000 increments)

Variable Life Insurance - Assurity

- Eligible to full/part time status employees.
- Enrollment will not be available until Open Enrollment – AUGUST 2018

Whole Life Insurance – UNUM

- Eligible to full/part time status employees.
- Enrollment will not be available until Open Enrollment – AUGUST 2018

VOLUNTARY CRITICAL CARE ILLNESS - UNUM

- Eligible to full/part time status employees.
- Enrollment will not be available until Open Enrollment – AUGUST 2018

VOLUNTARY GROUP ACCIDENT INSURANCE - UNUM

- Eligible to full/part time status employees.
- Enrollment will not be available until Open Enrollment – AUGUST 2018
**VOLUNTARY SHORT-TERM DISABILITY - UNUM**
- Eligible to ONLY PRN employees. Change class to FT – no longer can be payroll deducted.
- Enrollment will not be available until Open Enrollment – AUGUST 2018

**VOLUNTARY PET INSURANCE – Veterinary Pet Insurance**
- Eligible to all employees.
- To enroll call 1-877-PETS-VPI (738-7874) or logging on to www.petsvpi.com
- Receive 5% group discount as well as up to 15% multiple pet discounts (5% for 3 pets)
- Major Medical, Medical, Injury and Wellness Plans from which to choose.

**FLEXIBLE SPENDING ACCOUNTS: MEDICAL & DEPENDENT CARE**
- Plans run from January 1 to December 31. Open enrollment for changes every December
- Medical has a $2650 maximum contribution limit – 2018
- Dependent Care has a $5000 maximum contribution limit – 2018

**EMPLOYEE PENSION PLAN FOR FULL-TIME, PART-TIME, AND PRN EMPLOYEES:**
- Participant Entry Dates are January 1 and July 1 each year after the employee completes a full year working 12 months with a minimum of 1,000 hours and is at least age 21.
- Contributions are made annually after working 1000 hours in a calendar year.
- Annual contributions by SJMH at 5% of gross earnings up to the IRS annual maximums.
- Employee selects investment options from variety of choices.
- Quarterly investment reports are provided mailed to your home and on-line.
- Website available for tracking and changing investments.
- 6 year vesting (ownership) schedule. 2 yrs-20%; 3 yrs-40%; 4 yrs-60%; 5 yrs-80%; 6 yrs-100%

**DIRECT DEPOSIT:**
- Direct deposit is mandatory for all new/re-hires with electronic pay stubs only.
- May have up to 6 different accounts

**CENTRAL WEST VIRGINIA TELEPHONE FEDERAL CREDIT UNION: (800) 344-6636**
- Available membership with Checking/Savings Accounts, Loans, Debit Cards, On-site ATM

**EDUCATIONAL ASSISTANCE**
- CPR, ACLS, NRP and Basic Dysrhythmia on site training available
- Each Department has an Education budget available for external educational seminars, online and correspondence programs for CE’s.
- Education Loan Program. Both Full time, Part time and PRN > 20 weekly hours employees are eligible
  Money needed for a healthcare/hospital related field that can be used at SJMH
  1. Tuition Reimbursement-Up to $2,000 per fiscal year. Complete & have a C or better-NO payback.
  2. Maximum loan of $10,000 towards education. Monies will be paid to the institution.
  Employee will be required to finish the degree, receive grade C or better and work off 1 year for every $2,000 borrowed, otherwise the amount of the loan would need to be repaid with interest.
- Adler Scholarship for Lewis and Gilmer County high school students; SJMH Employees; or his/her grandchildren/children
- Guardian offers College Tuition Benefit Rewards

**EMPLOYEE HEALTH PROGRAM**
- Free annual flu vaccine and other immunizations
- Annual blood screening for wellness – Signed orders can be found at Registration desk.
- Remedial First Aid and wellness care

**Other Information worth mentioning to Candidates and Orientees:**
- Background Screenings, Reference Checking/Education verification
- Post Offer, Pre-Employment Drug Testing (Urine) Drug-free and Smoke Free Environment
- Urine drug screen may be required for cause after employment.
- I-9 Requirements due upon first day of employment, no later than the third day of work.
- Open Door Policy – Union Free
- Chain of Command – Grievance Policy
- Absenteeism and attendance Policy, Dress Code Policy
- Electronic Educational Training must be completed annually
- Pay, Call Pay, Shift Differentials and Scheduling. Electronic schedule & timesheet viewing available.
- Primary Source Verification for any Licensure upon hire/rehire and each renewal.
- Employee required to furnish copies of all certifications required for position at Orientation/Renewals
- License Plate numbers must be furnished at orientation for parking permits.
- Equal Opportunity and Affirmative Action Employer