

**2019 Staff Benefit Summary**

***(Benefits are prorated if less than full time or employed for less than the full year.)***

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| **BENEFIT** | **WHO PROVIDES** | **ELIGIBILITY DATE** | BENEFIT SUMMARY | **FULL TIME**  **72 – 80 hrs PPP** | **REGULAR PART TIME**  **40 – 71 hrs PPP** | **VARIABLE PART TIME**  **25 – 39 hrs PPP** | **CASUAL**  **0 – 24 hrs PPP** |
| **EARNED TIME OFF (ETO)** | HFM | Employment Date | 21 days off per year for vacation, short term illness or holidays. ETO accrues each pay period. Total days off increases with years of service:  5-14 years of service = 26 days  15 + years of service = 31 days | X | X | X |  |
| **SHORT TERM DISABILITY** | HFM | First of the month after 180 Days | 65% of pay for up to 13 weeks if you are unable to work due to an illness or injury | X | X | X |  |
| **HEALTH PLAN** | HFM/YOU | First of Month Following Employment Date | HFM’s self-funded health coverage for employee and family. HFM contributes the majority of the premium. Employee portion of the premium is based on FT/PT status and plan choice. | X | X |  |  |
| **DENTAL PLAN** | HFM/YOU | First of Month Following Employment Date | Dental coverage for employee and family. Employees pay a portion of the premium. | X | X |  |  |
| **VISION INSURANCE** | HFM/YOU | First of Month Following Employment Date | Vision insurance coverage for employee and family. Employees pay a portion of the premium. | X | X |  |  |
| **FLEXIBLE SPENDING ACCOUNT** | YOU | First of Month Following Employment Date | Pre-tax payroll deductions for health, dental and child care expenses and pre-tax health and dental insurance premium contributions. | X | X |  |  |
| **PARTNERPLUS 403(B)** | YOU | Employment Date | 403(b) plan allows tax deferred payroll deduction for personal retirement investment. New employees are automatically enrolled at 3% unless a different election is made. | X | X | X | X |
| **MATCHING CONTRIBUTIONS** | HFM | After 1 Year and 1000 Hours Worked | HFM will match a portion of employee contributions to PartnerPlus. Amount will be determined annually. | X | X | X  (1,000 hours required) | X  (1,000 hours required) |
| **TERM LIFE INSURANCE** | HFM | First of Month Following 90 Days of Employment | Coverage equals one times annual income. The value of life insurance in excess of $50,000 is a taxable benefit. | X | X |  |  |
| **SUPPLEMENTAL LIFE INSURANCE** | YOU | First of Month Following 90 Days of Employment | Supplemental term life insurance plan for employee, spouse and dependent children. | X | X |  |  |
| **VOLUNTARY LTD** | YOU | First of Month Following Employment Date | Optional program to protect income in the event of long term disability. | X | X |  |  |
| **APPRECIATION RECOGNITION** | HFM | After 90 days at annual pay-out | Annual program to recognize HFM accomplishment and employee involvement. | X | X | X | X  (100 hours required) |
| **HOLIDAY PREMIUM PAY** | HFM | Employment Date | Wages paid at 1.5 hourly rate for all seven holidays. | X | X | X | X |
| **HOLIDAY MEAL COUPON** | HFM | Employment Date | Employees who work an actual holiday will receive a complimentary meal coupon from us in HFM cafeterias. | X | X | X | X |

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| **Staff Benefit Summary (continued)** | | | | | | | |
| **BENEFIT** | **WHO PROVIDES** | **ELIGIBILITY DATE** | BENEFIT SUMMARY | **FULL TIME**  **72 – 80 hrs PPP** | **REGULAR PART TIME**  **40 – 71 hrs PPP** | **VARIABLE PART TIME**  **25 – 39 hrs PPP** | **CASUAL**  **0 – 24 hrs PPP** |
| **FUNERAL PAY** | HFM | Employment Date | Three to five work days to attend funeral of immediate family member. | X | X |  |  |
| **JURY DUTY PAY** | HFM | Employment Date | Difference between jury earnings and earnings paid by HFM. Based on scheduled hours only. | X |  |  |  |
| **TUITION REIMBURSEMENT** | HFM | After 6 Months | Annual tuition reimbursement for job related education. | X | X |  |  |
| **EDUCATION INCENTIVE AWARD** | HFM | After 1 Year | Award paid upon completion of job related degree. | X | X |  |  |
| **CERTIFICATION BONUS** | HFM | After 1 Year | Award paid for special certification earned in current field which is above and beyond what is required to practice. | X | X | X |  |
| **EMPLOYEE ACTIVITIES** | HFM | Employment Date | Sport Team Sponsorships, Holiday Socials, Health Care Week activities. | X | X | X | X |
| **LIFESTYLE PERKS** | HFM/YOU | Employment Date | Services provided to help simplify your life, i.e. dry cleaning services, massage discount, car care, Mercury ISP discount , Cellcom discount, discounted movie tickets | X | X | X | X |
| **HEALTH RISK ASSESSMENTS** | HFM | Employment Date | Free annual benefit for employees and spouses providing lab work and measurements to help you maintain/improve your health. | X | X | X | X |
| **WELLNESS INCENTIVE** | HFM | First of Month Following Employment Date | $240 per year paid towards health insurance premium for employees who participate annually in the Health Risk Assessment, complete any required health coaching, are nicotine free (or taking approved steps to quit) and have a registered account with Motion Connected | X | X |  |  |
| **KEYS TO HEALTH** | HFM | Employment Date | Comprehensive wellness program providing up to $250 for completing fitness, lifestyle and educational activities. | X | X | X | X  (100 hours required) |
| **EMPLOYEE FITNESS CENTER** | HFM | Employment Date | Free use of Cardiac Rehab equipment at Western Avenue after hours. | X | X | X | X |
| **WELLNESS CENTER** | HFM/YOU | Employment Date | $10/month with a 12-month commitment, spouse can be added for an additional $20/month with a 12-month commitment. | X | X | X |  |
| **CHAMBER CLINIC** | YOU | Employment Date | $99 membership fee per family member per year plus $10 access fee per family member per visit | X | X | X | X |
| **CREDIT UNION** | YOU | Employment Date | Full service in-house employee Credit Union. | X | X | X | X |
| **ADOPTION SUPPORT** | HFM/YOU | After One Year | Partial reimbursement for expenses incurred for successful and attempted adoptions. | X | X |  |  |
| **EMPLOYEE ASSISTANCE PROGRAM** | HFM/YOU | Employment Date | Assessment and referral services available to assist in solving personal/work problems. | X | X | X | X |
| ***Benefits are subject to change with or without notice.*** | | | | | | | |