

**SUMMARY OF EMPLOYEE BENEFITS**

Full-time Status – scheduled 80 hours per pay period  
Part-time Status – regularly scheduled 79 hours or less per pay period  
Introductory Period = 3 months

BENEFIT	EMPLOYMENT STATUS	WHEN ELIGIBLE	WHAT YOU RECEIVE
<b>PAID TIME OFF (PTO)</b>	Employees who are regularly scheduled a minimum of 40 hours per pay period	After completion of introductory period 0-3 years 4-6 years 7-11 years 12-15 years 16-17 years 18-20 years 21+ years	152 hours 176 hours 192 hours 232 hours 248 hours 256 hours 272 hours (based on full-time employment, pro-rated for part-time)
<b>EXTENDED ILLNESS BANK (EIB)</b>	Employees who are regularly scheduled a minimum of 40 hours per pay period	After completion of introductory period	64 hours per year (based on full-time employment, pro-rated for part-time)
<b>HOLIDAY</b>	Full-time employees  All other employees	Immediately	4 paid holidays per year  Time and a half for working the holiday those 4 holidays
<b>HEALTH INSURANCE *</b>	Employees who are regularly scheduled a minimum of 40 hours per pay period:  Base schedule 60 - 80  Base schedule 40 - 59	First of the month following 30 days of employment  <u>Deductible</u> \$1,400.00	Monthly Premium <u>Single</u> <u>Single+One</u> <u>Family</u>  76.70            192.37            346.65  Rates pro-rated for part-time
<b>HEALTH REIMBURSEMENT ACCOUNT</b>	Employees who are regularly scheduled a minimum of 40 hours per pay period	First of the month following 30 days of employment if enrolled in SMIH health insurance	Single:                    \$ 700 Single plus One:        \$1400 Family:                    \$1400
<b>DENTAL INSURANCE *</b>	Employees who are regularly scheduled a minimum of 40 hours per pay period:  Base schedule 60 – 80  Base schedule 40 – 59	First of the month following three months of employment	Monthly Premium <u>Single</u> <u>Family</u>  5.08                      50.22  25.42                      70.56
<b>LIFE INSURANCE</b>	Employees who are regularly scheduled a minimum of 40 hours per pay period	First of the month following three months of employment	Equal to 1½ times annual salary
<b>SUPPLEMENTAL LIFE INSURANCE</b>	Employees who are regularly scheduled a minimum of 40 hours per pay period	First of the month following three months of employment	Additional life insurance may be purchased
<b>SUPPLEMENTAL SPOUSE/CHILD LIFE INSURANCE</b>	Employees who are regularly scheduled a minimum of 40 hours per pay period	First of the month following three months of employment	Life insurance may be purchased on spouse and/or child(ren)
<b>LONG-TERM DISABILITY INSURANCE</b>	Employees who are regularly scheduled a minimum of 40 hours per pay period	First of the month following three months of employment	The plan pays 60% of your monthly earnings after 3 months of disability
<b>PENSION</b>	All employees who meet pension plan requirements	The first of the month after the date you complete one year of service and have reached the age of 21, minimum of 1000 work hours required	2% employer contribution plus up to a 4% match, 100% vested immediately
<b>TAX DEFERRED ANNUITY *</b>	All employees	Immediately upon employment	The employee can invest up to \$15,500 of their income on a pre-tax basis into a retirement plan

\* Pre-tax – employee premiums are not taxed on these benefits

<b>BENEFIT</b>	<b>EMPLOYMENT STATUS</b>	<b>WHEN ELIGIBLE</b>	<b>WHAT YOU RECEIVE</b>
<b>FLEXIBLE BENEFITS PLAN *</b>	Employees who are regularly scheduled a minimum of 40 hours per pay period	First of the month following 30 days of employment	It lowers your taxes by allowing certain expenses to be paid without being taxed
<b>EMPLOYEE ASSISTANCE PROGRAM</b>	All employees	Immediately	Confidential counseling for employees and family members
<b>SOCIAL SECURITY</b>	All employees	Immediately	Retirement, disability and/or survivor income
<b>WORKER'S COMPENSATION</b>	All employees	Immediately	Coverage for on-the-job injuries - report promptly
<b>TUITION REIMBURSEMENT</b>	All employees who are regularly scheduled a minimum of 40 hours per pay period	After 1 year of service	50% to 100% reimbursement depending on employment status up to 18 credits per year
<b>CONTINUING EDUCATION/ EMPLOYEE MEETINGS</b>	All employees	Immediately	Inservice training and education
<b>CAFETERIA DISCOUNT</b>	All employees (paid by employee)	Immediately	Discounted meals
<b>PHARMACY DISCOUNT</b>	All regularly scheduled employees	Immediately	Discounts on prescriptions and over the counter medications
<b>DIRECT DEPOSIT</b>	All employees	Immediately	Your check is electronically deposited free of charge
<b>CHRISTMAS CLUB</b>	All employees (paid by employee)	Immediately	Save money through payroll deduction
<b>EMPLOYEE ACTIVITIES</b>	All employees	Immediately	Entertainment & recreational activities; family picnic, Christmas party, etc.
<b>NOTARY PUBLIC</b>	All employees	Immediately	Free notary service
<b>LEAVES OF ABSENCE</b>	<b>EMPLOYMENT STATUS</b>	<b>WHEN ELIGIBLE</b>	<b>WHAT YOU RECEIVE</b>
<b>BEREAVEMENT LEAVE</b>	All regularly scheduled employees	After completion of introductory period	May receive up to 3 days paid leave for scheduled absences due to the death of an immediate family member (per policy)
<b>JURY DUTY</b>	All employees	After completion of introductory period	Regular pay (refer to policy)
<b>FAMILY AND MEDICAL LEAVE (FMLA)</b>	All regularly scheduled employees	After an completion of 12 months of service and have worked a minimum of 1250 during the prior 12 months	12 weeks of unpaid leave for family or medical leave as per policy
<b>PREMIUM PAY</b>	<b>EMPLOYMENT STATUS</b>	<b>WHEN ELIGIBLE</b>	<b>AMOUNT</b>
<b>SHIFT DIFFERENTIAL</b>	Clerical/Service	Immediately	\$0.85 for evenings \$1.10 for nights
	Technical/Professional		\$1.15 for evenings \$1.65 for nights
<b>ON CALL PAY</b>	All employees	Immediately	\$3.40 per hour
<b>WEEKEND BONUS</b>	Employees who are regularly scheduled to work weekends	Immediately at the request of their Manager or Supervisor	Professionals: \$4.00/hr Technicals: \$3.00/hr Clerical/Service: \$2.00/hr

The above is a synopsis of the fringe benefits available. For specific details contact Human Resources or refer to employee handbook.