

# SUMMARY *of Benefits*

The following is a brief outline of benefits available to you as an employee of St. Joseph Health System – Sonoma County. You may obtain further information on plan descriptions in Human Resource Services.

## DEFINITIONS RELATIVE TO BENEFIT ELIGIBILITY

### **Benefited Employee Categories**

(per pay period is every two weeks)

**Full-Time:** Regularly scheduled to work 80 hours per pay period.

**Regular Part-Time 4:** Regularly scheduled to work 64 hours per pay period.

**Regular Part-Time 3:** Regularly scheduled to work 48 hours per pay period.

**Regular Part-Time 2:** Regularly scheduled to work 32 hours per pay period.

### **Other employee categories**

**Relief/Per Diem:** Working intermittently on a scheduled or as-needed basis depending on individual department needs.

**Temporary:** Working in a position for a temporary period of time.

**Casual Pool:** RNs do not have pre-determined availability requirements and do not earn a differential above the hourly base rate. However, RNs must work a minimum of three (3) shifts every three months in order to retain their status.

## EARNED TIME OFF (ETO)

The Earned Time Off (ETO) program combines vacation, holiday, and personal holiday hours for use by employees. Accruals for ETO time are based on straight time hours paid, the employee's work category, and the employee's length of benefit

service with the St. Joseph Health System. ETO accrues immediately upon the start of employment as a benefited employee and is prorated for Regular Part-time employees.

**Recognized Holidays:** New Year's Day, President's Day, Memorial Day, Independence Day, Labor Day, Martin Luther King Day, (recognized by Petaluma Valley Hospital only), Thanksgiving Day, and Christmas Day.

**Sick Leave Benefits:** This benefit provides paid sick leave for eligible employees to prevent loss of income when an employee is sick or disabled. Sick leave begins accruing with the first day of eligible employment. Accruals are based on straight-time hours paid.

## INSURANCE BENEFITS:

The following benefits are available to all employee work categories except a temporary category.

**Medical Plans:** Two plans are available, including an Exclusive Provider Organization (EPO) plan and a Preferred Provider Organization (PPO) plan. These choices offer access to a network of health care providers.

**Employee Assistance Program (EAP):** A service designed to provide confidential help to employees and their dependents who have personal concerns or issues.

**Dental Plan:** The dental plan covers numerous dental services. The plan is administered by Delta Dental of California.

**Vision Plan:** This program covers regular eye exams, as well as glasses, frames or contact lenses for you and your dependents. This program is administered by Vision Service Plan (VSP)

**Flexible Spending Accounts:** Also known as Health Care and Dependent Care Reimbursement Accounts. This plan offers you an opportunity to set aside dollars on a pre-tax basis to cover out-of-pocket expenses not covered under your medical, dental and vision plans. You may also use this plan to pay for dependent expenses. The amount you

estimate to cover health and/or dependent care expenses for a calendar year is deducted each paycheck before you pay taxes. Eligible expenses for reimbursement are listed in the plan description.

**Prescription Drug Plan:** Coverage for prescription drugs is provided through American Health Care (Express Scripts). You must be enrolled in one of the health plans to receive prescription drug benefits.

**401(a) Plan:** Employer contributions are allocated to eligible employees based on years of service. Eligibility in the plan requires you have a year of service and be at least twenty-one (21) years of age. A year of service is a year in which you work at least 1,000 hours. Employees with 5 or more years are 100% vested.

**401(k) Plan:** The 401(k) plan allows you to make pre-tax contributions to your own account and choose from an array of investment funds. Participation in the Plan for employee contributions is open to employees who have completed 1 month of service. St. Joseph Health system will contribute 50 cents on the dollar for the first 2% of pay that you save. The Employer match is subject to a vesting schedule.

**The following benefits are available to full-time and part-time employees only.**

**Basic Life Insurance:** The hospital provides Basic Life Insurance coverage and Basic Accidental Death and Dismemberment. This benefit is fully paid for by the employer. Your basic coverage amount is (1) times your base annual salary up to a maximum of \$50,000, but not less than \$25,000.

**Supplemental Life Insurance:** You may purchase additional term insurance coverage. Medical evidence of insurability may be required.

**Basic Long Term Disability Insurance:** Wage protection for long term disabilities. This benefit is fully paid by the employer. Employees have the option to purchase supplemental coverage.

## **ADDITIONAL BENEFITS:**

**Cafeteria Discounts:** A variety of food items are discounted to employees wearing name badges.

**Compassionate/Bereavement Leave:** Full-time and regular part-time employees are eligible to receive days off each calendar year. Please refer to the Policy and Procedure Manual.

**Credit Union:** The Health Care Federal Credit Union offers a number of services for employees including low cost loans and automatic payroll deductions for savings.

**Direct Deposit:** You may request to have your paycheck deposited automatically to your participating bank or credit union each pay day. Pay days are every other Friday.

**Employee Appreciation Events:** Throughout the year we host various activities to express our appreciation to employees. These include a Holiday Dinner Dance, Annual Service Awards Luncheon and various holiday celebrations. Star of the Month, Star of the Year and Values in Action awards recognize and reward outstanding contributions to the hospital's ministry of healing.

**Annual Service Award Program:** Employees receive recognition for 5, 10, 15, 20, 25 and 30 (+) years of continuous service.

**Educational Assistance:** Financial assistance is available to employees for the purpose of continuing education related to our health care ministry.

**Life Learning Center:** A center providing educational opportunities to employees, their families, and the community; classes support the body, mind, and spirit of those participating.

**Jury Duty:** Benefited employees are paid straight-time pay when called for jury duty.

**Leaves of Absences:** Personal, medical, pregnancy, disability, family care, military, workers' compensation and long term educational leaves are available.

**Parking:** Free parking is provided for employees.

**Shift and Relief/Per Diem Differential:** Refer to Policy and Procedure Manual for differential rates.

**Social Security:** Provides retirement income, Medicare benefits, disability income benefits and survivor benefits.

**St. Joseph Connections:** An employee newsletter with information on St. Joseph Health System – Sonoma County and its employees.

**State Disability Insurance (SDI):** Wage protection for non-work related injuries and illnesses.

**Unemployment Insurance:** Provides wage protection for a period of unemployment that occurs through no fault of your own.

**Workers' Compensation Insurance:** Wage protection and medical expenses for qualifying on-the-job injuries and illnesses.