

**Central Vermont Medical Center**

**EMPLOYEE BENEFIT SUMMARY**

**CORE FLEXIBLE BENEFIT OPTIONS**

Pre-tax Dollars through a Section 125 Cafeteria Plan (26 Pay Periods)

Option to renew each October or when status change occurs (with the exception of CTO credits & spending account)

| BENEFIT  | FULL TIME | PART TIME | PER DIEM | WHEN ELIGIBLE  | WHO PAYS              | WHAT YOU RECEIVE   |
|--|-----------|-----------|----------|--|-----------------------|--|
| <b>MEDICAL INSURANCE</b>   | YES       | YES*      | NO       | 1 <sup>st</sup> of the month following 1 month of employment | CVMC & Employee       | Choice of HMO or PPO Plan through Blue Cross/Blue Shield of VT. <u>HMO plan (Vermont Health Partnership)</u> No referrals required for specialist visits. No co-pay for preventive office visits, \$10 co-pay for other primary care visits. Incentives for using CVMC providers. \$250/\$750 deductible. \$1500/\$4500 out of pocket maximum. No out of network benefits. <u>PPO plan (Vermont Freedom Plan)</u> – no referrals required. In network & out of network benefits. In-network: \$500/\$1250 deductible, No co-pay or deductible for preventive care in-network. \$20 co-pay for other visits. In network charges paid at 80%. Out of network: deductibles double & charges paid at 70%. Both plans include an in-house pharmacy benefit & an outside pharmacy program. Co-pays for in-house pharmacy are \$5 per 30 day supply for generic. \$20 copay plus the difference between generic and name brand for name brand when a generic is available. Co-pays for outside pharmacy: \$10 generic, \$30 preferred brand name & \$50 non-preferred brand name after satisfying a \$100 deductible per calendar year. Generics required at both the in-house and outside pharmacies, when available. <b>See plan outline for coverage details and additional information.</b> |
| <b>DENTAL INSURANCE</b>  | YES       | YES*      | NO       | 1 <sup>st</sup> of the month following 1 month of employment | CVMC & Employee       | Benefits for diagnostic, preventive, basic and major restorative services up to a calendar year maximum of \$1,500. Benefits for services other than diagnostic, preventative and orthodontics are subject to an annual deductible of \$50 per person (maximum of \$150 per family). Benefits are also included for orthodontic services up to a lifetime maximum of \$1,500 per person.   |
| <b>VISION PLAN</b>   | YES       | YES*      | NO       | 1 <sup>st</sup> of the month following 1 month of employment | Employee              | Plan allows vision exam & lenses once per year, frames every other year. Contacts available the year after receiving frames. \$10 co-pay for exam & \$25 co-pay for frames/lenses. Plan pays up to \$120 towards elective contacts. Frame allowance is \$140 retail, lenses include scratch resistant coating at no additional charge.   |
| <b>LONG TERM DISABILITY</b><br><u>Mandatory</u> (Receipt of LTD is taxable)        | YES       | YES*      | NO       | 1 <sup>st</sup> of the month following 1 month of employment | CVMC<br>60/180<br>Day | Options include 60% of base salary with 90-day (3 month) elimination period; 60% with 180-day (6 month) elimination period; & 40% with 210-day (7 months) elimination period up to the monthly max. No overlap of coverage with STD.   |
| <b>SHORT TERM DISABILITY</b><br>(Receipt of STD is taxable)                        | YES       | YES*      | NO       | 1 <sup>st</sup> of the month following 1 month of employment | CVMC & Employee       | Choose either 50% or 70% of base salary or \$2,000 weekly, which ever is less. Premiums for coverage up to \$800 will be on a pre-tax basis. Plan pays on the 8 <sup>th</sup> day for an illness, accident or sickness. Maximum coverage is 26 weeks depending on diagnosis. Exclusions for pre-existing conditions apply.   |
| <b>1.5 TERM LIFE INSURANCE</b>   | YES       | YES*      | NO       | 1 <sup>st</sup> of the month following 1 month of employment | CVMC                  | Basic Life Insurance equal to 1.5 times annual base salary. If 1.5 times base salary is over \$50,000, you may chose \$50,000 as premiums for coverage over \$50,000 are taxable. Maximum coverage \$650,000.  |
| <b>SUPPLEMENTAL LIFE INSURANCE</b><br>(Only available if you choose 1.5 Term Life) | YES       | YES*      | NO       | 1 <sup>st</sup> of the month following 1 month of employment | Employee              | Options include: <u>Additional</u> Life Insurance equal to annual salary, 2 or 3 times annual salary. For example, if you choose 1.5 term life and 3 times annual additional life, your beneficiary would receive 4.5 times your annual base salary. Guarantee issue limited to \$325,000. Maximum coverage \$650,000.   |

\* Must be scheduled 40 or more hours bi-weekly

Temporary Employees are not eligible for any benefits

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|   |     |      |    |  |          |   |
|---|-----|------|----|--|----------|---|
| <b>MEDICAL REIMBURSEMENT SPENDING ACCOUNT</b> | YES | YES* | NO | 1 <sup>st</sup> of the month following 1 month of employment | Employee | Money deducted on a pre-tax basis to pay for certain medical, dental, vision & hearing expenses not paid by insurance. Co-pays & deductibles are eligible. Balances up to \$500 may carryover to the next plan year. Expenses may be paid using the WageWorks debit card or be reimbursed by submitting a claim directly to WageWorks |
| <b>DEPENDENT CARE SPENDING ACCOUNT</b>        | YES | YES* | NO | 1 <sup>st</sup> of the month following 1 month of employment | Employee | Money deducted on a pre-tax basis to pay for eligible dependent care expenses. Claims must be submitted to WageWorks with financial documentation of the expense paid. Any unused monies in the account at the end of the plan year will be forfeited.  |

**AFTER TAX BENEFITS AVAILABLE THROUGH FLEX PROGRAM**

| BENEFIT  | FULL TIME | PART TIME | PER DIEM | WHEN ELIGIBLE  | WHO PAYS        | WHAT YOU RECEIVE   |
|--|-----------|-----------|----------|--|-----------------|--|
| <b>DEPENDENT LIFE INSURANCE</b>                  | YES       | YES *     | NO       | 1 <sup>st</sup> of the month following 1 month of employment | Employee        | One of three plans may be purchased: a) spouse/partner only, b) child(ren) only or c) family. Must elect basic life insurance to be eligible. Coverage:<br>Spouse/civil union/domestic partner - \$25,000<br>Child - 6 months to 19 years - \$10,000<br>Child under 6 months - \$100   |
| <b>AFTER TAX STD</b>                             | YES       | YES *     | NO       | 1 <sup>st</sup> of the month following 1 month of employment | CVMC & Employee | Choose either 50% or 70% of base salary or \$2,000 weekly, which ever is less. Premiums for coverage over \$800 is after tax. Maximum coverage is 26 weeks depending on diagnosis. Benefit paid on the 8 <sup>th</sup> day for an accident, illness or sickness. You may supplement the remainder of your pay utilizing earned CTO, up to 100% of base salary. |
| <b>CIVIL UNION OR DOMESTIC PARTNER INSURANCE</b> | YES       | YES*      | NO       | 1 <sup>st</sup> of the month following 1 month of employment | CVMC & Employee | CVMC offers medical, dental, vision and life insurance for civil union/marriage and domestic partners of an employee and their legal dependents. Domestic partners must meet certain criteria to be eligible to enroll. See Policy P-65. Typically, premiums for domestic partners and their dependents do not qualify for pre-tax deductions.                 |

**BENEFITS AVAILABLE OUTSIDE OF FLEX PROGRAM**

| BENEFIT   | FULL TIME          | PART TIME          | PER DIEM           | WHEN ELIGIBLE   | WHO PAYS          | WHAT YOU RECEIVE   |
|---|--------------------|--------------------|--------------------|---|-------------------|--|
| <b>PENSION PLAN Defined Benefit Plan (Frozen for everyone not participating as of 12/31/2011)</b> | IF ELIGIBLE<br>YES | IF ELIGIBLE<br>YES | IF ELIGIBLE<br>YES | Active participation is limited to those employees age 50 and older who met participation requirements prior to 01/01/2012.   | CVMC              | FORMULA: Normal Retirement pension benefit is a Life annuity equal to 1.2% of your Final Average Salary (based on highest 5 years out of your career) multiplied by total years of participation up to 35 years. Pension may be drawn as early as age 55, however, benefit is reduced by 4% per year for each year it is taken earlier than age 65. Full pension may be drawn at age 60 with 30 years of participation. Lump sum must be taken at termination if value of pension is less than \$1,000.    |
| <b>403b RETIREMENT PLAN Defined Contribution Plan Effective 01/01/2012</b>                        | YES                | YES                | YES                | Immediately upon employment for employee contribution. Employer contributions will begin once employee has completed 1 year of employment, and worked 1,000 hrs or more in that 1 <sup>st</sup> year. | CVMC and Employee | Pre-tax contributions through payroll deduction. All employees may contribute. Employer base contribution and limited matching contribution for new participants as of 01/01/2012. Requires 1 year employment with 1,000 hours worked (minimum) to be eligible for employer base and match. Employer contribution and match limited to new participants and previous defined benefit plan participants who were under age 50 when the plan began. For complete details please see Plan Adoption Agreement. |

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|   |     |      |     |  |          |  |
|---|-----|------|-----|--|----------|--|
| <b>VT HIGHER EDUCATION INVESTMENT PLAN</b><br>(SECTION 529) | YES | YES  | YES | Immediately upon employment                                  | Employee | Save for yourself, family member or friend. Eligible institutions include 2-4 year colleges, universities, vocational or technical schools. Earnings exempt from income tax if used for qualified higher education expenses. Enrollment materials are available in Human Resources, by calling 1-800-637-5860 or at <a href="http://www.vsac.org">www.vsac.org</a> . |
| <b>HOME &amp; AUTO INSURANCE</b>                            | YES | YES* | NO  | 1 <sup>st</sup> of the month following 1 month of employment | Employee | Group rates available on home & auto insurance. Available through payroll deduction.   |

| <b>BENEFIT</b>  | <b>FULL TIME</b> | <b>PART TIME</b> | <b>PER DIEM</b> | <b>WHEN ELIGIBLE</b>                               | <b>WHO PAYS</b> | <b>WHAT YOU RECEIVE</b>  |
|---|------------------|------------------|-----------------|--|-----------------|--|
| <b>TUITION REIMBURSEMENT</b>                          | YES              | YES              | NO              | After 6 months                                     | CVMC            | <u>FULL TIME</u> -Reimbursed 100% of tuition & other eligible expenses up to a maximum of \$3,500 per fiscal year (see Policy P-28 for eligible expenses). <u>PART TIME</u> - Prorated maximum reimbursement based on regular scheduled hours per status sheet. Course must be related to a position at CVMC and be approved by Dept. Head and HR. Must submit evidence of grade "C" or better, proof of payment & commit to 1-year of employment thereafter. Paid directly to the employee after successful completion of courses.  |
| <b>EDUCATIONAL SEMINARS &amp; IN-SERVICE PROGRAMS</b> | YES              | YES              | YES             | Immediately upon employment                        | CVMC            | Paid time to attend job related and/or required educational or in-service programs with prior approval (see Policy P-28).  |
| <b>WORKER'S COMPENSATION</b>                          | YES              | YES              | YES             | Immediately upon employment                        | CVMC            | Provided for on-the-job accidents/illnesses. Employee must submit Incident Report & provide doctor's statement.  |
| <b>LEAVE OF ABSENCE</b>                               | YES              | YES              | NO              | Dependent upon type of Leave                       | CVMC            | An LOA must be approved for periods of absence longer than 2 weeks, other than scheduled vacation time. Under the Family & Medical Leave Act, 12 weeks of unpaid leave is allowed for certain medical/family issues. FMLA leaves require 12 months of employment & 1250 hours worked in the 12 months immediately prior the date the leave would begin. Personal & Professional leaves may be granted dependent upon circumstances. Military leaves will be granted in accordance with the Uniformed Services Employment & Re-employment Rights Act (USERRA) & Vermont Employment Rights for Reserve & National Guard Members Act. (See Policy P-12) |
| <b>BEREAVEMENT LEAVE PAY</b>                          | YES              | YES *            | NO              | After the completion of the Introductory period    | CVMC            | 3 scheduled workdays off ending with day of the funeral/interment. Days need to be scheduled working days in order to be paid. Refer to Policy P-13 for applicable family members. (Shift differential is not included in Funeral Leave Pay)   |
| <b>JURY DUTY PAY</b>                                  | YES              | YES *            | NO              | After the completion of the Introductory period    | CVMC            | You receive your regular pay when on jury duty. (See policy P-14).   |
| <b>CREDIT UNION</b>                                   | YES              | YES              | YES             | Immediately upon employment                        | Employee        | Variety of savings plans & opportunity for low cost loans through payroll deduction. Hours are Mon-Fri 11:00am to 4:00pm. On Payday 9:30am-4:00pm.   |
| <b>NATIONWIDE PET INSURANCE</b>                       | YES              | YES              | NO              | First of the month following 1 month of employment | Employee        | Group discount on veterinary insurance for your pet(s). Multiple pet discounts if you enroll more than one pet. Call (888)999-4874 or visit <a href="http://www.PetsNationwide.com">www.PetsNationwide.com</a> . Premium may be paid through payroll deduction for full time and part time employees.  |
| <b>TERMINATION BENEFITS</b>                           | YES              | YES              | NO              | At Termination                                     | CVMC            | Cash-out of CTO balance according to Policy P-7. May continue health, dental & vision insurance under COBRA for up to 18 months if on current insurance plan.  |
| <b>INVEST EAP</b>                                     | YES              | YES              | YES             | Immediately upon employment                        | CVMC            | Offers confidential counseling and referral services to help employees and their families. Refer to Invest EAP handbook.   |
| <b>AFLAC</b>  | YES              | YES*             | NO              | First of the month following 1 month of employment | Employee        | Accident and Cancer insurance available at group rates through payroll deduction.  |

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**EMPLOYEE COMPENSATION**

| BENEFIT  | FULL TIME | PART TIME | PER DIEM | WHEN ELIGIBLE   | WHO PAYS | WHAT YOU RECEIVE  |
|--|-----------|-----------|----------|---|----------|---|
| <b>COMBINED TIME OFF</b><br>(Accrues on worked and/or paid time, up to 80 hours per pay period.) | YES       | YES       | No       | Accrual begins immediately. Used as it is earned                  | CVMC     | Program provides for paid time off for illness, vacations, holidays & personal time. <u>Eligibility date through 5 years:</u> CTO accrues at a rate of .1039/hour (FT = 27 days/year). <u>5 – 10 years:</u> CTO accrues at a rate of .1231/hour (FT = 32 days/year). <u>10 - 14 years:</u> CTO accrues at a rate of .1270/hour (FT = 33 days/year). <u>14 or more years:</u> CTO accrues at a rate of .1424/hour (FT = 37 days/year). Maximum accrual is 2x annual full time accrual rate. Part time employees CTO accrual is prorated based on hours worked. Employees may pre-elect prior to the start of the plan year to cash in up to 160 hours of CTO and/or to convert up to 40 hours of CTO to pay for benefits (See Policy P-7). Employees may donate accrued CTO to other employees under certain conditions (See Policy P-53). |
| <b>OVERTIME PAY</b><br>Hourly Employees only   | Yes       | Yes       | Yes      | Immediately upon employment                                       | CVMC     | 1 1/2 times regular hourly rate: Either <u>8/80 Rule</u> (All hours worked over 8 in a day or 80 in a pay period) or <u>40 Hour Rule</u> (All hours worked over 40 in a 7 day workweek).  |
| <b>SHIFT DIFFERENTIALS</b><br>Hourly Employees only  | Yes       | Yes       | Yes      | Immediately upon employment Must work at least 4 hours in a shift | CVMC     | Evening Shift: \$2.25 per hour<br>Night Shift: \$4.25 per hour<br>Weekend: \$2.55 per hour (added to shift differential if applicable) for hours worked from 11 pm Friday to 11:59pm Sunday.  |
| <b>HOLIDAY DIFFERENTIAL</b><br>Hourly Employees only   | Yes       | Yes       | Yes      | Immediately upon employment. No minimum hours                     | CVMC     | Additional half time for hours employees are <u>required</u> to work on: *New Years Day, Presidents Day, Memorial Day, Labor Day, *Independence Day, Thanksgiving Day & *Christmas Day. *When these holidays fall on a Saturday or Sunday & CVMC observes them on Friday or Monday, employees working the actual holiday and/or the observed holiday will receive holiday differential (See Policy P-40).   |
| <b>CALL PAY</b> Hourly employees only  | Yes       | Yes       | No       | Immediately upon employment                                       | CVMC     | \$4.00/hour while on call, additional half time when called in for all hours worked (2 hour minimum) (See policy P-41).   |
| <b>72/80 NIGHT SHIFT</b><br>Hourly employees only.   | Yes       | No        | No       | Immediately upon employment                                       | CVMC     | All night shift staff regularly scheduled to work 72 hours, consisting of six 12 hour shifts or nine 8 hour shifts, will receive pay and benefits as though they were full time, 80 hours per pay period. (See policy P-4)  |
| <b>PER DIEM &amp; RETIRED TEMP INCENTIVE</b> Hourly employees only.                              | No        | No        | Yes      | Immediately upon employment                                       | CVMC     | All per diem and retired temporary employees will receive a 15% incentive in addition to their base rate as long as they are not benefit eligible in any other position. (See policy P-40)  |
| <b>URGENT STAFFING PAY</b>   | Yes       | Yes       | No       | Immediately upon employment                                       | CVMC     | An additional half time for all hours worked when filling a vacant shirt during the current schedule period under certain circumstances. See policy P-42 for additional information.  |

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