

**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 January 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 hire date	CVMC & Employee	Choose between 4 Medical Plan offerings. Preventative care is covered at 100  UVMHN 250 Plan UVMHN 400 Plan UVMHN HDHP with HAS – 1500 Plan UVMHN HDHP with HAS – 3000 Plan  <b>See plan outline for coverage details.</b>
<b>DENTAL INSURANCE</b>	YES	YES*	NO	1 <sup>st</sup> of the month following hire date	CVMC & Employee	Choose between 3 Dental Plan offerings. All plans offer 4 cleanings per year at no out of pocket cost to you.  Core Basic Buy-up
<b>VISION PLAN</b>	YES	YES*	NO	1 <sup>st</sup> of the month following hire date	Employee	Choose between 3 Vision Plan offerings.  Basic Buy-up
<b>LONG TERM DISABILITY</b> <u>Mandatory</u> (Receipt of LTD is taxable)	YES	YES*	NO	1 <sup>st</sup> of the month following hire date	CVMC 60/180 Day	Options include 60% of base salary with 90-day (3 month) elimination period; 60% with 180-day (6 month) elimination period up to the monthly max. No overlap of coverage with STD. Maximum Benefit \$13,000 per month
<b>SHORT TERM DISABILITY</b> (Receipt of STD is taxable)	YES	YES*	NO	1 <sup>st</sup> of the month following hire date	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 hire date	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> (Only available if you choose 1.5 Term Life)	YES	YES*	NO	1 <sup>st</sup> of the month following hire date	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.
<b>DEPENDENT LIFE INSURANCE</b>	YES	YES*	NO	1 <sup>st</sup> of the month following hire date	Employee	Must elect basic life insurance to be eligible. Coverage amounts: Spouse - \$25,000 Child – birth up to age 26 - \$10,000
<b>HEALTHCARE FLEXIBLE SPENDING ACCOUNT</b>	YES	YES*	NO	1 <sup>st</sup> of the month following hire date	Employee	Money deducted on a pre-tax basis to pay for certain healthcare expenses not paid by insurance. Balances up to \$570 may carryover to the next plan year. Expenses may be paid using the HealthEquity debit card or may be reimbursed by submitting a claim directly to HealthEquity. Calims may be submitted through 5/31 of the year following the date of service
<b>DEPENDENT CARE SPENDING ACCOUNT</b>	YES	YES*	NO	1 <sup>st</sup> of the month following hire date	Employee	Money deducted on a pre-tax basis to pay for eligible dependent care expenses. Claims must be submitted to HealthEquity with financial documentation of the expense paid. You have until March 15 <sup>th</sup> of the next year to incur expenses Any unused monies in the account at the end of the plan year will be forfeited.

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<b>HEALTH SAVINGS ACCOUNT</b>	YES	YES *	NO	1 <sup>st</sup> of the month following hire date	CVMC & Employee	Must be enrolled in one of the two HDHP's to be eligible. Employer and employee contributions vary based on plan and coverage level. Contribution limits are determined by the IRS
<b>ACCIDENT INSURANCE</b>	YES	YES	NO	1 <sup>st</sup> of the month following hire date	Employee	Accident Insurance pays you benefits for specific injuries and events resulting from a covered accident. The benefit amounts depend on the type of injury and treatment received.
<b>CRITICAL ILLNESS</b>	YES	YES	NO	1 <sup>st</sup> of the month following hire date	Employee	Critical Illness Insurance pays a lump-sum benefit if you or a covered family member is diagnosed with a covered illness or condition.
<b>HOSPITAL INDEMNITY</b>	YES	YES	NO	1st of the month following hire date	Employee	Pays a cash benefit directly to you if you or a covered dependent is admitted into the hospital under the advice of a physician and you receive a bill for room and board. Benefit amounts paid to you depend on the type of facility and the number of days you are confined to a hospital.
<b>IDENTITY PROTECTION</b>	YES	YES	NO	1st of the month following hire date	Employee	Identity and Credit Monitoring, Financial and Activity Monitoring, Social Medical Reputation Monitoring, Privacy Advocate Remediation, \$1,000,000 Identity Theft Insurance Policy

**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 YES	IF ELIGIBLE YES	IF ELIGIBLE 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.
<b>VT HIGHER EDUCATION INVESTMENT PLAN (SECTION 529)</b>	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.

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BENEFIT	FULL TIME	PART TIME	PER DIEM	WHEN ELIGIBLE	WHO PAYS	WHAT YOU RECEIVE
<b>TUITION REIMBURSEMENT</b>	YES	YES	NO	After 6 months	CVMC	<b>FULL TIME</b> -Reimbursed 100% of tuition & other eligible expenses up to a maximum of \$3,500 per fiscal year (see Policy P-28 for eligible expenses). <b>PART TIME</b> - 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	Immediately upon 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> (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 pro-rated 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> 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> 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 Night Shift: \$4.25 per hour 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> 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> 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 shift during the current schedule period under certain circumstances. See policy P-42 for additional information.

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