



# GIBSON AREA HOSPITAL AND HEALTH SERVICES

More information will be provided in your benefit packet at Orientation.

## HEALTH (BCBS)

Effective day 1	Employee Only	\$100.00
Home Hospital (90/10)	Employee + 1	\$144.00
Deductible: \$750 individual/ \$2,250 Family	Family	\$240.00
	*10% more if you or your spouse use tobacco products.	

## FLEXIBLE AND DEPENDENT CARE ACCOUNT

Do you want an easy way to save 30% or more on medical expenses for you and your family? Our FSA is a pre-taxed benefit that can help you save money.

Are you paying for childcare expenses for your children or disabled dependents while you work? Our DCA is a pre-taxed benefit that can help you save more money.

## DENTAL (THE STANDARD)

Do you want an affordable dental plan? GAH offers two different plans known as the base and buy up which takes effect day 60 of employment.

Base		Buy Up	
Employee Only	\$9.44	Employee Only	\$15.74
Employee + Children	\$21.58	Employee + Children	\$30.02
Employee + Spouse	\$18.89	Employee + Spouse	\$31.49
Family	\$ 32.46	Family	\$ 47.81

## VISION (THE STANDARD)

Effective day 60.

\$10 Copay on eye exam	Employee Only	\$3.62
\$130 allowance on frames	Family	\$8.60

## DISABILITY (THE STANDARD)

Our Short Term and Long Term Disability is available to you at a very low cost which takes effect on Day 60.

**LIFE INSURANCE(THE STANDARD)**

GAH covers you for Basic and Accidental Life Insurance.

If you would like to have additional coverage than what is offered, we have a Voluntary Life Insurance option for you and your family.

**LIFELOCK**

LifeLock offers an innovative suite of products and services that help protect you and your family from identity theft. Effective day 60.

Employee Only	\$1.96
Employee+ Spouse	\$3.92
Employee + Children	\$3.43
Family	\$5.39

**AFLAC**

Like many Americans, you may have been blindsided by an unexpected medical bill. Did you think, “But I have health insurance. I should be covered?” That’s why there’s Aflac. We help with benefits health insurance doesn’t provide – and that’s peace of mind when you need it most. Let us help protect your financial security.

**DISCOUNTS**

Employees receive a 50% discount on meals that they purchase here for themselves. This discount can only be obtained by purchasing a "meal ticket" from the registration desk.

**SOCIAL SECURITY**

As an employee, you will receive retirement benefits and medicare.

**EMPLOYEE ASSISTANCE PROGRAM**

GAHHS currently uses Curalinc to provide free, confidential, professional counseling help to employees and their family members, if needed.

**BREAK TIME**

- Full Time employees may receive two 15 minute breaks in a 8 hour day.
- Part Time employees may receive one 15 minute break per shift.
- Breaks are at the discretion of the employee's immediate Supervisor.

**HOLIDAYS**

All full time employees will be granted the following paid holidays. Regular part time employees shall be granted holiday benefits in proportion to their scheduled hours worked. Eligibility is effective on date of hire.

January	New Year's Day
May	Memorial Day
July	Independence Day
September	Labor Day
November	Thanksgiving Day
December	Christmas Day

Holiday pay is 11PM – 7AM the previous day and 7AM – 3PM and 3PM – 11PM on the Holiday except for New Year’s which are 3PM – 11PM & 11PM – 7AM the previous day and 7AM – 3PM on the Holiday.  
Maximum time for holiday benefit is 8 hours.

Substitution for the Holidays listed:

- Employees of the hospital who are entitled to receive holiday benefits, shall have time placed in their ETO bank as a substitute
- If a holiday falls within a vacation period, that day is not charged against the ETO bank for which the employee is eligible.
- If a holiday falls on a scheduled day off, employee will be compensated for the holiday.
- If a holiday falls on a Saturday the holiday will be observed on the Friday prior. If a holiday falls on a Sunday, it will be observed on Monday, following.
- If a holiday falls during leave of absence without pay, holiday time is neither earned nor accrued.

**EARNED TIME OFF**

**STAFF**

<i><b>Years of Service</b></i>	<i><b>Factor</b></i>	<i><b>Max accrual</b></i>
Less than 10 yrs.	.0692	312 hours
10 – 19 yrs.	.0884	392 hours
20+ years	.1076	472 hours

**MANAGEMENT**

<i><b>Years of Service</b></i>	<i><b>Factor</b></i>	<i><b>Max accrual</b></i>
Less than 10 yrs.	.0884	392 hours
10-19 years	.1153	504 hours
20-29 years	.1230	536 hours
30+ years	.1307	568 hours

Hourly Staff must be scheduled to work a minimum of 20 hours per week to qualify for ETO. ETO hours are accrued based on actual worked hours. Vacation, personal and sick time (illnesses less than 4 consecutive days) is the component of the ETO program.

Employees may carry up to a maximum number of ETO hours in their bank, as indicated above. ETO can be sold for cash, to offset cost of benefits, used to pay hospital bill (accounts payable), and/or donated to others under certain policy guidelines established by the Hospital.

## **EXTENDED SICK**

### **Severe/Extended Illness \***

A severe/extended illness bank will be established for all full time employees. Accrual of illness bank hours is factored at .023077 per hours worked; which translates into 48 hours per year for employees working 80 hours a pay period.

The severe/extended illness bank can be used for:

1. Employee hospitalization (from day 1)
2. Extended employee illness/injury of 4 or more consecutive days (first 3 days come from ETO account)
3. Employee outpatient surgery (from day 1)
4. Illness of immediate family member (as defined by a physician). This can be used only after exhausting the entire employee's ETO. Administrative approval must be obtained.

Severe/extended illness bank maximum accrual is 360 hours. This is a non-vesting account. Upon termination, you will not receive pay for any hours in your illness bank. You will be paid 100% of your accrued ETO. Employees begin accruing ETO from the first day on the job and are eligible to begin using ETO after 60 days of employment. Taking time off without pay MUST be approved by Administration.

## **TUITION REIMBURSEMENT**

The purpose of tuition reimbursement is to provide opportunity for GAHHS service area residents to obtain training in any of the allied health professions through enrollment in an accredited academic program that leads to a formal degree in an allied health discipline.

Any resident of the GAHHS service area is eligible to apply for tuition reimbursement under this program provided that the proposed course of study is an allied health profession, is accredited, offers a formal degree or diploma and the applicant intends to be employed at GAHHS after graduation for the agreed length of time.

Applicants who wish to apply for education expense reimbursement should submit a letter of proposal to the Administrator, indicating what course of study will be pursued, at what educational institution, what the expected completion date of the proposed course of study will be, and what the expected expense will be, prior to enrollment into a class (es).

Upon approval of an application, reimbursement may be granted for one-half of the expenses related to the course of study including tuition, books, and other fees (up to a maximum of \$4,000.00 per year).