

HCMC Benefit Information

We feel that our wide range of employee benefits are competitive if not better than most. Below is a brief detail of the benefits that HCMC offers.

Wendy McCarty, Human Resources Manager is available if you have specific questions about your benefits.

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Employment Classification:

There are four types of employment classifications at HCMC.

Full-time – 32 or more hours per week
Part-time – 20-31 hours per week
Short Part-time – 11-19 hours per week
PRN – 0-10 hours per week

These classifications determine which employee benefits you qualify for.

Benefit Tiers by Classification:

Full-time:

Vacation
Sick Leave
Family/Bereavement Leave
7 Paid holidays/year
Wellness Bonus
403(b) Retirement Plan
Health Insurance
Life Insurance
Long-Term Disability Insurance
Cancer Insurance
Dental Insurance
Auto/Homeowners Insurance
Section 125 Flexible Spending Accounts

Part-time:

Vacation
Family/Bereavement Leave
Holiday Pay for Holidays worked
Health Insurance
403(b) Retirement Plan
Life Insurance
Cancer Insurance
Dental Insurance
Auto/Homeowners Insurance

Section 125 Flexible Spending Accounts
TSA's (Tax Savings Annuities)

Short Part-time:

Vacation
Holiday Pay for Holidays worked

PRN:

Holiday Pay for Holidays worked

PAYDAY:

HCMC pays employees bi-weekly or 26 times per year. The pay period begins on Sunday at 12:01 a.m. and ends the following Saturday at midnight. Payday is the following Thursday.

Employees are encouraged to participate in direct deposit of payroll. The employee's pay is deposited into a checking or savings account by 8:00 a.m. on payday. A direct deposit advice is given to employees detailing earnings and deductions. This process saves the employee from making trips to the payroll office and bank.

Accrued Benefits/Holiday Pay:

Vacation Pay:

Full-time employees receive 2 weeks of vacation per year of employment. After completion of 5 years of employment, full-time employees receive 3 weeks of vacation per year. Vacation accrues on your paystub at a rate of 3.08 hours per pay period. After 5 years of employment the rate is 4.62 per pay period.

Part-time employees accrue vacation based on the number of hours worked per pay period. For each hour worked you accrue .0385 hours of vacation. This number figures to be about 1 week per year if you work 20 hours per week. The more hours worked, the more vacation is accrued.

Maximum accrual is 140 hours for employees with less than 5 years of employment and 210 hours for employees with 5 or more years of employment.

You are eligible to take vacation after one year of employment.

Sick Pay:

Sick pay is provided to replace wages lost due to an employee's personal illness. Only full-time employees accrue sick pay. You will receive 8 hours of sick pay per month. Maximum accrual is 320 hours.

The first 16 hours of missed work due to illness, for the calendar year, will not be compensated with sick pay. You may use vacation pay for this time if you are eligible to use vacation.

You are eligible to use sick pay after completion of your 90 day Initial Performance Review Period.

Family/Bereavement Leave:

Family/Bereavement Leave is provided to replace wages lost due to critical illness or death in the immediate family.

Full-time employees receive 24 hours per year. Part-time employees receive 8 hours per year.

The hours given are per calendar year, not per illness.

Immediate family is designated as father, mother, sister, brother, husband, wife, child, grandparent, grandchild, father-in-law, or mother-in-law.

*This benefit provides for lost wages, but does not imply that needed time-off for family illness or death will not be allowed.

Wellness Bonus:

Full-time employees who do not miss a scheduled shift due to illness for a four-month period will receive 8 hours of wellness bonus (vacation pay). The four-month periods are January-April, May-August and September-December. Therefore, if an employee does not miss a shift all year due to illness they will receive 24 hours of wellness bonus.

Holiday Pay:

Full-time employees receive 8 hours of holiday pay for each holiday paid. If you work on the holiday, you are paid your regular wages, and paid at least 8 hours of holiday pay. If you work more than 8 hours on the holiday you will receive the number of hours worked on the holiday. For example, if you work 10.25 hours on the holiday, you will receive 10.25 hours of regular pay, and 10.25 hours of holiday pay. If you only work 4 hours on the holiday, you will receive 4 hours of regular pay, and 8 hours of holiday pay.

Part-time, Short Part-time and PRN employees receive holiday pay if the holiday is worked. For example, if you work 8 hours on the holiday, you will receive 8 hours of regular pay and 8 hours of holiday pay. If you do not work the holiday, you do not receive holiday pay.

Paid Holidays:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day
- Birthday – For Full-time employees only

Full-time employees receive their birthday off with pay. There are instances that require that the employee work on their birthday. It is requested that the birthday holiday be taken at least 10 days prior or 10 days after the actual birthday.

403(b) Retirement Plan:

HCMC participates in a 403(b) retirement plan with Security Benefit Group. HCMC matches 50% of an employee's contribution up to 4% of the employee's wages. Employees who work at least 20 hours a week are eligible to participate in the plan after one year of employment and completion of 1,000 hours. New employees may participate immediately in the plan without the match for tax saving benefits.

Insurance Benefits:

Many insurance benefits are deducted through payroll with pre-tax dollars. Pre-tax means that deductions are reduced from gross pay prior to

being taxed. This requires that there be specific eligibility requirements.

Eligibility Requirements:

Employees must work at least 20 hours per week.

Employees may only elect to participate in pre-tax payroll benefits during the election period. Employees may only make changes to existing pre-tax payroll benefits during open enrollment periods, or if there is a significant change in family status.

Significant change is defined as birth, death, divorce, marriage, adoption, or change in spouse's employment or benefits.

You are eligible for coverage the 1st of the month following 30 days of employment. Your eligibility period is for 30 days after this date.

Pre-tax Insurance Benefits:

Health Insurance:

Group Health Insurance coverage is through Preferred Plus of Kansas. Our plan is an "HMO". "HMO's" require that you select a primary care physician and go to him or her for your healthcare. There are also specific hospitals that you are to go to if you need care. There are no deductibles or co-insurances to pay. There are co-payments that are paid for office and emergency room visits. Please refer to PPK information for Provider list and specific co-payment amounts.

HCMC pays 75% of a single plan for full-time employees and 50% of a single plan for part-time employees. This amount may be applied to other plans.

For current rate information contact the Human Resources Manager.

Life Insurance:

A \$10,000 life insurance plan is provided to full-time and part-time employees at no cost. This plan doubles to \$20,000 if the death is due to an accident. The plan triples to \$30,000 if the death is due to a car accident and the employee is wearing a seat belt.

Additional coverage is available to insure eligible dependents.

For current rate information contact the Human Resources Manager.

Long Term Disability Insurance:

This insurance, provided to full-time employees at no cost, is designed to replace a portion of lost wages due to a long term illness or injury. HCMC pays the premium to replace 50% of the employee's wages after 3 months of disability. You have the option to "Buy-up" the coverage and "Buy-down" the months. This would replace 60% of wages after 2 months of disability. Premiums are based on employee's monthly income, age and sex.

For current rate information contact the Human Resources Manager.

Voluntary Pre-Tax Benefits:

Listed below are insurance benefits that are available through employment at HCMC. HCMC does not provide any portion of the premium.

Cancer Insurance:

Cancer Insurance is designed to help fill the gaps that may occur from major medical insurance. Major medical insurance covers Doctor and Hospital bills. Cancer insurance pays for qualified co-payments and deductibles, transportation, lodging costs, loss of income, and day-to-day living expenses.

For current rate information contact the Human Resources Manager.

Dental Insurance:

Dental insurance is available through Ameritas Insurance Company. The insurance pays for preventative cleanings, and pays 80% of basic care (x-rays, fillings) and 50% of major care (crowns, partials). There are waiting periods for some services.

For current rate information contact the Human Resources Manager.

Pre-Tax Savings Benefits:

Section 125 Flexible Spending Accounts:

Spending accounts provide a way for you to pay for certain unreimbursed healthcare or dependent care expenses with tax-free dollars. You save money because these expenses can be paid with your earned income before it is taxed.

Annually, you should determine the amount of out-of-pocket health or dependent care expenses you will have. This amount is then divided by 24 (Pay Periods in the year) and is deducted from your gross pay before it is taxed.

This money can then be used to pay for eye care including glasses and contacts, dental care, prescriptions and non-insurance covered medical expenses, such as co-payments and deductibles. Dependent care contributions pay for childcare expenses, babysitting, daycare centers, etc.

This is a pre-tax deduction and has certain requirements. You may only change your contribution amount if there is a significant change in you family status as discussed earlier. Additionally, if you fail to have enough medical or dependent care expense in the plan year, and you have money left in your account, you forfeit that amount. If you plan carefully you should not forfeit any amount from your account.

The amount that is deducted is based on how much you wish to elect for the plan year. A yearly contribution of \$1,000 would be \$83.33 per month or \$41.67 per pay period.

Other Payroll Deductions:

Hospital Accounts:

Employees receive a 20% discount on all HCMC services. Arrangements can be made to have account balances paid through payroll deductions.

Auto/Homeowners Insurance:

HCMC is able to provide employees with the opportunity to obtain auto and homeowners insurance from MetLife Insurance Company at

special group rates. Many employees have seen a significant decrease in monthly premiums.

Interested employees should call 1-800-GET-MET 8 (1-800-438-6388) for a personal and free insurance review and no-obligation quotes.

If you should terminate employment with HCMC your coverage with MetLife continues as long as you pay the premiums.

Meal Tickets:

You may purchase a meal ticket in the Front Office. The dietary department will not accept cash for employee meals. Meal tickets cost \$15.00 and \$30.00. This is deducted from your paycheck.

Pharmacy:

Greenhaw Pharmacy allows you sign a deduction slip for pharmacy charges. These charges are then deducted from your paycheck.