



## **2021 BENEFITS SUMMARY**

- Company Paid Life Insurance and Accidental Death and Dismemberment Coverage
- AmeriHealth Medical Coverage with Prescription Drug Coverage
- Guardian Dental Coverage
- VSP Vision Care Program
- Health Care Flexible Spending Account
- Dependent Care Flexible Spending Account
- Critical Illness Insurance
- Accidental Injury Insurance
- Voluntary Employee Supplemental and Dependent Life Insurance
- Retirement Savings Plan (401K)
- ID Theft Assist Program
- Pet Insurance
- Employee Assistance Program
- Educational Assistance

**Group Health Benefits become effective the first of the month following 60 days of employment.**

**Benefits eligible employees must be regularly scheduled to work a minimum of 32 hours per week for full time benefits and 20 to 31 hours per week for part time benefits.**

## 2021 Employee Bi-Weekly Contribution Schedule

		2020	
FULL TIME	TIER	BI-WEEKLY	
MEDICAL		PPO	EPO (HRA)
	Employee	85.20	59.12
	Employee + Spouse	170.63	130.85
	Employee + Child(ren)	149.51	114.22
	Family	260.21	198.84
DENTAL		HIGH	LOW
	Employee	15.64	9.93
	Employee + Spouse	24.94	18.16
	Employee + Child(ren)	27.01	19.74
	Family	34.29	27.01
VISION		VISION	
	Employee	3.85	
	Employee + Spouse	6.83	
	Employee + Child(ren)	7.32	
	Family	11.01	
		2020	
PART TIME	TIER	BI-WEEKLY	
MEDICAL		PPO	EPO (HRA)
	Employee	178.80	111.60
	Employee + Spouse	358.80	225.60
	Employee + Child(ren)	312.00	200.40
	Family	528.00	339.60
DENTAL		HIGH	LOW
	Employee	15.64	9.93
	Employee + Spouse	28.55	18.16
	Employee + Child(ren)	32.85	20.89
	Family	46.99	29.88
VISION		VISION	
	Employee	3.85	
	Employee + Spouse	6.83	
	Employee + Child(ren)	7.32	
	Family	11.01	

## **Personal Time Off (PTO)**

You will accrue PTO hours each pay period based on your employment category and length of service.

### **PTO Accrual Table**

	<b>Years 1-5</b>	<b>Years 5+</b>
<b>Employee Category</b>	<b>Annual Accrual</b>	<b>Annual Accrual</b>
Full Time Exempt	3.19 hours per 40 regular hours worked*	3.85 hours per 40 regular hours worked*
Full Time 32 – 40 hours/week	3.19 hours per 40 regular hours worked*	3.85 hours per 40 regular hours worked*
Part- Time 20 – 31.5 hours/week	2.18 hours per 40 regular hours worked*	2.18 hours per 40 regular hours worked*
Hourly Less than 20 hours/week	1.00 hour per 30 regular hours worked*	1.00 hour per 30 regular hours worked*
Probationary	1.00 hour per 30 regular hours worked	1.00 hour per 30 regular hours worked*
Temporary	1.00 hour per 30 regular hours worked	1.00 hour per 30 regular hours worked
Per-Diem	NONE	NONE
Contract	1.00 hour per 30 regular hours worked	1.00 hour per 30 regular hours worked
Overtime Hours ALL CATEGORIES	1.00 hour per 30 overtime hours worked	1.00 hour per 30 overtime hours worked

\*Hours- shall be calculated on either “hours worked” or “PTO hours”.

## **Educational Assistance**

Our educational assistance program will reimburse you:

- Full-Time: a maximum of \$5,000 per calendar year for approved courses.
- Part-Time: a maximum of \$2,500 per calendar year for approved courses.

One year of service is required for every \$2,500 reimbursement received. You must receive at least a “C” grade or a “pass” to earn reimbursement. This program applies to benefits eligible employees regularly scheduled to work at least 20 hours per week, have completed one-year of service and are not receiving grants or assistance from any other source.

## Department Dress Code

Registered Nurses	Navy Blue Scrubs
Licensed Practical Nurses	Ceil Blue Scrubs
ER Techs, Nursing Assistants, Behavioral Health Techs	Gray Scrubs
Patient Sitters	Dark Brown Scrubs
Patient Transporters	Khaki Scrubs
Radiology	Forest Green Scrubs
Laboratory	Burgundy Scrubs
Respiratory	Royal Blue Scrubs
Pharmacy	Caribbean Blue Scrubs
Environment Services	Any Color Scrubs or khaki pants and a polo shirt
Security	Blue Polo Shirts, Khaki
Pants and Black Shoes-	pants and shirts will be provided by SMC at a later date.
Home Health	Any Color Scrubs
All other departments	Business Casual

**Clinical Staff and Environmental Services Staff** -- shoes should be comfortable, clean and a neutral in color (black, white, gray).