



Hospice of Washington County and Franklin Hospice Summary of Benefits April 2022- March 2023

Thank you for considering Hospice of Washington County (HWC) and Franklin County (FC) as your employer! HWC and FC is committed to providing a comprehensive compensation and benefits program and pleased to provide you an overview of our benefits. Benefits are provided, based on an employee's employment status. Please refer to plan documents for more detailed information, including eligibility and benefits and could subject to change.

BENEFIT	Full Time >30 – 40 hrs/wk	Part-Time 17.5 – 30 hrs/wk	PRN < 17.5 hrs/wk
Medical Insurance and Health Reimbursement Account (HRA) Comprehensive medical coverage is offered via CareFirst for you and your qualified dependents. This includes pharmacy program, mental health support, as well as video visits. Other benefits include wellness discount program and Blue 365. HWC also offers a HRA for employees (and dependents) enrolled in the CareFirst plan, which provides reimbursement for qualified medical expenses.	Yes	Yes	N/A
Dental Hospice of Washington County pays for 100% for Employee coverage for full-time employees. Employees may elect to cover Spouse and Dependents.	Yes	Yes	N/A
Vision Hospice of Washington County pays for 100% for Employee coverage for full-time employees. Employees may elect to cover Spouse and Dependents.	Yes	Yes	N/A
Short Term Disability To provide employees income replacement during period of disability, Hospice of Washington County fully pays for this benefit, which provides up to 60% of pre-disability weekly earnings, up to a maximum amount and up to 11 weeks, after initial waiting period.	Yes	N/A	N/A
Long Term Disability For employees, whose medical needs are extended and qualify for long-term disability, Hospice of Washington County fully pays for this benefit, which provides up to 60% of pre-disability monthly earnings, up to a maximum amount.	Yes	N/A	N/A
Life Insurance (Basic Term Life and AD&D) Hospice of Washington County offers group term life insurance and pays for coverage for eligible employees, up to 1x an employee's annual base salary, up to \$50k; benefit will be adjusted based on employee's age. Travel Assistance and Will Preparation is also available.	Yes	N/A	N/A
Supplemental Life Insurance Employees can elect and purchase additional life insurance at group rates for themselves and qualified dependent(s) and may be subject to evidence of insurability.	Yes	N/A	N/A
Flexible Spending Account (FSA) In accordance with IRS regulations, Hospice of Washington County provides flexible spending accounts (FSA) that allows you to save pre-tax dollars to apply towards approved medical expenses and dependent childcare expenses.	Yes	N/A	N/A

BENEFIT	Full Time >30 – 40 hrs/wk	Part-Time 17.5 – 30 hrs/wk	PRN < 17.5 hrs/wk
Paid Time Off To support employees' time off for relaxation, illness, family time, and tend to family issues, employees are provided leave. Employees will accrue based on hours worked/hired and years of service. Annual maximum carry over amounts at end of each calendar year and at time of employee termination apply. This leave also includes time for recognized holidays (see below).	Yes	Pro-rated, 16.0 hrs/wk	N/A
Holidays Hospice of Washington County recognizes the following holidays: New Year's Day, Memorial Day, Independence Day (July 4 th), Labor Day, Thanksgiving and Christmas Day. In addition to the above recognized holidays, HWC provides one floating holiday. Recognition of these holidays are included in the Paid Time Off total accrued hours.	Yes	Pro-rated, 16.0 hrs/wk	N/A
Holiday Differential Those employees who are scheduled and required to work one of the six (6) HWC designated holidays listed above may be eligible for holiday differential.	Yes	Yes	Yes
Shift Differentials Employees in designated direct provider roles who work evenings, nights and weekend shifts are eligible for shift differentials for these specific roles and shifts.	Yes	Yes	Yes
Employee Recognition Hospice of Washington County is committed to providing recognition to staff for their extraordinary efforts to support our patients and families (caregivers). This is provided through several programs, activities, and celebrations such as milestone years of service and special events.	Yes	Yes	Yes
Employee Assistance Program (EAP) We believe in providing Employees resources to support them in workplace and personal issues. This includes Work-Life Services, legal, identity theft, and financial services. This is a free and confidential service that also provides up to 6 sessions for you and your family members.	Yes	Yes	Yes
403b and Roth 403b Hospice of Washington County provides automatic enrollment, via payroll deductions into a 403(b) retirement plan. Once enrolled, you can elect the funds and make changes that suit your investment preferences. To be eligible for the employer match, you need to be a part time or full-time employee (non-PRN) and have completed one (1) year of service with minimum hours of service. <i>*Employees in PRN status or do not meet the service requirements are eligible to contribute to 403(b) but not eligible for the employer match.</i>	Yes	Yes	Yes/No*
Tuition Reimbursement HWC believes in supporting employees in their pursuit of education and professional development. Employees who have been employed for at least 1 year are eligible for tuition reimbursement, up to \$2,000/yr for undergraduate programs and up to \$4,000/yr for graduate studies. See policy for more details and eligibility.	Yes	Yes	Min 16hrs/wk
Hospice Cares Fund Hospice of Washington County recognizes there are hardship situations in which employees and their families may need support and assistance. Employees may be able to seek assistance, contingent upon application and funding levels.	Yes	Yes	Yes