

# Team Member Benefit Summary

Effective: 1-1-2019



East Jefferson General Hospital  
HUMAN RESOURCES

Team Member Benefit	Who's Eligible	When Eligible	Who Pays
<b>HEALTH CARE</b>			
<p><b>Health Insurance</b> The Hospital offers a choice of two Health plans to choose from to provide affordable, quality care to meet your health needs and those of your family. Prescription drug benefits are included.</p> <p><b>Basic Health</b> - Includes MORE deductibles and co-pays compared to HealthPlus</p> <p><b>HealthPlus</b> - Includes FEWER deductibles and co-pays compared to Basic Health</p>	<p>Full-time Part-time PRN</p> <p>* Please refer to Summary Plan description for eligibility rules and premium costs.</p>	<p>First of month after one full month of employment</p>	<p>Cost Shared:</p> <ul style="list-style-type: none"> <li>• Team Member with pre-tax premiums</li> <li>• EJGH</li> </ul>
<p><b>Dental Insurance</b> This plan provides dental coverage for preventative, basic, major, and orthodontic services.</p>	<p>Full-time and Part-time</p>	<p>First of month after one full month of employment</p>	<p>Cost Shared: Team Member with pre-tax premiums and EJGH</p>
<p><b>Vision Insurance</b> Two plans are available: Vision and Vision Plus. Both plans provide an annual eye exam with different levels of coverage for glasses/lenses and contact lenses.</p>	<p>Full-time and Part-time</p>	<p>First of month after one full month of employment</p>	<p>Cost Shared: Team Member with pre-tax premiums and EJGH</p>
<p><b>Team Member Assistance Program</b> Provides confidential, professional assistance to help Team Members resolve issues that affect their personal lives or job performance. Call 1-800-538-3543 for up to 3 sessions free of charge.</p>	<p>All Team Members</p>	<p>Immediately</p>	<p>EJGH</p>
<p><b>Medical Flexible Spending Account (FSA)</b> Allows you to use pre-tax dollars (up to \$2,550 annually) to set up a savings account to pay medical expenses that are not reimbursed by our health, dental, or vision plans.</p>	<p>Full-time and Part-time</p>	<p>First of month after one full month of employment</p>	<p>Team Member with pre-tax deductions</p>
<b>LIFE INSURANCE</b>			
<p><b>Life Insurance and Accidental Death &amp; Dismemberment</b> Coverage amount is equal to 2 times the full-time TM's annual base salary (up to \$200,000). Part-time Team Members have \$10,000 of coverage. There is no dependent coverage under this policy. Coverage amount has a reduction factor starting at age 65.</p>	<p>Full-time and Part-time</p>	<p>First of month after 3 full months of employment</p>	<p>EJGH</p>
<p><b>Supplemental Insurance - Term Life</b> Coverage is optional for Team Member, spouse or children. Offers guaranteed issue amount without evidence of insurability. Full-time TMs may purchase up to \$300,000. Spouse coverage may be purchased up to 50% of the TM's coverage. Children's coverage may be purchased in increments of \$2,500 (max \$10,000).</p>	<p>Full-time</p>	<p>First of month after 3 full months of employment</p>	<p>Team Member with after-tax premiums</p>
<p><b>Supplemental AD&amp;D Insurance</b> Coverage is optional for TM, spouse or children. Eligible TMs may purchase up to \$750,000, not to exceed ten times annual salary.</p>	<p>Full-time</p>	<p>First of month after 3 full months of employment</p>	<p>Team Member with after-tax premiums</p>
<b>DEPENDENT CARE</b>			
<p><b>Dependent Care Spending Account</b> Allows you to use pre-tax dollars to set up a savings account (up to \$5,000 annually) to use for day care, pre-school, after school care, babysitting, summer camp, and/or adult day care expenses.</p>	<p>Full-time and Part-time</p>	<p>First of month after one full month of employment</p>	<p>Team Member with pre-tax deductions</p>

<b>Team Member Benefit</b>	<b>Who's Eligible</b>	<b>When Eligible</b>	<b>Who Pays</b>
<b>EDUCATION</b>			
<p><b>Tuition Assistance</b> Reimbursement for undergraduate and graduate level courses up to \$750/sem. max. or \$2,250 annually for full time TMs and up to \$375/sem. max. or \$1,125 annually for part time TMs. Approved reimbursement form must be submitted prior to the start of each semester.</p>	Full-time and Part-time	Following 6 months of employment	EJGH
<p><b>In-House CE Programming and Professional Development</b> The Training &amp; Development Department (EJGH is an approved continuing education provider) offers ongoing continuing education workshops and professional development courses for both clinical and non-clinical Team Members throughout the year.</p>	Full-time and Part-time	Immediately	Depends on the course
<p><b>Louisiana START College 529 Plan</b> Provides TMs an opportunity to save money for qualified higher education expenses for either a designated beneficiary or themselves through payroll deduction. Minimum contribution is \$5/paycheck and account must be opened at their website: <a href="http://www.startsaving.la.gov">www.startsaving.la.gov</a>.</p>	All Team Members	Immediately	Team Member with after-tax premiums
<b>RETIREMENT PLANNING</b>			
<p><b>Retirement Savings Plans (pre-tax contributions)</b> The Hospital may contribute on a discretionary basis to a 401(a) plan, an amount up to 5% of the Team Member's eligible gross income, based on a Team Member's years of service (according to benefit service date), as listed below.</p> <p style="margin-left: 40px;">Under 5 years ..... 2.0%      15+ - 20 years ..... 3.5% 5+ - 10 years ..... 2.5%      20+ - 25 years ..... 4.0% 10+ - 15 years ..... 3.0%      Over 25 years ..... 5.0%</p> <p>The TM may also contribute to a 403(b) plan, up to the IRS limit, pre-tax earnings. The hospital may match, on a discretionary basis, dollar for dollar up to 2% of a TM's eligible contribution to a 403(b) plan. The option of whether or not to fund the Hospital discretionary contributions, in whole or in part, will be decided by the Hospital's Board of Directors on a year-to-year basis. The TM directs the investments in these accounts. Hospital contributions become 100% vested after 5 years of credited service. TM contributions are always 100% vested. Hardship withdrawals are available from the 403(b) plan and subject to IRS regulation, penalties and tax consequences.</p>	Full- and part-time are eligible for the Hospital Basic, Team Member and Matching contributions. PRN Team Members are only eligible for the Team Member contribution.	First of the month after one full month of employment and the attainment of age 21.	EJGH Team Member (optional)
<p><b>457(b) Voluntary Retirement Savings Plan</b> The Team Member may contribute, up to the IRS limit, additional pre-tax earnings. Team Member contributions are 100% vested immediately; however, early withdrawals are subject to tax consequences.</p>	All Team Members	Immediately	Team Member
<b>TIME OFF</b>			
<p><b>Paid Time Off (PTO)</b> Time accumulates each pay period based on years of service and on a 40-hour week maximum at the following rates:</p> <p style="margin-left: 40px;">136 hours per year, up to 3 years; 152 hours per year after 3 years; 168 hours per year after 5 years; 192 hours per year after 10 years; 208 hours per year after 15 years</p> <p>TMs may cash-in up to a max. of 80 hrs. twice per calendar year; must maintain a minimum of 80 hrs. in their PTO balance after the cash-in.</p>	Full-time and Part-time	Following 90 days of employment	EJGH
<p><b>Holidays</b> The Hospital recognizes the following holidays: New Year's Day, Mardi Gras, Easter Sunday, Fourth of July, Labor Day, Thanksgiving, and Christmas. Eligible Team Members accumulate holiday hours as follows: Full-Time - 8 Holiday Hours, Part-Time - 4 Holiday Hours</p>	Full-time and Part-time	Immediately upon employment	EJGH
<p><b>Bereavement Pay</b> 3 days off with pay for immediate family; 1 day for other family members as specified in the hospital policy.</p>	Full-time and Part-time	Immediately upon employment	EJGH
<p><b>Jury Duty/Court Appearances</b> The Hospital compensates full-time Team Members with an amount equal to the difference between the Team Member's base rate and the compensation received from the court up to 80 hours annually. Part-time Team Members will be compensated up to 8 hours annually.</p>	Full-time and Part-time	Immediately upon employment	EJGH

<b>Team Member Benefit</b>	<b>Who's Eligible</b>	<b>When Eligible</b>	<b>Who Pays</b>
<b>ILLNESS/DISABILITY</b>			
<p><b>Extended Sick Non-Leadership</b> Time accumulates each pay period at the rate of 40 hours per year based on a 40-hour work week maximum. Accumulation is prorated proportionally for paid hours less than 40 per week. TMs must use the following PTO hours prior to accessing this benefit: 0-10 years . . . . . 40 PTO hours 10+ years . . . . . 24 PTO hours</p>	Full-time and Part-time	Following 90 days of employment	EJGH
<p><b>Short Term Disability Coverage</b> This voluntary coverage provides 60% of your income if you are unable to work due to a covered accident or illness. There is a 14-day waiting period before benefits begin.</p>	Full-time and Part-time	First of the month after one full month of employment	Team Member with after-tax premiums
<p><b>Voluntary Long Term Disability Insurance</b> Team Member paid Voluntary LTD benefit, continuation of 50% of your basic monthly earnings (up to \$5,000/month). There is a 90-day waiting period before benefits begin.</p>	Full-time	First of month after one full month of employment	Team Members with after tax premiums
<p><b>Critical Illness Plan</b> Pays a tax free amount up to \$20,000 (or) \$10,000 (determined by plan choice), in the event of a diagnosis of specified critical illnesses such as heart attack, stroke, bypass surgery, cancer, or organ transplants. Includes a \$50 wellness benefit annually.</p>	Full-time and part time (including dependents)	First of the month after one full month of employment	Team Member with after-tax premiums
<b>DISCOUNTS</b>			
<p><b>Hospital Discount</b> A 25% discount is applicable to only those balances outstanding for out-of-pocket expenses after insurance and co-pay amounts are applied.</p>	Full-time and Part-time	Following 90 days of employment	EJGH
<p><b>Meal Discount</b> 20% discount off the price of selected meals. Hospital I.D. must be worn to receive discount.</p>	All Team Members	Immediately	EJGH
<p><b>Discount on Membership at Wellness Center</b> Team Member initiation fee waived. Please contact the Wellness Center at 849-6868 for team member discounted rates.</p>	All Team Members	Immediately	Team Member
<b>LAGNIAPPE</b>			
<p><b>Free Parking</b> Free parking for Team Members at designated garages.</p>	All Team Members	Immediately	EJGH
<p><b>Credit Union - On-Site Office</b> Savings, checking accts and loans are available at attractive rates through payroll deduction. Application required to join. ATM on site. Night deposit available.</p>	All Team Members	Immediately	Team Member
<p><b>Direct Deposit</b> Payroll checks must be deposited directly to your bank or credit union. Forms are available in Payroll.</p>	All Team Members	Upon enrollment	EJGH
<p><b>Service Awards</b> Special recognition for completion of continuous years of service to our patients, guests and each other.</p>	All Team Members	Upon qualification	EJGH
<p><b>Discounts</b> Various community businesses offer EJGH Team Members discounts. For a complete listing, Team Members can access TeamTalk, the Hospital's intranet site.</p>	All Team Members	Immediately	—

*This summary is designed and intended for the purpose of presenting general information only. Its contents are not to be accepted or construed as a substitute for the provisions of Human Resource Policy and Procedures or written contracts providing such benefits.*