

BENEFITS SUMMARY



Payroll – For all staff, our payroll system is bi-weekly. Each pay week runs Monday to Sunday with our payday being every other Friday. On a Friday pay date, all benefits-eligible and salaried staff will receive pay based on their scheduled work hours for that current bi-weekly pay period. In addition, any adjustments will be made based on timesheets from the previous bi-weekly pay period. For all other hourly positions, employees are paid for hours worked based on the timesheets from the previous bi-weekly period.

Time Accruals:

- **Sick Time** – Fulltime employees (40 hours/week) may earn **96.0 hours per year up to a maximum of 960.0 hours**.
- **Vacation Time**– Fulltime employees (40 hours/week) may earn **120.0 hours each year**. After two years of service is completed, you may earn **160.0 hours**, and after 12 years of service, you may earn **200.0 hours**. **Note:** vacation time is accrued during the introductory period, but it cannot be used until the introductory period is successful completion.
- **Personal Time** – Full-time employees (40 hours/week) may earn **32.0 hours annually**. 8.0 hours are awarded on the first pay periods of March, June, September, & December. Personal time will not be awarded until completion of the introductory period is completed.
- **Holiday Time** – Hospice observes the following holidays: New Year’s Day, Memorial Day, 4th of July, Labor Day, Thanksgiving, and Christmas Day.
- **Bereavement Leave** – 3 days for immediate family members and 1 day for extended family members is available.

Health/Dental Insurance: Hospice offers affordable and comprehensive healthcare plans. **Employer pays 80%** of the monthly premium for single plans, **70%** for two-person plans, and **60%** for family plans.

Employer Contribution to HSA: Hospice will also **contribute to your HSA to assist in the high deductible healthcare plan (HDHP) costs**.

Retirement Plan: We offer a **403B Tax Sheltered Annuity**. **Hospice contributes 5% of your gross wage** into your 403B account after 12 months of service and 1,000 hours of employment.

Short-Term Disability & Workers Compensation Benefits: Provides standard coverage as required by NY State.

Long-Term Disability (LTD), Accidental Death & Dismemberment (ADD), and Group Term Life Insurance: For all benefits-eligible employees, Hospice provides Life and ADD insurance at 1.0 times your annual salary; LTD at 60% salary after 180 days of disability.

Flexible Spending Accounts or Dependent Childcare Plans (Cafeteria 125 Plan): Benefits-eligible staff may annually elect a **tax-deferred spending account** used for various medical expenses. Tax-deferred dependent childcare accounts are also available on an annual basis.

Various Supplemental Insurances: Employees can voluntarily purchase supplemental insurance at a **group discounted rate**. Supplemental insurances include Disability, Vision, Cancer, Accident, or Specified Disease.

Retention Bonus: Hospice understands and values the importance of longevity. Therefore, staff members receive a retention bonus based on years of service.

Reimbursed Business Expenses: This includes **reimbursement for mileage**, tolls, parking garage, etc. Hospice mileage reimbursements are made based on the rate set by the CEO.

Employee Assistance Program: Confidential telephone consultation is available without charge to all employees. Consultation may focus on any aspect of the employee’s life, personal or professional.

Affirmative Action Agency: Hospice respects the basic human rights and the dignity of all persons (including patients/families) without consideration of social or economic status, race, religion, age, gender, sexual orientation, national origin, disability, personal attributes, nature of the health problem(s), or any other factors.

ACMG Federal Credit Union: Banking services and financial knowledge may be obtained from ACMG FCU.

Continual reviews & assessment of performance: Hospice uses a performance review system that allows staff member to view their performance objectives on a regular basis.

Continuing Education: Hospice pays for employees to attend local & out of town conferences & contributes to tuition costs when funds are available.