



EMPLOYEE BENEFITS

Effective: 01/01/2020

<u>Benefit</u>	<u>Explanation</u>
Medical Insurance	Medical insurance is through United Healthcare. There are 3 plan options available. Coverage for domestic partners is available. Must complete “Declaration of Domestic Partnership” form. Eligibility- 30 hours or more regularly
Involuntary Life Insurance	*Election of any of medical insurance plan comes with free \$15,000 life insurance plan.
Dental Insurance	Coverage is available through Dominion National. Two options are available (ePPO & Choice PPO). Eligibility- 30 hours or more regularly
Vision Insurance	Coverage is available through EyeMed. In-Network and Out of Network coverage available. Eligibility- 20 hours or more regularly
Voluntary Life Insurance	Elect coverage from \$10,000 to \$200,000. If more than guaranteed amount (\$100,000) is elected, Evidence of Insurability needs to be completed. Eligibility- 20 hours or more regularly
Short and Long Term Disability	Available through Mutual of Omaha. There’s a 30 day waiting period. Eligibility- 30 hours or more regularly
Vacation	Vacation is accrued by pay period. Full time will accrue 13 days your first year, 15 days your second year, 17 days your third year, 18 days your fourth year and 20 days your fifth year. *Part time employees will accrue on a prorated basis
Sick Leave	Employees may accrue 10 sick days per year for their own illness or injury. It may also be used to take care of an immediate family member. *Part time employees will accrue on a prorated basis
Personal Leave	Up to four (4) personal days a year. Two (2) days will be available in January and Two (2) will be available in July. *Part time employees will accrue on a prorated basis
Holidays	Offers six (6) holidays. Piccard office will be closed on New Year’s, Memorial, Independence, Labor, Thanksgiving and Christmas Day. *Part time employees will accrue on a prorated basis
Bereavement Leave	In the event of the death of an immediate family member, regular full time (40 hours/week) will receive up to 5 days of paid leave. *Part time employees will accrue on a prorated basis
Employee Assistance Program (EAP)	Confidential counseling and referral service available to all employees, spouses and dependents. Access to 24/7 toll-free help lines. Referrals to EAP counselors and community based resources, including child care, senior care, legal and financial consultation.
Leave Sharing	Donate or request leave for staff that have exhausted their own leave because of a health crisis of their own or a family member.

403(b) Retirement Plan	<p>Employees are eligible to participate in a Voluntary Tax Sheltered Annuity (403b) plan through Vanguard. Two plans are available (Traditional-Pre Tax and Roth-Post Tax). Contributions are subject to federal regulations.</p> <p>Eligibility-All employees are eligible. Once you have satisfied two years of service (two consecutive 12 month periods of more than 1000 hours) you are eligible for the employer contributions. The matching (up to \$10 per pay period) is allocated each pay period. The non-elective contribution is determined after the end of each calendar year. You will receive this allocation if you met the eligibility (two years) and were employed at the last day of the plan year.</p>
Supplemental Health Insurance	<p>Two plans are available through UNUM: Accidental and Critical Illness plan.</p> <p>Eligibility- 20 hours or more regularly</p>
Peer Support	<p>Facilitated monthly groups on bereavement, loss and other issues are available to all staff.</p>
Flexible Spending Account (FSA)	<p>Eligible employees have access to a Health Care and/ or a Dependent Care Reimbursement Accounts, allows you to set aside funds, on a pretax basis, for reimbursement for health care or dependent care expenses.</p> <p>Eligibility-Employees working 20 hours or more</p>
Credit Union	<p>All employees are eligible to join NIH Federal Credit Union.</p>
Mileage Reimbursement	<p>Employees will be reimbursed for hospice-related travel at the current IRS standard mileage rate for business. Commuting mileage (to and from home) will not be reimbursed unless un-call.</p>
Certification of Hospice Nurses, Licensed Practical Nurses, Certified Nursing Assistants & Social Workers.	<p>The National Board of Certification of Hospice and Palliative Nurses certifies, through national examinations, Registered Nurses (CHPN) and LPNs (CHPLN) and Nursing Assistants (CHPNA). The organization will reimburse you for the cost of the successful certification exam (up to a maximum of \$295 for nurses and LPN, \$260 for renewals and up to \$180 for CNAs) A 5% salary increase will be awarded upon certification. Social Workers who become certified as Advanced Certified Hospice and Palliative Social Worker (ACHP-SW) through the credentialing process of the National Association of Social Workers are also eligible for a 5% salary increase and reimbursement of the fee (\$165)</p>
Continuing Education	<p>All regular staff is entitled to two education days and \$250.00 towards workshops/ conferences fees per calendar year. Per Diem staff is also eligible for \$250.00, but not for paid educational leave. Montgomery Hospice is an approved provider of continuing education credits for Social Workers in Maryland. All Certified Nursing Assistants are required to complete 12 hours of continuing education per year. All other clinical staff must complete 15 hours per year.</p>