

BENEFIT	ELIGIBILITY	AMOUNT	COMPLETION OF PROBATION	DESCRIPTION
<b>Payroll - Direct Deposit</b>	All employees	May have more than one bank account	No	Direct deposit
<b>Shift Differential</b>	Evening Weekend Night	\$.75 per hr \$1.00 per hr \$1.50 per hr	No	Shift employee only Paid in addition to base rate
<b>Short Shift</b>	FT - PT - LI employees	\$2.50 per hour for short shift	No	Employee must work all regularly scheduled shifts
<b>Paid Time Off</b>	FT - PT - LI employees	Accrue at a rate of -.0808, 1st five yrs, up to 40 hrs worked. After 5 yrs @ .10 up to 40 hrs worked	Will accrue PTO upon hire and must complete 3 months of employment before PTO can be used (unless holiday)	Includes sick, holidays, vacation, bereavement and personal time off from work May be taken as cash, pay medical bill, or a donation to the facility Regular hours worked plus PTO cash hrs may not exceed 100 hrs. (PTO for medical bills and donations may exceed the 100 total hrs per pay period.)
<b>Holiday</b>	Employees who are required to work any of the 6 observed holidays	Double time	No	New Years, Memorial Day, Fourth of July, Labor Day, Thanksgiving and Christmas
	<b>New Years, Memorial Day, Fourth of July, Labor Day, Thanksgiving</b> - begin with the night shift, the eve of the holiday and continue through the night shift of the holiday.			<b>Christmas</b> begins with the evening shift, the eve of the holiday and continues through the night shift of the holiday.
<b>Rest Break</b>	All employees	One 15 mins. break per 8 hr shift/ two 15 mins. per 12 hr shift	No	Coffee Tea
<b>Health Insurance</b>	Employee who works 36 - 40 hrs weekly	\$400 monthly	Yes	A monthly premium reimbursement through payroll, upon proof of health insurance coverage and payment of the policy and fulfillment of scheduled hours
	Employee who works 32 - < 36 hrs weekly	\$320 monthly	Yes	
	Employee who works 20 - < 32 hrs weekly	\$137 monthly	Yes	
<b>Employee Health</b>	All employees	Free	No	Flu shots, TB test, Hepatitis B vaccine, Health Fair screening
<b>Wellness Center</b>	All employees	Free	No	Dependents eligible for these benefits - spouse and dependent children (which includes children under age 23 if full time college students)
<b>Employee Assistance Program</b>	FT, LI FT, PT, LI PT	Free	No	Family members are defined as: spouse, significant other if you have resided together for at least two years, life partners, children under the age of 22, who are your dependents, and elderly parents who are your dependents.
<b>Method of Application for Scholarship</b>	Employee must have worked 2080 hrs	Up to \$2000.00 per semester	Yes	Toward schooling for employees to upgrade their skills and education (must apply)

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<b>Meetings or Seminars</b>	FT, LI FT, PT, LI PT	\$200 per year	Yes	Toward registration fees/materials for workshops & licensure fees approved annually, that are not required by HHCS
<b>Jury Duty</b>	FT, LI FT, PT, LI PT	HHCS pays the difference between an employee's regular salary and money paid for jury duty	No	Paid after receipt is submitted
<b>CPR Classes</b>	All employees	Free	No	Inquire with the Inservice Director
<b>Inservice Education</b>	All employees	In-service time will be paid by the facility when the employee is required to attend.	No	HHCS provides in-service education to inform and update personnel to ensure and maintain a quality of level of patient care and meet licensing certification and accreditation requirements.
<b>Social Events</b>	All employees	Throughout year	No	HHCS sponsored
<b>Employee Recognition</b>	All employees & High School Seniors	Annually	Yes	Service / Achievement awards
<b>Section 125 Cafeteria Plan</b>	FT - PT employees	Determined by the employee	Yes	Pre-tax dollars used to pay eligible unreimbursed medical, dependent care, and premium account costs. Enrollment is offered on an annual basis prior to Jan. 1.
<b>Retirement Plan</b>	Employee who works 20 - 40 hrs weekly	IRS rules which limit the total amount the employee may defer annually.	Yes	Employer contributions will be matched up to a maximum amount set annually by the Board of Directors. (employee must sign up)
<b>Leave of Absence</b>	All employees	Maximum length of leave 12 weeks total.	Yes	Without pay once all PTO has been used
<b>Family and Medical Leave (FMLA)</b>	Be employed at least 12 months and worked at least 1250 hours per year	Eligible employee is entitled to take 12 work weeks	Yes	A leave will be granted for up to 12 weeks, with or without pay.
<b>Social Security</b>	All employees	6.2%	No	Income after retirement and in case of disability
<b>Worker's Compensation</b>	All employees	Full coverage	No	Worker's compensation insurance is carried to cover all employees in the event of an accident/injury or illness that is job related.
<b>Liability Coverage</b>	All employees	Full coverage	No	While functioning in your position as a HHCS employee, you are insured under the HHCS general and professional liability plan.