

Employee Benefits Summary – Staff

Regular Status .5 - 1.0 FTE

Medical/Prescription, Dental and Vision Insurance

Coverage will begin under the Agnesian HealthCare plan the first day of the month following one full month of employment. Employees will have the opportunity to choose a plan that best suits their needs. **All Primary Care Medical Plan services must be provided by an Agnesian HealthCare provider to be eligible for coverage.**

Life/AD&D Insurance

Agnesian HealthCare will provide a base level of life insurance and accidental death and dismemberment coverage on the first day of the month following 90 days of continuous employment at no cost. Coverage equals one times base salary to a maximum of \$100,000. Employees may select to purchase additional life insurance coverage for themselves, their spouse and/or children that provides additional voluntary protection. If voluntary life insurance is purchased, free will preparation is available.

Disability Insurance

Agnesian HealthCare will provide short-term and long-term disability insurance on the first day of the month following one year of employment at no cost. The short-term disability plan will cover 50 percent of the base salary to a maximum of \$1,500 per week after 60 days of disability. The long-term disability plan will cover 50 percent of the base salary to a maximum of \$6,000 per month after 180 days of disability.

Tuition Assistance

After 90 days of employment, eligible employees can use \$2,500 per calendar year for tuition assistance. The course must be directly related to a position within the Agnesian HealthCare ministry.

Annual Buy/Sell PTO

Options are available to buy or sell PTO through the benefit enrollment system.

Regular Status .1 - 1.0 FTE

Reserve Sick Leave (RSL)

Employees who have successfully completed the 90-day orientation period are eligible to use RSL benefits due to an extended illness or injury (more than three days). RSL hours are accrued from the first date of employment.

Paid Time Off (PTO)

Employees who have successfully completed the 90-day orientation period are eligible to use PTO benefits that have accrued from the first date of employment. PTO benefits are to be used for the traditional vacation, holiday and individual sick days and are accrued based on years of service. Employees can elect to sell PTO according to policy.

PTO Accrual Levels

| <u>Years of Service</u> | <u>Accrual Rate</u> | <u>Maximum PTO Balance</u> |
|-------------------------|---------------------|----------------------------|
| 0-4 | .0846 | 264 |
| 5-9 | .1038 | 324 |
| 10+ | .1231 | 384 |

St. Francis Home employees should refer to SFH policy #HR0005 for their accrual schedule.

Regular Status .1 - 1.0 FTE

Occasional Status .2 - .3 FTE

Flexible Spending

Health Care Reimbursement Accounts (HCRA) and Dependent Care Reimbursement Accounts (DCRA) are available to employees on the first day of the month following one full month of employment. Flexible spending accounts allow you to pay for eligible healthcare expenses and/or dependent day care expenses incurred with tax-free dollars.

Education Days

After 90 days of employment, education days may be used for on-site or off-site seminars related to your position dependent upon budget and director approval.

Paid Funeral Leave

Employees can immediately utilize funeral pay for missed scheduled work because of time necessary to make arrangements and/or attend the service.

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FTE = full-time equivalent, i.e.: .5 FTE is averaging 20 hours/week; 1.0 FTE is averaging 40 hours /week



Employees
Treated Like Gold,
Have Hearts of Gold

Employee Benefits Summary – Staff, cont.

(continued from front)

All Employees

401(k) Plan

Employees at least 18 years old are eligible to participate in the Agnesian HealthCare Retirement Savings Plan Plus. At anytime employees may defer one to 99 percent up to the IRS limit. Upon hire, employees will be automatically enrolled in the plan at a two percent deferral rate with a 30-day opt out period. Agnesian HealthCare matches 50 percent of the first five percent of contributions to the plan (discretionary). Employees are immediately vested in their elective deferral and the company matching contributions. Each year, Agnesian HealthCare may make an annual employer contribution based on the IRS annual defined compensation income limits provided that employees have completed 1,000 hours of service and are employed on the last day of the plan year. Vesting for this portion is 100 percent after three years.

Agnesian HealthCare Children's Choice Learning Center

Employees are eligible to utilize child care services through Agnesian HealthCare Children's Choice Learning Center (located on the Fond du Lac campus) at competitive rates.

Employee Assistance Program (EAP)

Employees and family members within the household have access immediately to free, confidential individual or family counseling.

Employee Credit Union

Employees have the option to open financial accounts through the St. Agnes Employees Credit Union (located on the Fond du Lac campus).

Employee Discounts

Employees are eligible immediately to receive various discounts to: any Agnesian Pharmacy, Agnesian Health Shoppe, Optical Shop, Audiology department, St. Agnes Hospital Gift Shop, Fond du Lac and Dodge County YMCA. Present your photo ID badge to receive the discount(s).

Employee Fitness Center (The Zone)

After one month, employees and spouses are eligible to join the Zone, Agnesian HealthCare's fitness center, at a low monthly cost based on the length of their contract (located on the Fond du Lac campus). Employees may also use the Waupun Memorial Hospital Rehab Gym, free of charge, dependent upon patient scheduling.

Employees Recruiting New Employees (ERNE)

Employee recruiters are paid for referring exceptional individuals to fill open positions within Agnesian HealthCare.

See specific policy or plan documents for details of all benefits listed.

I Bonds

After 90 days, employees have the ability to purchase government I Bonds through payroll deduction.

Jury Duty

Employees are immediately eligible to receive the difference between base pay and court pay.

Long-Term Care

Long-term care insurance is available for employees and their family members.

QuickCharge

Use your employee ID badge to make easy, cash-free purchases.

Wellness Initiatives

When scheduled, employees have access to free health risk appraisals, flu shots and participation in many wellness programs throughout the year that promote a healthier lifestyle.

Online Benefit Enrollment

Agnesian BenefitSelect

Agnesian BenefitSelect provides employees with up-to-date information about their benefits, plan documents, forms and the ability to make their enrollment elections.

To access Agnesian BenefitSelect, use any Internet browser to go to: www.agnesianbenefits.com.

1. *Log in to your personal account by following the instructions on the home page.*
2. *To make changes to personal information or to enroll in benefits, click **UpdateEnroll**.*
3. *A series of screens will guide participants to update information that affect their benefits.*
5. *Once finished making your benefit elections, the summary screens display for you to review your selections.*
6. *When ready to confirm your choices, click **Continue**. Your selections will be confirmed and a confirmation number assigned. Be sure to note this number. It may take a few days for your selections to be viewed in Agnesian BenefitSelect.*

Benefits Unique to Agnesian HealthCare

- Agnesian HealthCare Children's Choice Learning Center
- Annual 401K Employer Contribution • Buy/Sell PTO
- Credit Union • ERNE • Free Investment Advice
- I Bonds • Long-Term Care • Part-Time Benefits
- Product and Service Discounts • Reserve Sick Leave (RSL)
- QuickCharge • Unlimited Employee Assistance Program
- Will Preparation Service • The Zone