



EMPLOYEE BENEFITS AND WAGE INCENTIVE SUMMARY
SPENCER HOSPITAL
1200 1ST AVENUE EAST
SPENCER, IA 51301

This is a summary of the benefits and wage incentives offered to all regular full-time and part-time employees at Spencer Hospital. Further information on these benefits can be found in the Employee Handbook.

BENEFITS				
BENEFIT	PAYOR	ELIGIBILITY	EFFECTIVE	DESCRIPTION
Paid Time Off (PTO)	SH	Full-time Part-time	Starts accruing immediately, available for use after 90 days of employment.	<p>Paid time you receive while away from work. You may use this time for vacation, holiday, illness, or personal reasons pending manager approval.</p> <p style="text-align: right;">Annual PTO accrual (80 hours/pay period) --</p> <p style="text-align: right;">0-4 years 22 days</p> <p style="text-align: right;">5-9 years 27 days</p> <p style="text-align: right;">After 10years 31 days</p> <p>PTO may also be donated to fellow employees. PTO buy back options are offered twice a year to eligible employees.</p>
Health Insurance	SH and You	Full-time Part-time	1 st of the month following one full month of employment	<p>Spencer Hospital's health insurance plan is self-funded and administered by Avera Health Plan Benefits Administrators. The monthly premium is shared by the employee and the hospital. Your portion of the premium is deducted from your paychecks on a pre-tax basis; the amount deducted depends on the plan you choose and your employment status. The premiums are paid one month in advance of coverage.</p> <p>If you do not wish to participate in the hospital plan, you may elect to receive a credit to unreimbursed medical or dependent care accounts. Credits are as follows:</p> <p style="text-align: right;">Full-time \$28.00/month</p> <p style="text-align: right;">Part-time \$14.00/month</p>
Healthcare Credit	SH			
Dental Insurance	You	Full-time Part-time	1 st of the month following one full month of employment	<p>You are eligible to participate in the hospital's comprehensive dental insurance program. The premiums are paid by the employee and are deducted from your paychecks on a pre-tax basis. The plan is designed to cover all or a majority of preventative services and offset the cost of basic & major repair services. Employees who sign-up when first eligible are not subject to 'late entrant' restrictions.</p>

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Life Insurance	SH	Full-time Part-time	After 90 days of employment	Term life insurance equal to one times your annual salary. You may purchase additional coverage of one or two times your annual pay.
Long-term Disability Insurance	SH	Full-time Part-time	After 90 days of employment	Income equal to 60% of your insured salary for disabilities lasting beyond 90 days. You must complete the initial 90-day employment period before you are eligible to receive this benefit.
Short-term Disability (STD)	SH	Full-time Part-time	After 1 year of employment.	This program provides 60% of your pay if you are off work due to an accident, illness, or maternity. The plan begins paying following a 24 hour waiting period and will pay until recovery or up to 13 weeks.
Flexible Spending Accounts	SH and You	Full-time Part-time	1 st of the month following one full month of employment	You may have money withheld from your paychecks on a pre-tax basis to be used for dependent-care expenses and/or unreimbursed medical expenses.
IPERS Iowa Public Employees Retirement System	SH and You	All employee classifications (as long as certain requirements are met)	Immediately upon meeting IPERS eligibility requirements	This is a mandatory state retirement program designed as a supplement to Social Security. You contribute 4.1% of covered wages through payroll deductions and the hospital contributes 6.35%.
Deferred Compensation	You	Full-time Part-time Casual part-time		You may participate in this tax-deferred savings plan which is issued by the Hartford Variable Annuity Life Insurance Company through Gardner & White brokerage firm.
Optional Supplemental Ins. (AFLAC: Accident, Cancer, Recovery, Intensive Care)	You	Full-time Part-time	1 st of month following one full month of employment	These supplemental insurance plans are meant to reduce the impact of deductibles, copays, etc., not to replace or duplicate our existing health insurance. Premiums are taken on a pre-tax basis.
Tuition Assistance	SH	Full-time Part-time Weekend Package	After 90 days of employment	You may apply for assistance to advance your education in your field or another hospital-related area.
Educational Programs	SH	All employee classifications (as long as hourly requirements are met)	Upon hire	You may attend all hospital-sponsored educational programs free of charge (unless stated otherwise per program). If you are governed by continuing education requirements, you are eligible annually for eight hours of wages to attend an approved outside program.
Employee Physical or Wellness Screening	SH	All employee classifications (as long as hourly requirements are met)	After 1 year of employment & once every 4 years.	Every four years you may receive a Spencer Hospital wellness screening or an employee physical at either one of the Spencer Hospital clinics. Lab work must be done at Spencer Hospital.
WOW Wellness Opportunities at Work	SH	Full-time Part-time Weekend Package	January 1	This is a voluntary, incentive-based wellness program. Participants who meet specific health and wellness criteria throughout the calendar year may earn up to 32 additional hours of Paid Time Off.

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EAP Employee Assistance Program	SH	All employee classifications	Upon hire	This program is designed to assist employees & immediate family members in coping with personal, family, financial and other concerns by providing initial assessment sessions (up to 3 hrs/incident) and additional counseling sessions (up to 7 hrs/year) at no cost.
Vaccines	SH	All employee classifications	Upon hire	You may receive certain vaccinations recommended by the hospital at no cost.
Outpatient Discounts	SH and You	All employee classifications (when requirements are met)	Upon hire	Employees may receive a 25% discount on all hospital outpatient charges if they carry health insurance and the bill is paid within 60 days of the invoice date. A 10% discount applies if no health insurance is carried.
Cafeteria Discount	SH	All employee classifications (who are actively working)	Upon hire	While working you receive a 50% discount on your own meals in the hospital's cafeteria. Payment may be made through payroll deduction or cash.
Athletic Enhancement Discount	You	All employee classifications	Upon hire	Athletic Enhancement offers employee discounts when you meet certain facility usage requirements. AE is accessible 24 hr/day, personal training programs are available, and spouse discounts are also offered.
YMCA Discount	You	All employee classifications	Upon hire	The Spencer Family YMCA offers membership discounts to Spencer Hospital employees.
Funeral Leave (Bereavement)	SH	Full-time Part-time Casual part-time Weekend Package	Upon hire	You may receive up to three days (24 hours) paid leave for scheduled workdays missed to attend the funeral of relatives as outlined in the Employee Handbook.
Jury Duty Pay	SH	Full-time Part-time	Upon hire	If you are called for jury duty, the hospital will compensate you at your normal hourly rate for regularly scheduled time spent in court.
Military Leave	SH	All employee classifications	Upon hire	Up to 30 days of leave per Federal fiscal year to serve in the military or reserves.
Rest Periods	SH	All employee classifications	Upon hire	When possible, employees may take one 15-minute break per four-hour work period.
Worker's Compensation	SH	All employee classifications	Upon hire	You are covered for medical costs and a percentage of lost wages attributable to an employment-related injury or illness.
Unemployment Compensation	SH	All employee classifications	Upon hire	The hospital contributes funds to the state's unemployment compensation system.
Social Security/Medicare (FICA)	SH and You	All employee classifications	Upon hire	The hospital and you contribute funds to the Federal Social Security System at a rate of 7.65%.
Service Awards	SH	All employee classifications	Increments of 5 years	Service awards are presented to employees for each five years of continuous employment with the hospital.

WAGE INCENTIVES				
INCENTIVE	PAYOR	ELIGIBILITY	EFFECTIVE	DESCRIPTION
Holiday Pay	SH	All employee classifications (in eligible positions)	Upon hire	If you are scheduled and work on any one of the seven holidays recognized by the hospital, you will be compensated at 1½ times your regular hourly rate.
Overtime Pay	SH	All employee classifications (in eligible positions)	Upon hire	You will be paid 1½ times your regular hourly wage for all time worked over 40 hours per week.
Call Pay	SH	All employee classifications (in eligible positions)	Upon hire	Eligible employees will receive \$2.00 per hour for all time spent on call status.
Call-back Pay	SH	All employee classifications (in eligible positions)	Upon hire	Regularly scheduled employees who are granted call-back status by hospital administration and are called to work non-scheduled time will receive 1½ times their regular hourly rate for time worked, plus an additional half hour for travel time.
Double-shift Pay	SH	All employee classifications (in eligible positions)	Upon hire	Staff members who work a double shift will be compensated at a rate of 1½ times their regular hourly rate for the second shift. The entire second shift must be worked to receive the overtime rate of pay.
Shift Differential	SH	All employee classifications (in eligible positions)	Upon hire	Eligible staff members are paid an additional \$1.25 per hour for the 3-11 shift and \$1.70 per hour for the 11-7 shift.
Week-end Differential	SH	All employee classifications (in eligible positions)	Upon hire	Eligible staff members are paid an additional \$.85 per hour for all weekend shifts beginning on Saturday or Sunday.
Additional Weekend Pay	SH	All employee classifications (in eligible positions)	Upon hire	When staff members work an additional weekend shift that is approved by their managers, they will be paid a premium for working the extra weekend.
Instructor Incentive Pay	SH	All employee classifications	Upon hire	Employees teaching an approved continuing education class are eligible for a \$6 per hour differential for both instructor and prep time.
BSN Credit	SH	Staff nurses	Upon hire	Eligible staff nurses will receive a 3% increase to their base wage with verification of a Bachelor's of Science in Nursing.
Specialty Certification	SH	Staff nurses	Upon hire	Eligible staff nurses will receive a 1% increase to their base wage with verification of an approved certification.
Group Incentive Program	SH	All employee classifications	Upon hire	Each fiscal year, eligible staff members may receive a bonus of up to 4% of their earnings if established patient satisfaction and financial performance goals are met.