

# A - Z

## Summary of Benefits La Porte Regional Health System

Employee benefits are an important part of the total compensation package for employees. Below is a brief explanation of the benefit programs offered by La Porte Regional Health System.

**NOTE:** *Contract employees should refer to the individual benefits noted in each contract.*

### **ACCIDENTAL DEATH & DISMEMBERMENT INSURANCE (resource, temporary and part-time less than 48 hour employees are not eligible)**

Coverage for the employee, spouse, and children. Maximum amount available is 10 times the employee's annual earnings.

### **ADOPTION FEE ASSISTANCE PROGRAM**

### **BUFFET HOLIDAY DINNER**

### **CAR DETAILING (eligible at employment)**

Service is payroll deductible. Call Pine Chevrolet at 324-2137 for an appointment.

### **CHILD CARE (eligible after completion of 90 day trial working period for all regular part time and regular full time employees; resource and temporary employees are not eligible)**

Childcare assistance is provided for children from infancy to 6 years of age at any of the approved state licensed childcare facilities.

### **COLLEGE SAVINGS PLAN**

Offered to all employees. Participate in a Putnam Investments 529 College Savings Plan via payroll deduction. Invest as little as \$15 per pay period with tax-deferred growth.

### **DELL COMPUTER EMPLOYEE PURCHASE PROGRAM**

### **DRY CLEANING (eligible at employment)**

Drop off and pick up located in the lower level of the hospital in the Laundry Department. Payment method is payroll deduction. Additionally, Concord Custom Cleaners offers discounted dry cleaning services.

### **EDUCATIIONAL REIMBURSEMENT**

La Porte Regional Health System encourages employee education to enhance job performance and/or future promotion possibilities. Employees can apply for reimbursement of tuition and books

### **EMPLOYEE ASSISTANCE PROGRAM (eligible at employment)**

The Employee Assistance Program (EAP) is available to all employees and their immediate families at no cost. During the first session a thorough assessment is completed and recommendations are made. Four follow-up sessions with no co-pay are available if needed. Call the Stress Center at 888/268-6268, ext 2420 or ext 2419 for more information.

## **FLEXIBLE SPENDING ACCOUNTS (MEDICAL & DEPENDENT CARE)**

### **FUN ACTIVITIES (eligible at employment)**

The Employee Activities Committee provides many wonderful employee activities such as the employee picnic, Easter egg hunt, Halloween party, float for the Fourth of July Parade, shopping trips and baseball games, and many other activities designed for the employee and his/her family. All employees are encouraged to become involved with all or any of the activities.

### **GIFT SHOP (eligible at employment)**

Payroll deduction is available as well as a 10% employee discount on selected items.

### **GORDON FOOD SERVICE (eligible at employment)**

Gordon Food Service offers a 5% discount card program. Call ext 2359 for application.

### **HEALTH SCREEN (eligible at employment)**

Employees and their spouses are eligible via the Wellness Resource Center. Enrollment in the group medical coverage is NOT required. For more information, call ext 2480

### **HEALTH INSURANCE COVERAGE (Medical, Dental, and Vision plans)**

### **JEWELRY SALE (eligible at employment)**

Sponsored by the Hospital Auxiliary. Flyers are distributed prior to each sale.

### **KINDHEARTED EMPLOYEES**

### **LIFE INSURANCE -**

For your peace of mind, we offer basic life insurance coverage up to 2 times your annual base salary up to a \$250,000 maximum. You may elect to purchase additional coverage for yourself and your dependents.

### **LONG TERM DISABILITY**

This hospital paid benefit covers 60 percent of your base pay if you are disabled after a 90-day waiting period. Coverage is effective 12 months from the date of active employment. You may purchase additional optional coverage, if desired.

### **MEALS - CAFETERIA (eligible at employment)**

Employees receive a 30% discount on daily nutritious meals in the Employee Cafeteria.

### **NEED A NEW VEHICLE? (eligible at employment)**

Several local automotive dealerships offer special discounts and preferred pricing towards the price of a new or used vehicle. Contact Human Resources at ext. 2467 to receive a list of participating dealerships and exclusive pricing offers.

### **OPEN ENROLLMENT**

Once a year, Open Enrollment is provided to give eligible employees the opportunity to revise their choices regarding the Medical, Dental, Vision, Flex, and Life Insurance plans. These changes can be made during the month of November for an effective date of January 1<sup>st</sup> of the following year. Scheduled open enrollment meetings will be held periodically throughout the month of November.

## **PAID TIME OFF (PTO)**

Includes holidays, personal days, vacation days, and non-leave of absence sick time (available after completing the 90 day trial working period.) Begins accruing on the first day of employment – Policy ER-061.

## **PHARMACY (eligible at employment)**

Employees may utilize the La Porte Hospital Pharmacy. Many over-the-counter medications are available for purchase to employees via payroll deduction.

## **PTO CASH OUT**

Employees may cash out up to 60 PTO (80 for Supervisors/Management) hours per year in lieu of taking time off. Cash out may occur anytime during the year. Call extension 1125 for more information.

## **QUALITY CARE**

## **RETIREMENT PLAN - 403(b) Retirement Plan**

Employee may participate in 403(b) retirement plan with employer matching contributions.

## **SERVICE AWARDS BANQUET**

Annually, honored employees and retirees are invited to a special banquet and awards ceremony to recognize years of service and awards received throughout the year.

## **SHORT-TERM DISABILITY (Policy ER-060) (only available to full-time employees)**

Short-Term Disability hours may be used only when on a valid medical leave. A medical leave is defined under the Leave of Absence Policy (ER-028). A maximum of 30 days (240 hours) may be used per incidence of illness.

## **TRAVEL ASSISTANCE (available for all full time employees with a minimum of 2 years of service)**

Worldwide emergency travel assistance services provided at no cost to eligible employees. Contact HR for travel assistance card.

## **WEE CARE (available at employment)**

Affordable child care to mildly ill or recuperating children or infants. Pre-enrollment information must be provided to the Pediatric Unit before the child is accepted for WEE Care Service. Please call the Pediatrics Unit (326-2441) to request service. Please refer to the Administrative Policy, ER-065, for additional information and requirements.

## **WELLNESS CENTER**

## **XTRA TERM LIFE INSURANCE (resource, temporary, and part-time less than 48 hour employees are not eligible)**

Optional Term Life Insurance is offered for employees and dependents. This program can offer lifetime protection and financial security through the tax-deferred growth of a cash value accumulation available under the current tax law. Annual enrollment times will be announced.

**Y** MCA DISCOUNT

**Z** BEST PLACE TO WORK IN THE COUNTY!