

**HOSPICE CARE OF BOULDER AND
BROOMFIELD COUNTIES**

BENEFIT SUMMARY

Revised August 2005

HospiceCare of Boulder and Broomfield Counties Benefit Summary

The policy of HospiceCare of Boulder and Broomfield Counties (HospiceCare) is to offer a benefits package that is designed to attract and retain competent and caring staff that is able to carry out the mission of the hospice. HospiceCare strives to provide benefits that are competitive with those offered by other hospices and health care providers in the region. The agency is committed to the health and well-being of all of its employees by providing certain benefits to its full-time, part-time and PRN staff members, and family whenever possible. HospiceCare strives to make coverage affordable and, in some cases, employees are asked to participate in the payment of premiums.

Overview of Benefits and Eligibility:

The following benefits are available to full-time (32 hours per week or more) staff members: All benefits are effective the first of the month following date of hire, unless otherwise noted.

- Group health insurance with Kaiser Permanente. See Human Resources for premium and co-payment information.
- Dental insurance administered by CNIC Health Solutions. See Human Resources for premium and co-payment information.
- Vision insurance with Anthem Blue Cross / Blue Shield. Premium fully paid by HospiceCare for employee coverage. See Human Resources for premium and co-pay information for dependents.
- Life Insurance, \$50,000 coverage through Genworth Financial, a GE Group Life Assurance Company. Premium fully paid by HospiceCare.
- Accidental Death and Dismemberment Insurance through Genworth Financial. Premium fully paid by HospiceCare.
- Long-Term Disability through Genworth Financial. Coverage begins after 90 days of disability. Premium is fully paid by HospiceCare.
- Voluntary Life Insurance. Employees select the benefit amount they need. Benefits are also available for spouse and dependents. See Human Resources for details.
- Short-Term Disability through HospiceCare of Boulder and Broomfield Counties. Hours accrue based upon hours worked. The rate of accrual is 1.25 hours for every 40 hours worked. STD is available as soon as it is accrued and can be used for more extended illness, after the required amount of hours has been used from PTO. Accrual begins immediately.
- Paid Time Off accrues based on hours worked. Paid Time Off is available as soon as it is accrued; accrual begins immediately and can be used for vacation, sick time, and holidays. . The rate of accrual is 3.5 hours for every 40 hours worked during the first three years of employment. The rate increases after three and seven consecutive years, these rates are included in the employee handbook.
- 403B Retirement Plan is available through Valic. Employees can begin voluntary contributions immediately. After 12 months of employment HospiceCare will match

a portion of the employee's contribution, providing the matching criteria is met and the organization is financially able to do so.

- Bereavement Leave, eligibility as described in the employee handbook
- Continuing Educational Assistance for conference and workshop attendance, as described in the employee handbook.
- Employee Assistance Program through Horizon Health. Fully paid by HospiceCare, provides up to 8 visits per problem for each employee and their eligible dependents, per year. Available immediately upon hire.
- Membership in the YMCA of Boulder Valley (Mapleton Center YMCA or Arapahoe Center YMCA) in the Non-Profit membership category, which affords no charge for enrollment and lower monthly fees. See Human Resources for details.
- FMLA Leave, eligibility and criteria as described in the employee handbook and in compliance with the Family and Medical Leave Act.
- Flexible Spending Account (Section 125). This plan is a cafeteria plan, which is qualified under section 125 of the IRS code. Under this plan you have the opportunity to elect to have a portion of your pay deducted on a pre-tax basis to pay; your portion of your health and dental premium, eligible medical expenses and, dependent care expenses. See Human Resources for more information.
- Membership Banking
- Credit Union

The following benefits are available to part-time (16 – 31 hours per week) staff members:

- Group health insurance with Kaiser Permanente. See Human Resources for premium and co-payment information.
- Dental insurance administered by CNIC Health Solutions. See Human Resources for premium and co-payment information.
- Vision Insurance with Anthem Blue Cross / Blue Shield. Premium fully paid by HospiceCare for employee coverage. See Human Resources for premium and co-pay information for dependents.
- Short-Term Disability through HospiceCare of Boulder and Broomfield Counties. Hours accrue based upon hours worked. The rate of accrual is 1.25 hours for every 40 hours worked. STD is available as soon as it is accrued and can be used for more extended illness, after the required amount of hours has been used from PTO. Accrual begins immediately.
- Paid Time Off accrues based on hours worked. Paid Time Off is available as soon as it is accrued; accrual begins immediately and can be used for vacation, sick time, and holidays. The rate of accrual is 3.5 hours for every 40 hours worked during the first three years of employment. The rate increases after three and seven consecutive years, these rates are included in the employee handbook.
- Tax-Sheltered Annuities are available through Valic. Employees can begin voluntary contributions immediately. After 12 months of employment HospiceCare will match a portion of the employees contribution providing the matching criteria is met and the organization is financially able to do so.
- Bereavement, Personal and Sabbatical Leaves, eligibility as described in the

employee handbook

- Continuing Educational Assistance for conference and workshop attendance, as described in the employee handbook.
- Employee Assistance Program through Horizon Health. Fully paid by HospiceCare, provides up to 8 visits per problem for each employee and their eligible dependents, per year. Available immediately upon hire.
- Membership in the YMCA of Boulder Valley (Mapleton Center YMCA or Arapahoe Center YMCA) in the Non-Profit membership category, which affords no charge for enrollment and lower monthly fees. See Human Resources for details.
- FMLA Leave, eligibility and criteria as described in the employee handbook and in compliance with the Family and Medical Leave Act.
- Flexible Spending Account (Section 125). This plan is a cafeteria plan, which is qualified under section 125 of the IRS code. Under this plan you have the opportunity to elect to have a portion of your pay deducted on a pre-tax basis to pay; your portion of your health and dental premium, eligible medical expenses and, dependent care expenses. See Human Resources for more information.
- Membership Banking
- Credit Union

The following benefits are available to Variable Hours (PRN, scheduled less than 16 hours per week, or works on as needed basis) staff members:

- Group Health Insurance with Kaiser Permanente. See Human Resources for premium and co-payment information.
- Dental insurance administered by CNIC. See Human Resources for premium and co-payment information.
- Vision insurance with Anthem Blue Cross / Blue Shield. Premium fully paid by HospiceCare for employee coverage. See Human Resources for premium and co-pay information for dependents.
- Tax-Sheltered Annuities are available through Valic. Employees can begin voluntary contributions immediately.
- Employee Assistance Program through Horizon Health. Fully paid by HospiceCare, provides up to 8 visits per problem for each employee and their eligible dependents, per year. Available immediately upon hire.
- Membership in the YMCA of Boulder Valley (Mapleton Center YMCA or Arapahoe Center YMCA) in the Non-Profit membership category, which affords no charge for enrollment and lower monthly fees. See Human Resources for details.
- Flexible Spending Account (Section 125). This plan is a cafeteria plan, which is qualified under section 125 of the IRS code. Under this plan you have the opportunity to elect to have a portion of your pay deducted on a pre-tax basis to pay; your portion of your health and dental premium, eligible medical expenses and, dependent care expenses. See Human Resources for more information.
- Membership Banking
- Credit Union