



## **Benefits Summary**

**Union**

Crouse Hospital's total compensation package combines a competitive salary with one of the most comprehensive health and benefits packages in Central New York. We take pride in offering you the best and most affordable options.

For the purposes of benefit eligibility, status is defined as the following:

- **Full-time** - a regularly assigned work schedule of 40 hours during a normal work week.
- **Part-time** - a regularly assigned work schedule of less than 40 hours per week.
- **Part-time with Full-time Benefits (PF)**-a regularly assigned work schedule of 36 hours per week (3/12-hour shifts) that receives full time status benefits.

## Paid Time Off

Vacation, sick and personal time are accrued based on hours worked.

### HOLIDAYS

- Employees who work on a traditional holiday or reduced staffing day, will be paid time-and one-half for the hours worked (including shift or weekend differential) PLUS holiday pay for the number of hours worked on the normal shift. In the event a Crouse designated holiday falls on the weekend, the holiday will be observed on a reduced staffing day for those departments not open seven (7) days a week. Reduced staffing days will either be a Friday or Monday, depending on what day of the weekend the holiday falls on (i.e. – If Christmas falls on a Saturday, Friday (12/24) is considered the reduced staffing day). For those departments that are open 7 days a week the Holiday will be observed on the traditional day.
- Employees who work both the traditional holiday and the reduced staffing day will be paid the holiday premium for the traditional holiday only.

### **RN/LPN/Technical Bargaining Unit**

Upon completion of the 90 day probationary period, full-time employees are eligible for *6 paid holidays* (or the equivalent of 48 hours) and *6 floating holidays* (or the equivalent of 48 hours).

- New Year's Day
- Independence Day
- Thanksgiving Day
- 24 hours to be taken by the pay period end date closest to (but before) June 30<sup>th</sup>
- 24 hours of Floating Holiday time from July 1 through the last pay period in December
- Memorial Day
- Labor Day
- Christmas

### **Service/Maintenance/Clerical Bargaining Unit**

Upon completion of the 90 day probationary period, full-time employees are eligible for *7 paid holidays* (or the equivalent of 56 hours) and *5 floating holidays* (or the equivalent of 40 hours).

- New Year's Day
- Memorial Day
- Labor Day
- Christmas
- 24 hours to be taken by the pay period end date closest to (but before) June 30<sup>th</sup>
- 16 hours of Floating Holiday time from July 1 through the last pay period in December
- Martin Luther King Jr. Day
- Independence Day
- Thanksgiving Day

### PERSONAL LEAVE

- Full-time and part-time employees begin to accrue personal time after the completion of their probationary period.
- Accrual rate is 8 hours for every 693.33 hours worked to a maximum of 24 hours in any rolling 12 month period.
- Employees can accumulate up to a maximum of 48 hours of personal time.

## **SICK LEAVE**

### **RN/LPN/Technical Bargaining Unit**

Full-time and part-time employees begin to accrue sick time after 1,040 hours worked.

- Accrual rate is 8 hours for every 173.33 hours worked to a maximum annual benefit of 96 hours in any rolling 12 month period.
- Employees can accumulate up to a maximum of 480 hours of sick leave.

### **Service/Maintenance/Clerical Bargaining Unit**

Full-time and part-time employees begin to accrue sick time after 2,080 hours worked.

- Accrual rate is 8 hours for every 173.33 hours worked to a maximum annual benefit of 96 hours in any rolling 12 month period.
- Employees can accumulate up to a maximum of 480 hours of sick leave.

## **VACATION**

Full-time and part-time employees are eligible to use accrued vacation time after 1 year of employment.

- Accruals are based on actual hours worked.
- Maximum accrual is twice the annual benefit.
- After 6 months of employment, employees may borrow 1 week of paid vacation upon approval from their supervisor.

### **RN/LPN/Technical Bargaining Unit**

<i>Examples based on a full-time, 40 hour work week</i>	
<b>Years of Completed Service</b>	<b>Number of Vacation Hours</b>
1 year	80 hours
2 years	88 hours
3 years	96 hours
4 years	104 hours
5 years	112 hours
6 to 10 years	120 hours
11 to 24 years	160 hours
25 years	200 hours

### **Service and Maintenance/Clerical Bargaining Unit**

<i>Examples based on a full-time, 40 hour work week</i>	
<b>Years of Completed Service</b>	<b>Number of Vacation Hours</b>
1 year	80 hours
2 years	88 hours
3 years	96 hours
4 years	104 hours
5 years	112 hours
6 years	120 hours
7 years	128 hours
8 years	136 hours
9 years	144 hours
10 years	152 hours
11 to 24 years	160 hours
25 years	200 hours

# Additional Paid Time Off

## BEREAVEMENT LEAVE

Full-time and part-time employees may receive up to 3 consecutive paid days for the death of an immediate family member. Immediate family includes mother, father, foster parent, step parent, spouse, child, sister, brother, mother and father in-laws, daughter and son in-laws, grandparent, great grandparent and parents and children of one's domestic partner. Divorced in-law relationships are not applicable.

An additional 2 days may be taken with pay in the event of the death of an employee's spouse, domestic partner or child.

In addition the Hospital will grant requests for up to 2 days of paid or unpaid time for bereavement leave for the following family members – mother, father, foster parent, step parent, sister, brother, mother and father in-laws, grandparent, great grandparent and parent and child of one's domestic partner. Divorced in-law relationships are not applicable.

## JURY DUTY

Upon completion of their probationary period, full-time employees will be paid the difference between the jury duty fee and their straight time hourly rate or regular salary when serving as a juror during their scheduled work hours.

Part-time employees will be paid a pro-rated amount based on their vouchered status and straight time hourly rate when serving as a juror during their scheduled work hours.

Certain employees may be excused from work but still be compensated when serving as jurors outside of their scheduled work hours (e.g., when an employee is working on a night shift schedule and serves as a juror earlier that same day).

## MILITARY LEAVE

- Full-time employees only who are in the National Guard or Reserves are paid the difference between their base-rate wages and their military pay for mandatory annual military reserve training duty for a maximum of 2 weeks.

# Health Benefits

- Medical, dental and vision benefits are available to new employees on the 1st of the month following 30 days of employment.
- Benefit selections must be made within 10 days from date of hire.
- All benefit enrollments are for 1 calendar year.
- Employee contributions are deducted pre-tax through payroll deduction.
- Employees can add or modify benefit elections during the annual open enrollment period.

## ALLOWABLE BENEFIT CHANGES

- Employees may be allowed to make certain benefit changes as a result of experiencing a life status change.
- Notification of a qualifying event must be made to Human Resources within 30 days of experiencing the event. Proof of qualifying event will be required.
- The following are qualifying events that allow benefit changes outside of the annual open enrollment period:
  - Marriage
  - Separation
  - Birth/Adoption
  - Divorce
  - Death
  - Spouse/Dependent loss of coverage

## **HOSPITAL DISCOUNT**

- Employees receive a 25% discount on their gross bill for inpatient and outpatient services performed at Crouse Hospital.
- These services may include procedures such as elective surgeries or services not covered by insurance plans, fees incurred prior to health insurance eligibility and/or fees incurred by those not covered under the Hospital's insurance plans.
- This discount is applied toward out-of-pocket costs after the employee's insurance company has paid its portion of the bill. This discount extends to services provided for employees and dependents residing in the same household.

## **Life Insurance**

### **GROUP TERM LIFE INSURANCE**

- Full-time employees receive a no-cost benefit equal to 3 times their annual salary up to a maximum of \$100,000.
- Part-time employees (working less than 40 hours) receive a no-cost benefit in the amount of \$3,500.

### **OPTIONAL VOLUNTARY BENEFITS**

- Employees can purchase auto and homeowners insurance at discounted rates. Legal insurance can be purchased as well as supplemental life, disability, critical illness and accident coverage. Payroll deduction is offered for all of these benefits.

## **Disability**

### **SHORT TERM DISABILITY**

- Disability leave is available after 4 weeks of employment and can be taken for up to a 26 week benefit.
- There is a 7 day waiting period prior to utilizing this benefit.
- New York State disability law calculates half of the average of the employee's prior eight weeks of gross earnings to a maximum of \$170 per week. Employees contribute \$.60 per week for this disability insurance.
- If you need to apply for disability paperwork or have additional questions, please contact Human Resources at 315-470-7521.

### **SUPPLEMENTAL SHORT TERM DISABILITY**

- Optional short term disability insurance is available for full-time and part-time employees.
- The benefit provides additional compensation for non-work related illness, injury or surgery.

# Flexible Spending Accounts

## HEALTH CARE REIMBURSEMENT ACCOUNT

- Employees may elect to contribute up to \$2,650 each calendar year to a pre-tax Health Care Reimbursement Account to be used for additional medical, dental, and vision expenses. These expenses may include items not covered by your medical/dental/vision insurance such as:
  - Deductibles, co-insurance amounts, excess over reasonable and customary charges and excess over scheduled or annual maximums.
  - Vision expenses including exams, prescription eyeglasses, contact lenses and visual impairment services.
  - Hearing expenses including exams, hearing aids and hearing impairment services.
  - Mental health or substance abuse treatment provided by a licensed practitioner.
  - The Internal Revenue Service Publication 502 lists all eligible expenses; for a complete listing please refer to [www.irs.gov](http://www.irs.gov).
- Claims for expenses that are incurred during any calendar year can be submitted until March 31st of the following year.
- Employees may conveniently deduct expenses by using an electronic debit card at time of purchase.

## DEPENDENT CARE REIMBURSEMENT ACCOUNT

- Employees may elect to contribute up to \$5,000 each calendar year to a pre-tax Dependent Care Reimbursement Account.
- The Dependent Care Reimbursement Account can only provide reimbursement so that employees (and their spouses, if applicable) can work, look for work, or attend school full-time. It may also reimburse for dependent care expenses incurred if the employee's spouse is disabled.
- Claims for expenses that are incurred during any calendar year can be submitted until March 31st of the following year.
  - Eligible dependents include:
    - Dependent children under the age of 12 who are claimed as a personal exemptions for tax purposes
    - A disabled spouse or another disabled dependent
    - Elderly parents who are physically or mentally unable to care for themselves.
- Expenses that can be reimbursed through a Dependent Care Reimbursement Account are the same as those eligible for income tax credits. Qualified expenses cannot be applied to both the reimbursement account and tax credits.
  - Examples of eligible expenses include payments to:
    - Day Care Centers
    - Nursery Schools
    - Registered Day Care Providers
    - Live-in help whose primary function is dependent care
    - Elder care providers
    - Payments to the employee's own child age 19 or younger or to any other dependent the employee can claim for tax purposes are not eligible expenses.

## TRANSPORTATION REIMBURSEMENT ACCOUNT

- Employees may elect to contribute up to \$3,060 each calendar year for parking and \$3,060 each calendar year for mass transit to a pre-tax Parking and Transportation Reimbursement Account (expenses for gasoline are not reimbursed through the Transportation Reimbursement Account).
- Crouse Hospital parking is not included as a qualified expense. Any Crouse Hospital parking facility is offered to all employees as a pre-tax deduction.
  - Qualified mass transportation expenses include:
    - Any pass, token, face card, voucher or similar item entitling you to use mass transit to commute to work.

## **FLEXIBLE SPENDING ACCOUNT CLAIMS GRACE PERIOD**

- Claims for expenses that are incurred during any calendar year can be submitted until March 31st of the following year. There is also a grace period extension into the following calendar year which ends 2 months plus 15 days into the next plan year (March 15). During this time frame, participants in the plan may incur expenses and use the funds remaining in their account from the prior year toward eligible FSA expenses. The grace period applies to Healthcare and Dependent Care FSAs.

## **Retirement Benefits**

### **401(k)**

- Employees of Crouse Hospital have the opportunity to contribute a portion of their income, subject to tax code limits, to a 401(k) Plan. Contributions to the 401(k) Plan, as well as interest accumulating are tax deferred—employees do not pay federal income tax on 401(k) savings until they receive benefits. New employees will have 2% of their pay automatically withheld from their paychecks and will have 30 days from the date of hire to either cancel or increase their contribution amount.
- After completing one year of service, defined as working at least 1,000 hours in a calendar year, you will be eligible for a 3.5% hospital contribution into your 401(k) Plan. There is a 3 year vesting requirement under the plan for hospital contributions.
- The 401(k) Plan is designed to be a long-term retirement investment program, and as such, withdrawals before age 59 ½ are subject to a 10% tax penalty.
- Employees who terminate their employment with Crouse Hospital can keep their savings in the 401(k) Plan without continuing contributions, transfer or roll over to a new 401(k) or to an Individual Retirement Account (IRA), or receive all or part of the savings subject to income tax and the 10% tax penalty if the employee is under age 59 ½.

## **Work/Life Benefits**

### **EMPLOYEE HEALTH & WELLNESS SERVICES**

- *Simply Well* is Crouse Hospital's Wellness Program dedicated to helping our employees live a happy and healthy lifestyle. A variety of programs and events are offered to make our employee's journey to personal health and well-being successful. Some of our programs include:
  - On-site Weight Watchers Meetings
  - Discounts on gym memberships
  - On-site Yoga, Pilates, and other fitness classes
  - Wellness challenges
  - Smoking cessation
  - Disease Management and Nurse coaching telephone support
  - Free online wellness assessment
  - Lunch & Learn sessions on a variety of wellness topics

For more information about Simply Well, visit our wellness website at [crouse.org/simplywell](http://crouse.org/simplywell) or by email at [simplywell@crouse.org](mailto:simplywell@crouse.org).

- The Employee Health Office is located on 8th floor of the Memorial Building. Hours of operation are 6:30 a.m. - 4:00 p.m., Monday through Friday. The office provides quality care for employees, as well as promoting our Simply Well program, and occupational health and safety. They can be contacted by phone at 315-470-7424. Some of their services include:
  - Pre-employment screenings
  - Annual health assessments
  - Annual immunization and flu shot updates
  - Health counseling and sick visits
  - Workers Compensation and injury reporting

## **EMPLOYEE PHARMACY**

- The Employee Pharmacy is located in the basement level of the hospital. Hours of operation are 7 a.m. - 4:00 p.m. Monday through Friday and can be reached at 315-470-7520. They provide the convenience of an onsite pharmacy dedicated to all employees of the hospital. Some of their services include:
  - Prescription medications
  - "At-cost" pricing for over-the-counter medications and supplies
  - Payroll deduction and use of flex spending debit cards are accepted
  - Employees who do not participate in the hospital's medical coverage may purchase prescriptions at the employee pharmacy at hospital cost.

## **HELP PEOPLE EMPLOYEE ASSISTANCE PROGRAM (EAP)**

- HelpPeople, the hospital's employee assistance program, is located 600 East Genesee Street Suite 325 in Syracuse, 890 7<sup>th</sup> North St in Liverpool and at 163 S. First Street in Fulton, NY. They provide free, confidential assistance and counseling for a wide range of personal problems for all employees and their immediate families. Some of their services include:
  - Stress coping
  - Communication tools
  - Bereavement counseling
  - Financial stress counseling
- Crouse Hospital shuttle service is available to the Syracuse location during regular work hours.
- A 24 hour hotline is available by calling 315-470-7447 or 1-800-777-6110.

## **TUITION AID**

- All tuition reimbursement benefits are reimbursed through the SEIU 1199 Training and Upgrading Fund.
  - Eligibility requirements:
    - Full-time, part-time or per diem employee averaging at least **24 hours per week**
    - Must have completed 1 year of service
    - Member of SEIU 1199
- Reimbursement includes coursework with grades of "C" or better.
- Reimbursement for undergraduate courses is up to \$265 per credit hour and graduate courses up to \$425 per credit hour with a maximum of \$3,000 per calendar year.
- Part-time and per diem employees receive an 80% benefit rate.
- Continuing education reimbursement of \$750 per year is available for seminars, workshops, etc.
- Prepaid tuition (voucher program) is also available through participating colleges.
- Tuition reimbursement expenses over \$5,250 in a calendar year are taxable to the employee and are detailed on a 1099.
- Tuition reimbursement and continuing education applications are available in Human Resources or through the Training and Upgrading Fund. For inquiries, please call the Training Fund at 315-424-1743 ext. 154.

## **TUITION AID FOR CROUSE HOSPITAL COLLEGE OF NURSING**

- Full or partial reimbursement is available for employees, their spouses, and any dependent children accepted into the Crouse Hospital College of Nursing.
- Benefits and eligibility are based on the employee's number of years of service on a full- or part-time basis.
  - Full-time employees receive:
    - 0-4 years of service = 50% tuition reimbursement
    - 4+ years of service = 100% tuition reimbursement
  - Part-time employees receive:
    - 4-8 years of service = 50% tuition reimbursement
    - 8+ years of service = 100% tuition reimbursement



## **COMMUNITY EDUCATION CLASSES**

- Employees are eligible for a discount on community education classes that are held at the Marley Education Center. These classes include the First Steps Maternity & Family Education classes. CPR training (BLS, ACLS, PALS, etc.) is also available onsite to all employees for free.

## **CREDIT UNION**

- Crouse Hospital Federal Credit Union is located in the Crouse Business Center at 730 South Crouse Ave in Syracuse.
- They provide standard banking services, great loan rates, holiday clubs, discount movie and theme park tickets and a variety of group bus trips.

## **DIRECT DEPOSIT**

- Direct deposit is available for any bank and/or credit union.
- Direct deposit can be split into more than one bank account.
- Direct deposit can also be made to a Visa Payroll Debit Card issued by Crouse Hospital. The card can be used at ATM's, retail stores, gas stations, grocery stores worldwide, and wherever Visa debit cards are accepted.

## **CAFETERIA**

- Employees receive a 25% discount on all items
- Payroll deduction is available for purchases made in the cafeteria
- Employees working on Thanksgiving or Christmas receive a free meal during their shift

## **CORPORATE DISCOUNTS**

- Group discounts are available cell phones, wireless plans, wholesale club memberships, office supplies, car rentals and more.

## **PARKING**

- All new employees may sign up for parking at New Employee Orientation.
- Shuttle bus service is available at Crouse Hospital sponsored parking lots.
- Employees may pay for parking (pre-tax) by payroll deduction

# **Pay Enhancements & Shift Benefits**

## **SHIFT DIFFERENTIALS**

Hourly employees are paid shift differentials. Shift differential is calculated as a percentage of the base hourly rate as follows:

<b>Shift &amp; Cap</b>	<b>Monday – Friday</b>	<b>Saturday/Sunday</b>
<b>Days</b> % Cap	0%	20% up to \$3.00 per hour
<b>Evenings</b> % Cap	15% up to \$3.50 per hour	30% up to \$5.75 per hour
<b>Nights</b> % Cap	25% up to \$5.75 per hour	30% up to \$5.75 per hour

## **CALL-TIME PAY**

- Employees assigned to be on-call will receive \$3.50 per hour payment for the designated scheduled hours.
- An on-call employee that is physically called-in to the hospital will be required to work a minimum of four hours.
- If the employee is no longer needed after being called-in, they will be paid a minimum of four hours of base pay plus any applicable shift differential. If the employee is notified that the on-call is cancelled before punching in, the employee will receive two hours of pay.

## **OVERTIME PAY**

- Hourly employees will be paid time-and-one-half of their regular hourly pay rate for all hours worked in excess of 8, 10 or 12-hour shifts or 40 hours per week.

## **PAY PERIOD**

- Employees are paid every other Monday.
- The amount paid includes all hours worked during the two weeks prior to the preceding week, beginning on a Sunday and ending on a Saturday.

## **SHIFT OPTIONS**

- 8, 10 and 12 hour shifts are available based on department staffing needs.
- All shift changes are determined by seniority.