



# Benefits Summary

**Non-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.

## Paid Time Off

### PAID TIME OFF (PTO)

- New hires will have a pro-rated allotment of PTO given to them on date of hire based on position and status.
- Part-time employees will have their allotted PTO hours pro-rated based on their FTE value (vouchered hours).
- PTO hours will be issued for the 0-1 years of service tier as outlined below. On January 1st of the next year, the full allotment of days for the position based on the 0-1 years of service amount will be issued.
- Employees may carry over up to a maximum of 5 days (40 hours) of PTO each year.
- Physician PTO hours are allotted based upon individual contracts.
- College of Nursing Faculty will receive 80 PTO hours (96 hours for 12 month employee) annually.

### Hourly - Full Time

<i>Examples based on a full-time 40 hour work week</i>	
<b>Years of Service</b>	<b>PTO Days/Hours</b>
0-1 Years	15 Days (120 hours)
1 -2 Years	20 Days (160 hours)
2 -3 Years	21 Days (168 hours)
3 -4 Years	22 Days (176 hours)
4 -5 Years	23 Days (184 hours)
5 -6 Years	24 Days (192 hours)
6 -7 Years	25 Days (200 hours)
7 -8 Years	26 Days (208 hours)
8 -9 Years	27 Days (216 hours)
9 -10 Years	28 Days (224 hours)
10-11 Years	29 Days (232 hours)
11-20 Years	30 Days (240 hours)
Over 20 Years	35 Days (280 hours)

## Exempt/Supervisors – Full Time

<i>Examples based on a full-time 40 hour work week</i>	
<b>Years of Service</b>	<b>PTO Days/Hours</b>
0–1 Years	20 Days (160 hours)
1 -2 Years	25 Days (200 hours)
2 -3 Years	26 Days (208 hours)
3 -4 Years	27 Days (216 hours)
4 -5 Years	28 Days (224 hours)
5 -6 Years	29 Days (232 hours)
6 -7 Years	30 Days (240 hours)
7 -8 Years	31 Days (248 hours)
8 -9 Years	32 Days (256 hours)
9 -10 Years	33 Days (264 hours)
10-11 Years	34 Days (272 hours)
11-20 Years	35 Days (280 hours)
Over 20 Years	35 Days (280 hours)

## Managers/Directors/Chiefs – Full Time

<i>Examples based on a full-time 40 hour work week</i>	
<b>Years of Service</b>	<b>PTO Days/Hours</b>
0–1 Years	25 Days (200 hours)
1 -2 Years	30 Days (240 hours)
2 -3 Years	31 Days (248 hours)
3 -4 Years	32 Days (256 hours)
4 -5 Years	33 Days (264 hours)
5 -6 Years	34 Days (272 hours)
Over 6 Years	35 Days (280 hours)

## HOLIDAYS

- Full-time employees are eligible for 6 paid holidays beginning 1st of the month following date of hire.
  - New Year's Day
  - Memorial Day
  - Independence Day
  - Labor Day
  - Thanksgiving
  - Christmas
- Hourly 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. For those departments that are open 7 days a week, the Holiday will be observed on the traditional day.
- Hourly employees who work both the traditional holiday and the reduced staffing day will be paid the holiday premium for the traditional holiday only.

## **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 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 to a maximum of 2 weeks.

# Health Benefits

## **MEDICAL/VISION/DENTAL INSURANCE**

- Benefits are available to new employees on the 1<sup>st</sup> of the month following date of hire.
- Benefit selections must be made within 10 days from date of hire.
- Employees can add or modify benefit elections during the annual open enrollment period.
- All benefit enrollments are for 1 calendar year.
- Employee contributions are deducted pre-tax through payroll deduction.

## **MEDICAL AND DENTAL OPT-OUT BENEFIT**

- Employees may opt-out of our medical and dental plans and receive \$23.00 credit per paycheck for medical and \$5.00 credit per paycheck for dental.
- Employees who have other coverage (through a spouse or another employer) can receive this credit as long as they provide proof that they have coverage elsewhere.

## **ALLOWABLE BENEFIT CHANGES**

- Employees are 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

### **LIFE & ACCIDENTIAL DEATH & DISMEMBERMENT (AD&D)**

- Full-time and part-time employees (working 20 or more hours per week) receive no cost life insurance and AD & D benefits equal to 1.5 times their annual salary up to a maximum of \$100,000.
- Part-time employees (working less than 20 hours per week) receive a benefit of \$3,500.
- The life insurance benefit is reduced to 67% at age 70 and 50% at age 75. The part-time benefit is \$3500 with no reduction schedule.
- Employees may also purchase additional protection for themselves for up to 3 times their basic annual earnings to a maximum of \$250,000 without evidence of insurability or up to \$500,000 with evidence of insurability.
- Employees may also purchase additional protection for their spouse at 50% of the employee's option amount up to \$25,000 without evidence of insurability or \$150,000 with evidence of insurability. Employees may also purchase up to \$10,000 for each dependent child.

## Disability

### **SHORT TERM DISABILITY**

- All full-time and part-time employees working 20 or more hours per week will be provided at no cost short term disability coverage for non-work related illness or injuries.
- The benefit pays 40% of the employee's base weekly earning to a maximum of \$1,000/week after a 14 day waiting period. The benefit is payable to a maximum of 26 weeks.
- Full-time and part time employees working 20 hours or more have the option to purchase up to an additional 20% or 30% in short term disability coverage at low per paycheck costs.
- Employees may use PTO to supplement the difference to receive their full pay.

# Flexible Spending Accounts

## **HEALTH CARE REIMBURSEMENT ACCOUNT**

- Employees may elect to contribute up to \$2,750 in the 2021 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 pay for eligible expenses by using an electronic debit card.

## **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 \$3,240 in the 2021 calendar year for parking and \$3,240 each calendar year for mass transit to a pre-tax Parking and Transportation Reimbursement Account (expenses for gasoline are not reimbursed through a 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) BENEFITS**

- 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 4% of their pay automatically withheld from their paychecks and will have 30 days from the date of hire to either opt out or increase their contribution amount.
- Following one (1) year of participation in the plan, the contribution will automatically increase by 1% on the 1<sup>st</sup> of January following completion of one (1) year. The contribution will increase by 1% each supplemental year up to maximum of 8%.
- Employees working a minimum of 1,000 hours in a calendar year will be eligible employer matching contributions and Profit Sharing contributions
  - Employer match is 25% up to the first 6% of your salary you defer.
  - The profit sharing contribution is as follows:
    - 1-5 Years of Service = 1% of pay
    - 6-10 Years of Service = 2% of pay
    - 11-20 Years of Service = 3% of pay
    - 20+ Years of Service = 4% of pay
- The 401k has a vesting schedule related to the Hospital's contributions. You are always 100% vested with your contributions.
  - Employer Contribution Vesting Schedule:
    - 1 Year of Service = 25% vested
    - 2 Years of Service = 50% vested
    - 3 Years of Service = 75% vested
    - 4 Years of Service = 100% vested

# 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 7:00 am - 3:30 pm, 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 am – 4 pm Monday through Friday and can be contacted 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 and housed in various locations. 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 315-470-7447 or 1-800-777-6110.



## **OPTIONAL VOLUNTARY BENEFITS**

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

## **TUITION AID**

- Employees are eligible for reimbursement up to a maximum of 15 credit hours per calendar year for approved courses in accredited educational programs.
- Full-time employees are eligible to apply for the following reimbursement:
  - Up to \$500 per credit hour for graduate degree courses
  - Up to \$400 per credit hour for undergraduate degree courses
  - Non-credit certification courses will be reimbursed at 100% of the first \$1,000 and 50% of the remaining cost (i.e., CASAC, Microsoft Certification) up to a maximum of \$1,750.
- Part-time employees working a regular schedule of at least 20 hours per week are eligible to apply for the following reimbursement:
  - Up to \$400 per credit hour for graduate degree courses
  - Up to \$300 per credit hour for undergraduate degree courses
  - Non-credit certification courses will be reimbursed at 100% of the first \$500 and 50% of the remaining cost (i.e., CASAC, Microsoft Certification) up to a maximum of \$1,250.
- Part-time employees working less than 20 hours per week are eligible to apply for the following reimbursement:
  - Up to \$200 per credit hour for graduate degree courses
  - Up to \$150 per credit hour for undergraduate degree courses
  - Non-credit certification courses will be reimbursed at 100% of the first \$250 and 50% of the remaining cost (i.e., CASAC, Microsoft Certification) up to a maximum of \$750.
- Employees must work one year after the date tuition aid was last granted or the tuition aid must be refunded to the hospital.
- Tuition reimbursement expenses over \$5,250 in a calendar year are taxable to the employee and are detailed on a 1099.
- Applications for tuition assistance are available in Human Resources.

## **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 discount on all items.
- Payroll deduction is available for purchases made in at the Clocktower Café.
- Employees working on Thanksgiving or Christmas receive a free meal during their shift

## **CORPORATE DISCOUNTS**

- Group discounts are available on 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 \$6.00 per hour	30% up to \$6.50 per hour

## 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.