

SUMMARY OF BENEFITS

BENEFIT	FULL TIME	PART TIME	WHEN ELIGIBLE	EXPLANATION
Credit Union	X	X	Upon employment	A full-service credit union is available to all staff members
Dental Insurance	X	N/A	After completion of 90-day orientation period.	Voluntary program/employee paid. Comprehensive dental plan with Capital BlueCross
Direct Deposit	X	X	Upon Employment	Staff members may have their paychecks deposited directly into their bank account.
Educational Assistance Program	X	Scheduled 40 hrs/pay or more	After 12 months of employment.	Reimbursement program for staff members working toward a college degree or a professional certification.
Employee Assistance Program (Counseling and Consultation)	X	X	Upon employment.	Confidential, professional counseling services for staff members who seek assistance with personal problems. Up to 3 sessions per year paid by employer for any member of employee's family
Fitness Center	X	X	Upon employment.	Staff members may join for free. Physician's release required.
Funeral Leave	X	N/A		Upon request, Full-time staff members may be granted three (3) days off upon the death of a parent, spouse, child, sibling, mother or father-in-law, grandparents or grandchildren. If necessary, two additional scheduled days may be taken without pay or charged to vacation or personal leave if available
Health Insurance	X	N/A	Upon completion of 90 day orientation period.	Comprehensive Capital BlueCross (Keystone Health Central or PPO Plan Twin 250) group health plan that includes hospitalization, medical, prescription drug, and vision coverage. Staff members pay 15% of the cost for single coverage, and Moravian Hall Square will contribute \$250 per month toward the cost of family coverage. For employees who are covered by a spouse's health plan, these employees may elect to have \$50 paid as cash in lieu of their health benefit or have it invested in a 403(B) tax deferred retirement plan.
Holidays	X	N/A	Upon completion of 90 day orientation period.	Eight paid holidays per year: New Year's Day, Good Friday or a religious holiday of choice, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day, and employee's birthday or another day within 30 days of birthday
Jury Duty	X	X	Upon Employment	Staff member will be paid normal pay for scheduled hours for County jury duty of five (5) days or less. Staff member is paid the difference between the juror fee and normal base pay for jury duty in excess of five days or for any federal jury duty

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Liability Insurance	X	X	Upon employment.	Staff members are covered under the company's liability insurance policy.
Life Insurance and Accidental Death & Dismemberment	X	N/A	After completion of twelve months of employment for non-exempt staff and after six months for exempt supervisory staff.	Full-time non-supervisory staff members receive a basic life insurance benefit of \$10,000. Full-time LPN's and department supervisory staff receive \$25,000 and full-time RN's and department managers receive \$50,000 life benefit.
Long-Term Disability	All full-time exempt staff and non-exempt FT LPN's.	N/A	After completion of six months employment	On 181st day of disability, eligible staff members receive 66 2/3% of base salary up to \$6000 per month offset by Social Security or other governmental programs, if filed for and approved.
Overtime	X	X	Upon employment with authorization.	Overtime paid in accordance with departmental policy (either 8/80 or 40 hour work week).
Retirement Plan	X	X	Completion of one (1) year and minimum of 1000 hours and are 21 years of age.	Moravian Hall Square's contribution to an employee's account in the qualified profit sharing plan is in proportion to their compensation during the Plan Year. The trustee of the Moravian Hall Square Retirement Plan is Oppenheimer Funds, with 14 investment choices currently available to eligible staff members.
Section 125 Spending Account Plan	X	X	Upon employment.	Provides staff members with the opportunity to use pre-tax dollars to pay health, dental, and childcare costs. Deductions are withheld from paychecks before social security and federal income taxes are calculated.
Short-Term Disability Insurance	X	N/A	After completion of twelve months of employment for non-exempt staff and after six months for exempt staff.	On 31st day of disability and up to 26 weeks, eligible staff members receive 60% of their base salary as a taxable benefit. Maximum benefit is \$1,300 per week.

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Illness Leave	X	N/A	Earned upon employment. Can be utilized after completion of 90-day orientation period.	Sick leave is earned at the rate of 3.08 hours per pay period, which equates to 10 days per year. Employees may use 40 hours per year for a sick child under the age of 16 years old.
Social Security	X	X	Upon employment.	Monthly payment for life beginning at age 62 or 65.
Tax-Sheltered Annuity or Mutual Fund	X	X	Upon employment.	Voluntary program to provide staff members an opportunity to save for retirement on a pre-tax basis through payroll deduction. Annuity contract is with Lincoln Life Insurance Company, and mutual fund contract is with Oppenheimer Funds.
Vision Insurance	X	N/A	After completion of 90-day orientation period.	Comprehensive vision plan included with Capital BlueCross Health Insurance Benefit Plan.
Vacation	X	All staff members who are scheduled 32 hours or more per pay.	Earned upon employment. Can be utilized after completion of 90-day orientation period.	Full-time hourly staff members receive 80 hours from 1 through 5 years; 120 hours 6 through 15 years; and 160 hours thereafter. Salaried staff members receive 80 hours their first year; 120 hours 2 through 10 years; and 160 hours thereafter. Part-time staff members receive a prorated amount of earned vacation time based upon hours worked for 32 hours or more per pay.
Workers' Compensation	X	All staff members who are scheduled 32 hours or more per pay.	Upon employment.	Financial assistance, if injured on the job. Staff members must immediately report the injury to their supervisor. Initial medical treatment for first 90 days provided by St. Luke's Hospital Occupational Health.