

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 United Concordia
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 employment	Upon request, Full-time staff members may be granted up to 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 if available
Health Insurance	X	N/A	Upon completion of 90 day orientation period	Comprehensive Capital BlueCross (Keystone Health Plan Central or CBC PPO 500 group health plan that includes hospitalization, medical, prescription drug, and vision coverage. Staff members pay 20% of the cost for single coverage, and up to 40% towards the cost of eligible spouse and dependent coverage
Holidays	X	N/A	Upon employment	Eight paid holidays per year: New Year's Day, Easter 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

SUMMARY OF BENEFITS

BENEFIT	FULL TIME	PART TIME	WHEN ELIGIBLE	EXPLANATION
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 nonexempt 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 nonexempt 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 DOL policy for time worked in excess of 8 hours daily for nursing staff, 80 hours per pay for nursing staff, or in excess of 40 hours per week for all non-nursing employees
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	Beginning of a calendar year	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

SUMMARY OF BENEFITS

BENEFIT	FULL TIME	PART TIME	WHEN ELIGIBLE	EXPLANATION
Illness Leave	X	N/A	Earned upon employment. Can be utilized after completion of 90-day orientation period	Illness leave is earned at the rate of 1.85 hours per pay period, which equates to 6 days per year. Employees may use 24 hours per year for either a sick child under the age of 16 years old, or sick spouse, or preventive health screening
403(B) Retirement Account	X	X	Upon employment	Voluntary program to provide staff members an opportunity to save for retirement on a pre-tax basis through payroll deduction. Investment options are with Lincoln Life Insurance Company, Oppenheimer Fund or Vanguard 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	X	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 a panel of physicians.