

REEDSBURG AREA MEDICAL CENTER, INC.
2000 North Dewey Avenue Reedsburg, WI 53959

SUMMARY OF BENEFITS
At-A-Glance

BENEFIT	PAID BY	ELIGIBILITY	BENEFIT DESCRIPTION
Benefit Hours	RAMC	As accrued Accruable per year based upon completion of years worked	Traditional vacation, holiday and sick time. Holidays Recognized: 60.00 hours per year: New Years, Employee Appreciation Day; Easter; Memorial Day; 4 th of July; Labor Day; Thanksgiving Day; Christmas Start date but less than 6 years – 187.50 hours (.09615) 6 years but less than 15 years – 225.00 hours (.11538) 15 years or more – 262.50 hours (.13461)
Holidays	RAMC	Upon working holiday hours	Time and one-half for holiday hours worked
Bereavement Leave	RAMC	30 calendar days after employment (must be scheduled to receive days)	Two days for: spouse, children, step-children, parents, parents-in-law, step-parents, step-parents-in-law, brothers, sisters, sisters-in-law, brothers-in-law, sons-in-law, daughters-in-law, grandparents, grandparents-in-law, grandchildren One day for: great grandparents; great grandparents-in-law; great grand-children
Shift Differential	RAMC	Immediately	3:00 p.m. to 11:00 p.m. earns wage plus \$1.50 per hour. 11:00 p.m. to 7:00 a.m. earns wage plus \$2.00 per hour.
Weekend Differential	RAMC	Immediately	Any hours worked between 11:00 p.m. Friday and 7:00 a.m. Monday earns additional \$2.00 per hour
Call Pay	RAMC	Immediately	\$3.00 per hour each hour on call (including hours worked). Time and one-half for hours worked when on call.
Rest Break	RAMC	Immediately	One (1) fifteen minute break if working four (4) hours or more
Health Insurance	RAMC-78% (HMO) Employee-22% (HMO) Employee pays per month: HMO Single \$69.70 HMO Family \$180.00 POS Single \$108.38 POS Family \$280.60	First of month following 30 calendar days of employment	Dean Health Insurance (HMO) or Point of Service (POS) – Deductible - \$2000 member / \$4000 family Max out of pocket (medical) \$2000 member / \$4000 family Max out of pocket (drug) \$1500 member / contract year Prescription Drugs \$10 generic; \$25 brand; \$50 non-formulary Subject to Co-pays: Office visits; Urgent Care; ER Services; CAT Scans; MRI/MRA's
Health Reimbursement Arrangement (HRA)	RAMC	First of month following 30 calendar days of employment	Qualifying expenses are health insurance deductibles. Established amounts are allowed for single and family health insurance coverage effective dates, based on quarters in the year.
Dental Insurance Delta Premier	RAMC-50% Employee-50% Employee pays per month: Single \$15.10 Family \$39.95	First of month following 30 calendar days of employment	Delta Dental of Wisconsin – Deductible \$25 individual; \$75 family \$1000 payable per person per year 100% diagnostic & preventative 80% basic restorative services 50% major restorative services; includes bridges & dentures Orthodontia – Coverage co-insurance 50% Individual lifetime max \$1500 for dependents and full-time students eligible to age 19
Life Insurance	RAMC	First of month following 30 calendar days of employment	One times annual salary \$5,000 minimum \$50,000 maximum

Supplemental Life Insurance	Employee	First of month following 30 calendar days of employment	Guaranteed Issue: \$200,000.00 employee – age based premiums (not to exceed 4X annual) \$ 50,000.00 spouse – age based premiums \$ 10,000.00 children - \$1.50 mo.
Short Term / Long Term Disability Insurance	RAMC	First of month following 30 calendar days of employment	Short Term-14 day wait, will receive 60% of salary to maximum of \$500/week to 90 days or 11 weeks, if at least a 20% or more loss in earnings. Long Term-effective on day 91 to receive 66 2/3% of salary to a maximum of \$6000/month to age 67.
Voluntary Benefits	Employee		Various supplemental insurances, ie. whole life, critical illness, long term care, etc. w/ payroll deduction
Flexible Spending Accounts	RAMC	First of month following 30 calendar days of employment	PRE-TAX health & dental insurance premiums (negative enrollment); additional medical expenses, childcare expense and premium conversion under IRS Code Section 125
Pension (401k)	RAMC/Employee	Age 21, at least one year of employment and 1000 hours worked to receive RAMC contribution	Employee contributes a minimum of 3% of gross salary on a pre-tax basis RAMC contributes 5% of gross salary
Roth (401k)	RAMC/Employee	Age 21, at least one year of employment and 1000 hours worked to receive RAMC contribution	Employee contributes a minimum of 3% of gross salary on an after-tax basis RAMC contributes 5% of gross salary
Tax Sheltered Annuity	Employee	Immediately	You may shelter a percentage of your income for retirement
Automatic Payroll Deposit	RAMC	Immediately	Paycheck automatically deposited in institution of your choice, savings or checking account, by 8:00 a.m. Friday bi-weekly on pay day
Payroll Deductions	Employee	Immediately	May be used by employee for sales from companies at the RAMC facility, ie. uniform, jewelry, book fair, gift shop, etc.
Workers Compensation	RAMC	When absent from work after three (3) days due to work related injury/illness	Provides medical care and percentage of income for work related injuries/illnesses.
Unemployment Compensation	RAMC	Immediately	Weekly payments up to maximums under the law if you are out of work through no fault of your own
Employee Assistance Program	RAMC	Immediately	Professional counseling assistance for employees and eligible family members
Library Materials	RAMC	Immediately	Use of library materials
Notary Public	RAMC	Immediately	Free notary service at RAMC
Tuition Reimbursement	RAMC	After one year of service	75% of fees, \$400 maximum for fiscal year
Loan Program (Educational)	RAMC	After one year of service	75% of course/lab fee, \$1500 per semester, aggregate annual total of \$3600
Scholarships	RAMC/Auxiliary	Upon application	Nursing and Non-Nursing Scholarships
Educational Programs (In-house and Out)	RAMC	Upon approval by Dept. Director and Administration	Allows employees to stay updated on regulations, policies, procedures and revisions
Memberships	RAMC	Upon approval by Dept Director and Administration	Allows employees to participate in work-related organizations. Limit \$150.00 per dept manager, \$75.00 per manager/supervisor
Exam Reimbursement (Certification)	RAMC	After one year of service Proof of passing exam	Examination fee and study guides specifically written for exam preparation fully reimbursed
Pre-Employment Health Exam	RAMC	Prior to date of hire	Pre-employment exam and screening, including lab work
Health Services	RAMC	Immediately	Immunizations – Hepatitis B & Tetanus. Annual influenza optional. Health in-services.

Jury Duty	RAMC	Immediately	Regular pay minus jury/other party pay for scheduled work days
Leave of Absence			Up to 90-day leave may be granted. Employee will be assigned to the same or substantially equivalent job. If that is not feasible, the employee will be given preference in filling job vacancies for which they are qualified.
Military Leave		Immediately	Granted a leave
Longevity Program	RAMC	Immediately	Bonus check based on number of years of service
Service Awards	RAMC	Upon completion of 10, 15, 20, 25+ years of service	Service award and recognition ceremony
Employee Discount	RAMC	Immediately	25% discount on inpatient billings and 50% discount on outpatient billings after insurance - for employees and eligible family members for services at RAMC only.
Employee Referrals	RAMC	Immediately	\$500.00 bonus to employee who refers a candidate for employment and the candidate is hired. ... \$250.00 at the end of six months if both the new hire and referring employee are still employed at RAMC. ... \$250.00 at the end of one year if both the new hire and referring employee are still employed at RAMC.
Winter Party	RAMC	Immediately	Winter Party for employees, Board Members and Medical Staff
Fitness Program	Employee	Immediately (after orientation to equipment)	Employee \$20.00/calendar year and spouse \$20.00/month. Exercise equipment available throughout the year per Rehab Area Fitness activities schedule.
Excellence in Health & Fitness	RAMC / Employee	Immediately	Lunch & learn, exercise classes, and various "good health" activities provided throughout the year 10 Exercise Classes = \$50.00 reimbursed thru payroll Personal Training also available
Massage Therapy	Employee	Immediately	Discount available off public's charge
Childbirth Education Classes	RAMC	Immediately	Classes offered to expectant employees families such as childbirth preparation, breast feeding, sibling and parenting
Breast Feeding Support	RAMC	Immediately	Consultation with lactation professional, private breast pumping area and free pump usage during work hours

10/2008

1) Organization Focused – Management of Human Resources (HR) – Personnel Policies – Benefits Summary; 2) General Orientation Packet