



We strive to provide our employees with benefits that are comprehensive and enable them to get healthy and stay healthy.

*The text contained in this Guide was taken from various summary plan descriptions and benefit information. In case of a discrepancy between the Guide and the actual plan documents, the actual plan documents will prevail. All information is confidential, pursuant to the Health Insurance Portability and Accountability Act (HIPAA) of 1996. If you have any questions about your Guide, contact Human Resources.*



A chalkboard with the word "essential" written in colorful chalk. The letters are in various colors: 'e' is pink, 's' is yellow, 's' is yellow, 'e' is green, 'n' is blue, 't' is purple, 'i' is pink, and 'a' is yellow. Below the word is a pink heart drawn with chalk. The chalkboard is framed by a light blue border.

essential



## Heroes Work Here

With “people” as one of our core values, valuing our employees is a top priority for Grace Cottage Family Health & Hospital. We care about you, your family and your overall health and well-being. We are proud to offer a comprehensive and competitive benefits package designed to help our people stay healthy, balance work and life responsibilities, protect their assets and plan for a secure financial future.

Please take some time to review the many choices in this year’s Benefits Summary, designed to support a healthier you!

# Contact Information

Please refer to the list below when contacting one of the benefit vendors. For general information contact Human Resources.



**Health Plans, Inc.: Medical Insurance,  
Flexible Savings Account & HRA**  
888-335-9400  
[www.healthplansinc.com](http://www.healthplansinc.com)



**DH/Optum- RxBenefits:  
Prescription Coverage**  
1-800-334-8134  
[www.optumrx.com](http://www.optumrx.com)



**Northeast Delta Dental: Dental  
Insurance**  
800-537-1715  
[www.nedelta.com](http://www.nedelta.com)



**VSP: Vision Insurance**  
800-877-7195  
[www.vsp.com](http://www.vsp.com)



**Sun Life Financial: Life Insurance &  
Disability Insurance**  
800-247-6875  
[www.sunlife.com/us](http://www.sunlife.com/us)



**Assist America Inc.:  
Employee Travel Assistance  
Program**  
800-872-1414\*  
609-986-1234\*\*  
[medservices@assistamerica.com](mailto:medservices@assistamerica.com)



**Legal Shield: Voluntary Legal  
Protection**  
Cris Nicole - 510-229-7988  
[cristinnicole@legalshieldassociate.com](mailto:cristinnicole@legalshieldassociate.com)  
[www.legalshield.com/info/gracecottage](http://www.legalshield.com/info/gracecottage)



**Nationwide: Voluntary Pet  
Insurance**  
877-738-7874  
[http://www.petinsurance.com/  
gracecottage](http://www.petinsurance.com/gracecottage)



**ADP Retirement Services:  
Retirement Plan**  
800-695-7526  
[www.mykplan.com](http://www.mykplan.com)



**Health Advocate:**  
866-695-8622  
[www.healthadvocate.com](http://www.healthadvocate.com)



**Mediterranean Wellness: Wellness  
Program**  
800-977-6337  
[www.mymedwellness.com/login](http://www.mymedwellness.com/login)



**ComPsych: Employee  
Assistance Program (EAP)**  
800- 460-4374(TDD)  
800-697-0353  
[guidanceresources.com](http://guidanceresources.com)  
(Web ID: EAPessential)

\*United States, US Territories, Canada, and Bermud

\*\*Outside of United States



# Employee Benefits Center & Enrollment



Whether you are enrolling in benefits for the first time, or processing a life event, you can access our self-service online enrollment system by logging onto bswift located at [www.gracecottage.bswift.com](http://www.gracecottage.bswift.com).

Once on the website, you will find the username and password requirements listed right there on the login screen.

This site can be accessed from anywhere and at any time of day for your convenience!

You can also navigate to bswift through the EBC.

Even if you choose to not enroll in any benefit plans, you will need to log on to waive your coverage.

Scan here to access bswift



## Employee Benefit Center (EBC)

This site has been created to provide you with an efficient way to obtain information and answers to your questions regarding your employee benefit plans on a 24/7 basis.

Your benefits are an important part of your total compensation, so we invite you to familiarize yourself with details of these plans and encourage you to seek clarification when necessary. Our goal is to empower you through the EBC tool to meet your specific needs, as well as enhance your understanding of our benefit programs. Specifically, you will have access to the various benefit summaries, SBC's, plan documents, forms, and links to important sites.

We understand that our people (you) are our most valuable resource. Therefore, we are committed to providing you with the richest and most cost-effective benefits programs possible. Should you have any questions regarding your benefits or any other component of your employment with us, we invite you to contact our Human Resources (HR) Department at (802) 365-3605 or (802) 365-3632.

To learn more about the benefits programs Grace Cottage has to offer please visit:

<http://gracecottage.trgportal.com/>

Username: **gracecottage**

Password: **benefits**

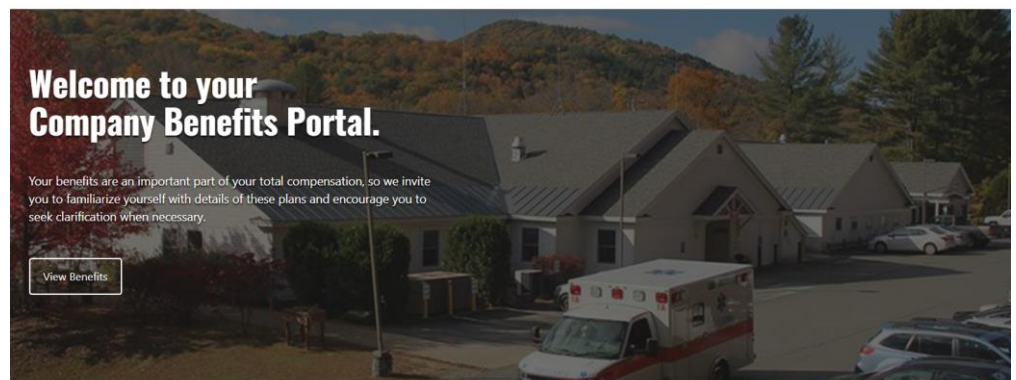


Home Online Enrollment My Benefits 2020 Wellness Discounts Notices Contact Us

English Spanish



Scan here to access the EBC



# Eligibility

Benefit	Eligibility	Waiting Period
Health Insurance	Minimum 20 hours/week	First of the month following one month of employment
Dental Insurance	Minimum 32 hours/week	First of the month following one month of employment
Vision Insurance	Minimum 32 hours/week	First of the month following one month of employment
Group Term Life	Minimum 32 hours/week	First of the month following one month of employment
Long Term Disability	Minimum 32 hours/week	First of the month following one month of employment
EAP	All employees	Date of hire
Voluntary Term Life	Minimum 32 hours/week	First of the month following one month of employment
Voluntary Short Term Disability	Minimum 32 hours/week	First of the month following one month of employment
Accident & Critical Illness	Minimum 17.5+ hours/week	First of the month following one month of employment
Health Reimbursement Account	Minimum 20 hours/week <i>Employee must be enrolled in a medical plan</i>	First of the month following one month of employment
Flexible Spending Accounts	Minimum 20 hours/week	First of the month following one month of employment
401(k) Retirement Plan	Eligible to participate after 3 months of service and attained age of 18	First day of the month following completion of eligibility
Legal/ID Shield/ID Theft Protection	Minimum 32 hours/week	First of the month following one month of employment
Pet Insurance	Minimum 20 hours/week	First of the month following one month of employment

# Medical Coverage

Grace Cottage is pleased to offer their full time employees (30+ hours per week) and part time employees (20-29 hours per week) 3 plan choices through Health Plans, Inc. An employee is eligible to participate on the first day of the month following one month of employment.



	Platinum Plan	Gold Plan	Silver Plan
Deductible & Out-of-Pocket			
Annual Deductible	Single Family	\$6,450 \$12,900	\$6,450 \$12,900
Annual HRA Contribution	Single Family	\$4,000 \$8,000	\$3,000 \$6,000
Annual Out-of-Pocket after HRA	Single Family	\$2,450 \$4,900	\$3,450 \$6,900
Preventive Care			
Routine Physicals & Gynecological Exams		100%	100%
Other Services			
Office Visit – Primary Care		100% after deductible	100% after deductible
Office Visit – Specialist Care		100% after deductible	100% after deductible
Chiropractic Visit (12 visits per calendar year)		100% after deductible	100% after deductible
Diagnostic Lab & X-Ray		100% after deductible	100% after deductible
CT, MRI & PET Scan		100% after deductible	100% after deductible
Outpatient Surgery		100% after deductible	100% after deductible
Inpatient Hospital		100% after deductible	100% after deductible
Behavioral Health Hospital Service		100% after deductible	100% after deductible
Behavioral Health Office Visit		100% after deductible	100% after deductible
Occupational and Physical Therapy (30 visits per calendar year)		100% after deductible	100% after deductible
Speech Therapy		100% after deductible	100% after deductible
Ambulance		100% after deductible	100% after deductible
Emergency Room (copay waived if admitted)		100% after deductible	100% after deductible
Urgent Care		100% after deductible	100% after deductible
Prescription Drug Benefits		RxBenefits	
Prescription Drug Out-of-Pocket Maximum: Single \$1,300 Family \$2,600			
Retail Pharmacy & Mail Order	All prescriptions are covered at 100% once the deductible has been met		
Wellness Drugs	100% deductible waived		

# Doctor On Demand

## See a doctor now, wherever you are.

Access to a licensed professional at your fingertips

### It's fast and easy

- Connect virtually with a physician in minutes<sup>1</sup>
- Video visits held online or through the mobile app
- Pay only your office visit/PCP-level cost share
- Referrals are not required
- Paperless prescriptions are sent directly to your pharmacy<sup>2</sup>

### Medical Urgent Care Visits

Doctors can diagnose, treat and write prescriptions for many conditions, including:

- Coughs/colds/flu
- Sore/strep throat
- Pediatric issues
- Sinus and allergies
- Nausea/diarrhea
- Rashes and skin issues
- Women's health
- Sports injuries

### Behavioral Health Visits<sup>3</sup>

Psychologists support you using talk therapy, while psychiatrists will also look for biological imbalances and can prescribe medicine as part of a treatment plan.<sup>4</sup>

<sup>1</sup> Availability more limited during overnight hours.

<sup>2</sup> Doctor On Demand physicians do not prescribe Schedule I-IV DEA

<sup>3</sup> Doctor On Demand is not meant for crisis or emergency mental health situations. If you are experiencing a crisis or emergency, call 911 or go to your nearest emergency room. Psychology visits are typically available within 48 hours to one week and psychiatry visits are typically available within 2-3 weeks.

<sup>4</sup> Doctor on Demand psychiatrists can prescribe medications when necessary for treatment; however, Doctor On Demand does not prescribe any controlled substances. In these cases, alternatives with less potential for abuse and dependence may be offered.

**dr+** on demand



### How it works

1. Download the app on your mobile device or access [doctorondemand.com/health-plans-inc](https://doctorondemand.com/health-plans-inc)
2. Create your account and enter insurance (choose Health Plans, Inc.) and pre-consult information.
3. Complete a questionnaire of current symptoms and medical history.
4. Pay cost-share via app or website.
5. Consult with a Doctor On Demand board certified provider.
6. Receive email follow up after the visit to share with your PCP, or request that it be sent directly to your PCP.

The details of your consultation will not be forwarded to your PCP without your consent.



or web video visits at  
[doctorondemand.com/health-plans-inc](https://doctorondemand.com/health-plans-inc)



Have questions about Doctor On Demand? Contact Member Support at 800-997-6196 or [support@doctorondemand.com](mailto:support@doctorondemand.com).

For questions about your plan benefits or eligibility, contact HPI Customer Service at the phone number or website on the back of your member ID card.

**hpi**

The copay portion of the telemedicine claim will go to the HRA, just like any other claim.



# 2022 Full-Time Rates (30+ Hours)

## Annual Wages < Than 35K

Semi-Monthly Paycheck Cost	Platinum	Gold	Silver
Employee Only	\$62.12	\$36.53	\$23.13
EE + Spouse	\$99.38	\$58.44	\$36.99
EE + Child(ren)	\$86.96	\$51.15	\$32.38
Family	\$155.29	\$91.33	\$57.81

## Annual Wages 35-70K

Semi-Monthly Paycheck Cost	Platinum	Gold	Silver
Employee Only	\$88.53	\$62.94	\$49.54
EE + Spouse	\$141.64	\$100.70	\$79.25
EE + Child(ren)	\$123.93	\$88.12	\$69.35
Family	\$221.31	\$157.36	\$123.83

## Annual Wages > 70K

Semi-Monthly Paycheck Cost	Platinum	Gold	Silver
Employee Only	\$114.94	\$89.36	\$75.95
EE + Spouse	\$183.90	\$142.96	\$121.51
EE + Child(ren)	\$160.90	\$125.09	\$106.33
Family	\$287.34	\$223.39	\$189.86

# 2022 Part-Time Rates (20-29 Hours)

## Annual Wages < Than 35K

Semi-Monthly Paycheck Cost	Platinum	Gold	Silver
Employee Only	\$93.18	\$54.80	\$34.69
EE + Spouse	\$149.07	86.67	\$55.49
EE + Child(ren)	\$130.43	\$76.72	\$48.57
Family	\$232.93	\$137.00	\$86.71

## Annual Wages 35-70K

Semi-Monthly Paycheck Cost	Platinum	Gold	Silver
Employee Only	\$132.80	\$94.41	\$74.30
EE + Spouse	\$212.46	\$151.05	\$118.88
EE + Child(ren)	\$185.89	\$132.18	\$104.03
Family	\$331.97	\$236.04	\$185.75

## Annual Wages > 70K

Semi-Monthly Paycheck Cost	Platinum	Gold	Silver
Employee Only	\$172.42	\$134.03	\$113.93
EE + Spouse	\$275.85	\$214.44	\$182.27
EE + Child(ren)	\$241.36	\$187.64	\$159.49
Family	\$431.01	\$335.08	\$284.79

# Dental Coverage

Grace Cottage offers dental coverage to all full time employees working a minimum of 32 hours per week. An employee is eligible to participate on the first day of the month following one month of employment.

Outline of Covered Services		Core	Buy-Up
Coverage A Diagnostic/Preventive	<b>Diagnostic:</b> Evaluations: 2 in a 12-month period, Includes: periodic, limited, problem-Focused & comprehensive evaluations. X-rays: complete series or panoramic film once in a 5-year period, Bitewing X-rays once in a 12 month period, X-rays of individual teeth as needed Brush biopsy once in a 12-month period <b>Preventive:</b> Cleanings: 2 in a 12-month period under the Buy-Down and Core options Fluoride treatment: once in a 12-month period to age 19 Space maintainers to age 16 Sealant application to permanent molars, once in a 3-year period per tooth, for children to age 19	100 %	100%
Coverage B Basic	<b>Restorative:</b> Amalgam (silver) fillings, Composite (white) fillings <b>Oral Surgery:</b> Surgical and routine extractions <b>Endodontics:</b> Root canal therapy <b>Periodontics:</b> Periodontal Maintenance (Cleaning) – 2 in a 12-month period under the Buy-Down and Core options <b>Denture Repair:</b> Repair of a removable denture to its original condition	90%	90%
Coverage C Major	<b>Prosthodontics:</b> Removable and fixed partial dentures (bridge); complete dentures, Rebase and reline (dentures) Crowns- Onlays- Implants	50%	50%
Coverage D	<b>Orthodontics:</b> Correction of crooked teeth for children and adults	N/A	50%
	Orthodontic Lifetime Maximum (per person)	N/A	\$1,500
Annual Max For services covered under A, B and C		\$1,500	\$2,000
Services listed may be up to a pre-determined limit based upon the policy language. Please refer to your plan documents for a more detailed description of coverage.			

# Dental Rates & Discount Programs thru Delta

## Dental Rates



Semi-Monthly Paycheck Cost

	Employee Only	EE+ Spouse	EE + Child(ren)	Family
Core	\$0.00	\$23.46	\$26.38	\$48.84
Buy-Up	\$1.53	\$26.44	\$33.66	\$57.11



Delta Dental is proud to offer Health through Oral Wellness- better known as HOW- patient centered oral health program designed to promote good oral and overall health for members. By completing a very simple questionnaire with your provider you can determine if you would qualify for additional FREE benefits under the HOW Program and enhance your current dental program. Speak with your provider today!



### EyeMed & Amplifon Discounts

Northeast Delta Dental cares about your total health and wellness, we are proud to partner with EyeMed Vision Care to include discount programs to help our members enjoy all of life's sights and sounds to the fullest. EyeMed Vision Care offers access to vision care providers nationwide. Hearing Care Program offered through Amplifon – the nation's largest independent hearing care network.



# Vision Coverage

Grace Cottage offers vision coverage to all full time employees working a minimum of 32 hours per week. An employee is eligible to participate on the first day of the month following one month of employment.

BENEFIT	DESCRIPTION	COPAY	FREQUENCY
YOUR COVERAGE WITH A VSP PROVIDER			
WELLVISION EXAM	• Focuses on your eyes and overall wellness	\$20 for exam and glasses	Every calendar year
PRESCRIPTION GLASSES			
FRAME	<ul style="list-style-type: none"> <li>• \$220 featured frame brands allowance</li> <li>• \$200 frame allowance</li> <li>• 20% savings on the amount over your allowance</li> <li>• \$200 Walmart*/Sam's Club* frame allowance</li> <li>• \$110 Costco* frame allowance</li> </ul>	Combined with exam	Every calendar year
LENSES	<ul style="list-style-type: none"> <li>• Single vision, lined bifocal, and lined trifocal lenses</li> <li>• Impact-resistant lenses for dependent children</li> </ul>	Combined with exam	Every calendar year
LENS ENHANCEMENTS	<ul style="list-style-type: none"> <li>• Progressive lenses</li> <li>• Anti-glare coating</li> <li>• Tints/Light-reactive lenses</li> <li>• Scratch-resistant coating</li> <li>• Average savings of 40% on other lens enhancements</li> </ul>	\$0 \$0 \$0 \$0	Every calendar year
CONTACTS (INSTEAD OF GLASSES)	<ul style="list-style-type: none"> <li>• \$200 allowance for contacts; copay does not apply</li> <li>• Contact lens exam (fitting and evaluation)</li> </ul>	Up to \$60	Every calendar year
PRIMARY EYECARE <sup>SM</sup>	<ul style="list-style-type: none"> <li>• Retinal screening for members with diabetes</li> <li>• Additional exams and services for members with diabetes, glaucoma, or age-related macular degeneration.</li> <li>• Treatment and diagnoses of eye conditions, including pink eye, vision loss, and cataracts available for all members.</li> <li>• Limitations and coordination with your medical coverage may apply. Ask your VSP doctor for details.</li> </ul>	\$0 \$20 per exam	As needed
EXTRA SAVINGS	<b>Glasses and Sunglasses</b> <ul style="list-style-type: none"> <li>• Extra \$20 to spend on featured frame brands. Go to <a href="http://vsp.com/offers">vsp.com/offers</a> for details.</li> <li>• 30% savings on additional glasses and sunglasses, including lens enhancements, from the same VSP provider on the same day as your WellVision Exam. Or get 20% from any VSP provider within 12 months of your last WellVision Exam.</li> </ul>		
	<b>Routine Retinal Screening</b> <ul style="list-style-type: none"> <li>• No more than a \$39 copay on routine retinal screening as an enhancement to a WellVision Exam</li> </ul>		
	<b>Laser Vision Correction</b> <ul style="list-style-type: none"> <li>• Average 15% off the regular price or 5% off the promotional price; discounts only available from contracted facilities</li> <li>• After surgery, use your frame allowance (if eligible) for sunglasses from any VSP doctor</li> </ul>		

## Vision Rates

Semi-Monthly Paycheck Cost



Employee Only	Employee + Spouse	EE + Child(ren)	Family
\$1.94	\$3.11	\$3.18	\$5.12

# Flexible Spending Accounts

Flexible Spending Accounts can help you pay health care and dependent care expenses on a pre-tax basis. By anticipating your family's health care and dependent care expenses for the next year and setting aside money, you can actually lower your taxable income.

## Healthcare Reimbursement (FSA)

**Annual Max & Utilization:** The annual maximum amount you may contribute to an FSA is updated annually per IRS guidelines. As of the date of this publication, the maximum contribution amount to an FSA is \$2,850.00. This program allows employees to use pre-tax dollars for certain IRS-approved expenses. Any unused FSA dollars up to a \$570 maximum may be rolled over into the following plan year to use for eligible expenses only. Over-the-counter medications are not reimbursable through the FSA unless you have a prescription from your physician.

### Some examples include:

- Hearing services, including hearing aids and batteries
- Vision services, including contact lenses, contact lens solution and eyeglasses
- Dental services and orthodontia
- Medical and Rx deductibles; Co-payments and Co-insurance



## Dependent Care FSA

The dependent care flex account allows you to reimburse yourself with pre-tax dollars for daycare expenses for your children under age 13 and other qualified dependents. You can contribute up to \$5,000\* per year; \$2,500\* if you and your spouse file your taxes separately.

### Eligible Day Care Expenses:

- Childcare/Adult Care by a licensed childcare facility for children under age 13 who qualify as dependents on your federal income tax return
- Childcare/Adult Care for children or adult of any age who are physically or mentally unable to care for themselves and who qualify as dependents

### Ineligible Day Care Expenses

- Child support payments
- Food, clothing and entertainment
- Educational supplies and activity fees
- Cleaning and cooking services not provided by the day care provider
- Overnight camp



# Health Advocate

Health**Advocate**

## Help is Only a Phone Call Away

**We are here to help you:**

**During your first call, you will be assigned a Personal Health Advocate who will begin helping you right away.**

Personal Health Advocates are typically registered nurses, supported by medical directors and benefits and claims specialists. They'll help cut through the red tape and assist with complex conditions, find specialists, address eldercare issues, clarify insurance coverage, work on claim denials, help negotiate fees for non-covered services **and get to the heart of your issue.**

### How We Can Help

**Don't know where to turn?**

**We point the way.**

- **Find the right doctors**, dentists, specialists and other providers
- **Schedule appointments**; arrange for special treatments and tests
- **Answer questions** about test results, treatments and medications

**Confused by health insurance?**

**We cut through the red tape.**

- **Clarify benefits**; uncover billing errors
- **Get to the bottom of coverage denials**
- **Get appropriate approvals** for covered services

**Want to save on healthcare costs?**

**We help find solutions.**

- **Find options** for non-covered services
- **Negotiate payment arrangements** with providers
- **Provide information** about generic drug options

**Need eldercare services?**

**We're there for you.**

- **Find in-home care**, adult day ca, assisted living and long-term care
- **Clarify Medicare**, Medicare Supplement plans and Medicaid
- **Research transportation** to appointments

**Get Started Today!**

**24/7 Support: 866.695.8622**

\*You must be enrolled in one of the offered medical plan's in order to qualify for this benefit.

# Legal Shield

## HAVE YOU EVER?

- ☐ Needed your will prepared or updated
- ☐ Been overcharged for a repair or paid an unfair bill
- ☐ Had trouble with a warranty or defective product
- ☐ Signed a contract
- ☐ Received a moving traffic violation
- ☐ Had concerns regarding child support
- ☐ Been pursued by a collection agency
- ☐ Worried about being a victim of Identity Theft
- ☐ Been concerned about your child's identity
- ☐ Lost your wallet
- ☐ Worried about entering personal information online
- ☐ Feared security of your medical information

### The Legal Shield Membership Includes:

- **Dedicated Law Firm**
- **Legal Advice/Consultation** on unlimited personal issues
- **Letters/Calls** made on your behalf
- **Contracts/Documents Reviewed** up to 15 pages
- **Residential Loan Document Assistance**
- **Lawyers prepare your Will/Living Will/Health Care Power of Attorney/Financial Power of Attorney**
- **Speeding Ticket Assistance**
- **IRS Audit Assistance**
- **Trial Defense** (if named defendant/respondent in a covered civil action suit)
- **Uncontested Divorce, Separation, Adoption and/or Name Change Representation** (available 90 days after enrollment)
- **25% Preferred Member Discount** (bankruptcy, criminal charges, DUI, personal injury, etc.)
- **24/7 Emergency Access** for covered situations

### The IDShield Membership Includes:

- **Social Media Monitoring**  
Allows you to monitor multiple social media accounts and content feeds for privacy and reputational risks
- **Privacy and Security Monitoring**  
Internet monitoring of your name, date of birth, SSN, email address, phone numbers and more. Monthly credit score tracking. With the family plan, Minor Identity Protection is included and provides monitoring for up to 8 children under the age of 18 for no additional cost
- **Consultation**  
Your identity protection plan includes 24/7/365 live support for covered emergencies, unlimited counseling, identity alerts, data breach notifications and lost wallet protection
- **Full Identity Restoration**  
Complete identity recovery services by Kroll Licensed Private Investigators to its pre-theft status
- **\$5 Million Service Guarantee**  
We'll do whatever it takes for as long as it takes to help recover and restore your identity

Payment Method Payment Frequency (Monthly)	VT Legal+ Individual IDShield	VT Legal + Family IDShield
LegalShield	\$16.95	\$18.95
IDShield	\$8.95	\$18.95
Combined	\$25.90	\$33.90

Call: 510-229-7988 or visit [www.legalshield.com/info/gracecottage](http://www.legalshield.com/info/gracecottage)



# Voluntary Pet Insurance

## Plan Summary

Nationwide pet insurance helps you cover veterinary expenses so you can provide your pets with the best care possible without worrying about the cost. Simply pay for coverage through a convenient after-tax payroll deduction

## Coverage Highlights

You have a choice of reimbursement options so you can find coverage that fits your budget. All plans have a \$250 annual deductible and \$7,500 maximum annual benefit. Coverage includes:

- Accidents
- Illnesses
- Hereditary and congenital conditions
- Cancer
- Dental diseases
- Behavioral treatments
- Rx therapeutic diets and supplements
- And more

## Included with Every Policy

**vet**helpline®

- 24/7 access to veterinary experts (\$110 value)
- Available via phone, chat, and email
- Unlimited help for everything from general pet questions to identifying urgent care needs

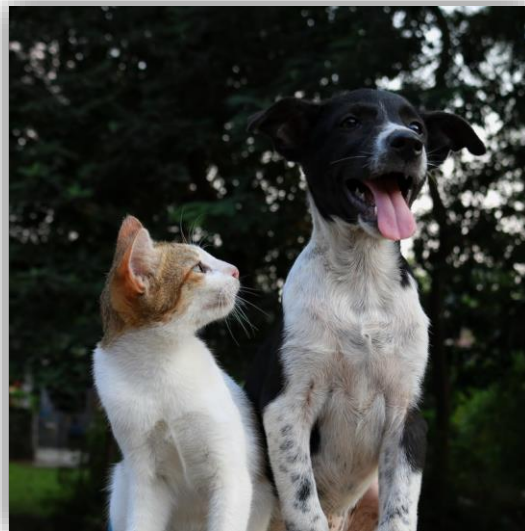
**PetRx**Express<sup>SM</sup>

- Save time and money by filling pet prescriptions at participating in-store retail pharmacies across the U.S.
- Rx claims submitted directly to Nationwide
- More than 4,700 pharmacy locations

**We ♥ pets.**

Our pets are family—  
just like yours.

**GCFHH** proudly offers  
Voluntary Pet Insurance so  
that your pet can get the best  
care possible.



For more information, please visit <http://www.petinsurance.com/gracecottage>

# Education Assistance Benefits

## Tuition Reimbursement

Grace Cottage Family Health & Hospital encourages employees with financial support intended to enhance employees' professional development, their skills and knowledge related to hospital administration and clinical education. Grace Cottage will reimburse per GCFHH policy. Employees with one year continuous full time service (32+ regularly schedule hours/week) are eligible.



## Student Loan Assistance



The Grace Cottage tuition assistance program is designed to help employees pay back student loan debt and improve their financial well-being

Utilizing Grace Cottage Family Health & Hospital's relationship with The Richards Group, consultation services provided through GradFin are provided free of charge. GradFin is a new benefit program that is revolutionizing the way employees can reduce their student loan debt or obtain funding to go back to school.



**To schedule a one-on-one consultation visit:**

<https://gradfin.com/platform/trg/>

*For additional information, please visit the "Tuition Assistance" tab on the EBC.*

## Licensed Loan Reimbursement Program

This program has been established to help assist employees in positions where a license is required. (An educational need is required to obtain that license). These positions include: PT, OT, RN, LPN, Radiological Technologist, Medical Lab Tech and Pharmacist. Reimbursement is only for the debt incurred to obtain the licensure needed for current position.

The Licensed Loan Reimbursement Program will award up to \$5,000 per year towards a licensed employee's educational loan payments up to a maximum of ten (10) years or until 100% of the educational loan is paid off, whichever comes first.

## Advanced Practice Provider Loan Repayment

The Grace Cottage Hospital Loan Repayment Program has been established to help attract and retain advanced practice providers.

The Loan Repayment Program will award up to \$10,000 per year towards a full-time advanced practice employee's educational loan payments up to a maximum of ten (10) years or until 100% of the educational loan is paid off, whichever comes first.

See details of each plan for eligibility and other requirements

# HRA, Retirement Plan & Medicare

## Health Reimbursement Arrangement (HRA)



- To offset your deductible, Grace Cottage funds an HRA account, through Health Plans, Inc. each year beginning on January 1 for each employee who is enrolled in the health plan.
- Funds can only be used for services that are eligible to be covered by Health Plans, Inc. under the medical plan.
- You may be required to substantiate your claims. You will be asked to provide receipts to prove that the charges you have put on your card are eligible for reimbursement. Claims can also be reimbursed by paper claim form if you are unable to use your card at a provider.
- Funding amounts will vary based on the medical plan you choose.

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## Retirement Savings Plan



- Eligible to participate after 3 months of service and attained age of 18
- Effective first day of the month following the completion of eligibility.
- Elective deferrals of 1% - 90% of eligible earnings on a pre-tax or ROTH after-tax basis up to the federal cash value each year.
- Grace Cottage will make a matching contribution equal to 50% of elective deferrals up to 6% of your salary.
- Matching contributions vested 100% after three years of service. 0% vested with less than three years of service.

Go to: [www.mykplan.com](http://www.mykplan.com) or call 800-695-7526

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## Medicare Navigation

Medicare is very complex and it is important that you have an advocate who can provide you the proper Medicare education and guidance. There are different paths you can choose in Medicare plans and it can be very time consuming and difficult to filter through these options yourself. It is important that you find the appropriate plan in your area that best fits your medical needs and is within your financial budget. Here are some resources that will simplify the Medicare approach by providing you the needed education, plan evaluation and enrollment assistance:

Vanessa Henry  
SmartMatch Insurance  
1-833-502-2747  
[Vanessa.Henry@smartmatch.com](mailto:Vanessa.Henry@smartmatch.com)  
[www.smartmatch.com](http://www.smartmatch.com)

Ken Woods  
Dublin Health & Benefit Group  
603-563-8820 x 101  
[Ken@dublinhealth.net](mailto:Ken@dublinhealth.net)  
[www.dublinhealth.net](http://www.dublinhealth.net)

# Life Insurance Coverage

## Group Life & Accidental Death & Dismemberment (AD&D)

- Grace Cottage pays for each full-time employee working more than 32 hours per week to have \$25,000 Life & AD&D insurance.
- Grace Cottage also pays for \$5,000 of coverage on the spouse of an employee and \$3,000 on dependent children of the employee (from birth to age 19, or age 26 if a full-time student).
- The coverage becomes effective on the first of the month following 30 days of employment.
- At age 70 coverage decreases to 50% of the amount of coverage you had prior to age 70.
- Coverage ceases at retirement or when you leave employment at Grace Cottage.
- Coverage can be converted within 31 days of leaving employment from Grace Cottage.



## Voluntary Life Insurance

- Voluntary coverage is available to all full-time employees on the first of the month following 1 month of hire.
- Coverage is employee paid through payroll deduction.
- Coverage is available on each employee, their spouse and dependent children. An employee must enroll in coverage for themselves to cover their spouse and/or children.
- **Employees may purchase up to \$100,000 on themselves, \$25,000 on their spouse, and \$10,000 on their dependent child(ren) with no medical questions asked when initially eligible. Coverage may be purchased above these amounts but will require Evidence of Insurability.**
- Coverage may be purchased after the initial eligibility period but will require Evidence of Insurability and approval from Sun Life Financial.
- *For rates & details regarding covered treatment, please visit the EBC or the bswift online enrollment system*



# Disability Insurance

## Voluntary Short Term Disability (For Hourly Employees)

- Grace Cottage offers hourly, full-time employees working more than 32 hours per week, the option to purchase coverage on the first of the month following 1 month of employment.
- Coverage is paid through payroll deductions.
- Rates are based upon your income and your current age. Coverage will increase along with any merit increases you receive, and rates will also increase proportionate to merit increases and as you age.
- Benefits begin to pay on the 1st day of the disability if it was the result of an accident or on the 8th day of the disability if it was the result of an illness .
- Benefits are 60% of your pre-disability income, up to \$1,000 per week.
- Benefits are paid, as long as you remain disabled, for up to 26 weeks.
- Employees may purchase coverage with no medical questions asked when initially eligible.
- No pre-existing conditions upon initial eligibility/enrollment



## Short Term Disability (For Salaried Employees)

- Grace Cottage pays for each salaried employee to have Short Term Disability coverage.
- Benefits begin to pay on the 1<sup>st</sup> day of the disability if it was the result of an accident or on the 8<sup>th</sup> day of the disability if it was the result of an illness.
- Benefits are 66.7% of your pre-disability income, up to \$1,900 per week.
- Benefits are paid, as long as you remain disabled, for up to 26 weeks.
- No pre-existing conditions upon initial eligibility/enrollment



## Long Term Disability (For Salaried Employees )

- Grace Cottage pays for each salaried employee to have Long Term Disability coverage.
- You must be disabled, and have a loss of income, for 180 calendar days before benefits begin to pay out.
- Benefits are 60% of your pre-disability income, up to \$7,500 per month.
- Benefits are paid, as long as you remain disabled, until age 65 or as defined in the policy certificate.



*For rates & details regarding covered treatment, please visit the EBC or the bswift online enrollment system.*

# Accident & Critical Illness

## Accident Insurance

Employees may purchase voluntary insurance for accidents, through Sun Life Financial. Accident Insurance provides a range of fixed, lump-sum benefits to help offset the costs associated with a covered accident. These benefits are paid directly to you and may be used for any purpose, such as deductibles, prescriptions, transportation, child care, etc. The amount you receive varies by type of accident incurred. Accident coverage helps offset deductible and out-of-pocket medical costs. Coverage may be continued if your insurance ends because you are no longer in an eligible class, your class is no longer included for insurance, or your employment terminates and your insurance is not being continued by your employer under any conditions



Monthly Premium			
Employee Only	Employee & Spouse	Employee & Children	Employee & Family
\$8.45	\$12.82	\$15.43	\$19.80

## Critical Illness Insurance



Eligible employees can elect Voluntary Critical Illness Insurance. Critical Illness Insurance pays a lump sum benefit up to \$20,000 if you are diagnosed with a covered illness including heart attack, stroke, or major organ transplant.

### **Benefit amounts:**

- Employees can choose the benefit amounts that best meet your needs. Benefit amounts are either \$10,000 or \$20,000.
- For your Spouse: Benefit amounts are either \$5,000 or \$10,000.
- For your Dependent Children (from birth to age 26): Benefit amount is \$2,500 to \$5,000 in \$2,500 increments. Coverage cannot exceed 50% of the employee election.
- Health questions are not required for amounts up to the guaranteed issue limit of \$20,000 for the employee and \$5,000 for the spouse. Dependent children are covered for 50% of the employee coverage amount without Evidence of Insurability.

# Earned Time

Earned Time is time off from work that can be accumulated and used for vacations, holidays, sickness or other personal reasons. Accrual will begin for those employees consistently working an average of at least 18 hours per week. Per Diem employees are not eligible for Earned Time.

Earned Time is accrued by non-exempt employees based on the hours actually worked. For Exempt employees, Earned Time is accrued based on their bi-weekly standard hours, up to a maximum of 80 hours per pay period. Accrual begins with the date of hire or when eligibility commences based on a status change. New hires or employees who are newly eligible for Earned Time must complete a waiting period of ninety (90) calendar days of employment before using Earned Time. During this 90-day waiting period, employees may use Earned Time for paid time off on GC recognized holidays. Employees may not borrow Earned Time or have a negative Earned Time balance. An employee who is terminated by Grace Cottage after completing the 90 day waiting period and then is re-hired within 12-months will not have to go through a new 90-day waiting period.

There is no maximum Earned Time accrual limit for either non-exempt or exempt employees. All accrued but unused Earned Time carries over from year to year.

Upon termination of employment, the maximum hours of Earned Time that will be paid out is 150% of an employee's Total Annualized Earned Time eligibility (e.g., an employee in Category A may receive a maximum payout of 312 Hrs. of Earned Time at separation). At separation, any accrued but unused Earned Time in excess of 150% of your current Total Annualized Earned Time eligibility is forfeited. Employees who voluntarily resign will be paid out Earned Time consistent with this policy only if they have completed their 90-day waiting period, have provided appropriate notice, and have worked through the conclusion of the notice period, if requested by Grace Cottage.

Earned Time is paid at the base normal hourly wage rate and does not include differentials. Earned Time is not considered time worked for calculation of overtime.

Twice a year (November and May) employees may choose to take Earned Time pay as a cash payment. Employees may request cash payments for Earned Time hours that have been accrued over one week of normally scheduled hours. Cash payments will be issued with the second paycheck of the month. These are the only two (2) times during the year when Earned Time cash payments can be requested.

An employee may not transfer Earned Time hours to another employee.

Earned Time does not accrue while an employee is using Earned Time or otherwise receiving paid leave or paid disability. Earned Time does not accrue during an unpaid leave of absence. Earned Time can be used to pay for benefits while on leave.

This policy is intended to provide paid time off in accordance with Vermont's earned sick leave law. To the extent this policy provides for a benefit more generous than that of applicable law, this policy will apply.

Earned Time Accrual Method	A	B	C
	All others 1-4 Years	All Others 5-9 Years	Dept Heads All Others 10+ Years
Accrual Rate	0.1	0.11923	0.13846
Max Accrual per PPD	8	9.54	11.08
Hours per year based on 40/week	208	248	288

# Employee Assistance Program

## **No matter what's going on in your life, ComPsych Guidance Resources is here to help.**

Personal problems, planning for life events or simply managing daily life can affect your work, health and family. Guidance Resources is a no-cost, company-sponsored benefit available to you and your dependents that offers confidential support, resources and information to get through life's tough challenges.

### **Confidential Counseling on Personal Issues.**

Your Employee Assistance Program (EAP) is a confidential counseling service to help address the personal issues you face. This service, staffed by experienced clinicians, is available by calling a toll-free phone line 24 hours a day, seven days a week. You'll receive up to three telephonic counseling sessions per issue, at no charge. Call with personal concerns including:

- Relationships
- Problems with your children
- Substance abuse
- Stress, anxiety or depression
- Job pressure
- Marital conflicts
- Grief and loss
- Empty-nesting

### **Information, Referrals and Resources for Work-Life Needs.**

Whether you are a new parent, caregiver for an elder, sending a child off to college, buying a car or doing home repairs, you're bound to have questions or need resource referrals. Our work-life specialists will help you sort out the issues and provide you with information based on your specific criteria. You'll receive a personalized reference package containing helpful resources and literature, covering areas such as:

- Finding child or elder care
- Planning for college
- Relocating to a new city
- Planning a party
- Shopping for the right gift
- Finding pet care
- Purchasing a car
- Home repair
- Adopting a child
- Planning a vacation

### **Legal Information, Resources and Consultation.**

When a legal issue arises, our attorneys are available to provide confidential support with practical, understandable information and assistance. If you require representation, we can refer you to a qualified attorney in your area for a free initial consult at no cost and a 25% reduction in customary legal fees thereafter. Call any time with legal issues, including:

- Divorce and family law
- Debt obligations
- Landlord and tenant issues
- Real estate transactions
- Bankruptcy
- Criminal actions
- Civil lawsuit
- Contracts

### **Financial Information, Resources and Tools.**

Financial issues can arise at any time, from dealing with debt to saving for college. Our financial professionals are here to discuss your concerns and provide you with the tools and information you need to address your finances, including:

- Getting out of debt
- Retirement planning
- Credit card or loan problems
- Saving for college
- Tax questions
- Estate planning

### **Online Information, Tools and Services.**

Guidance Resources Online is your one stop for expert information to assist you with the issues that matter to you. Each time you return, you will receive personalized, relevant, information based on your individual life needs. You can:

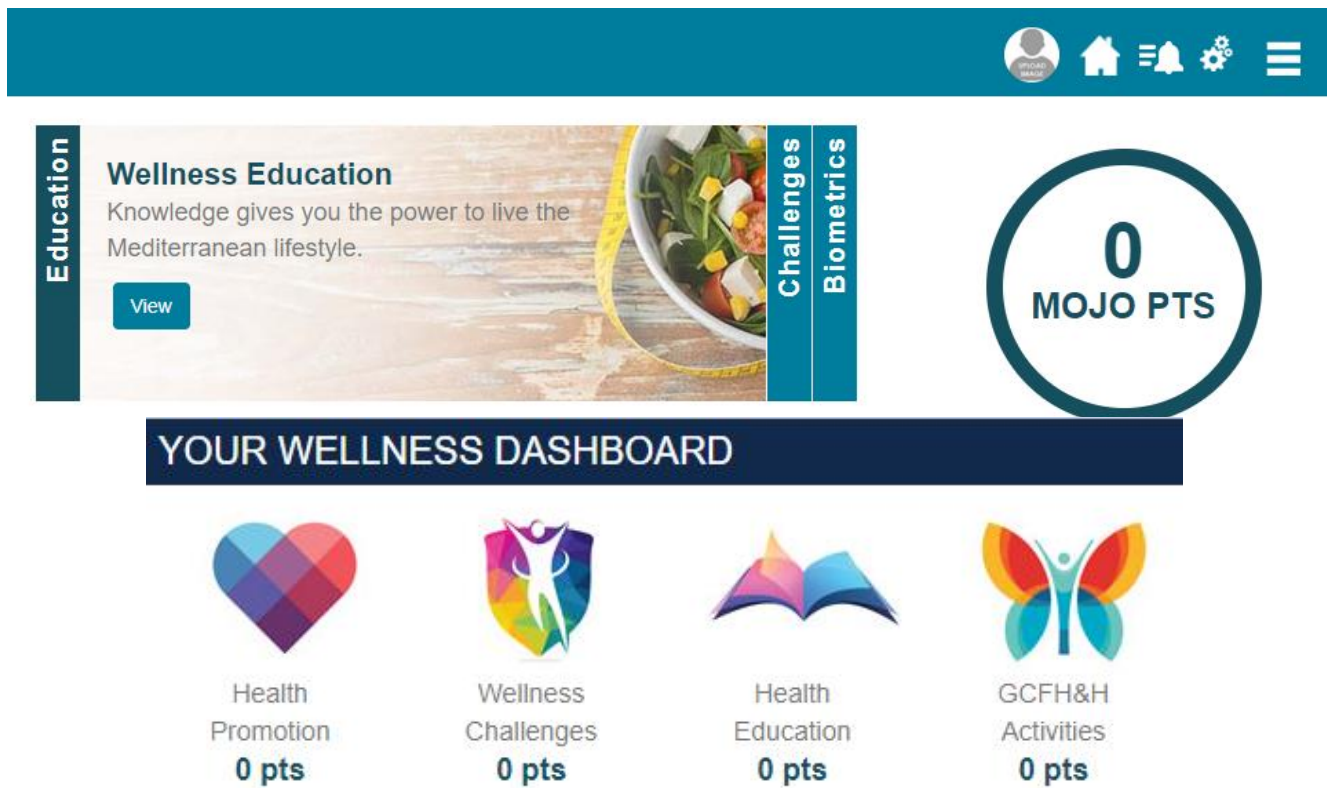
- Take an online Health Risk Assessment
- Subscribe to timely e-newsletters on topics of interest
- Review in-depth HelpSheets on a variety of topics
- Get answers to specific questions
- Search for services and referrals
- Use helpful planning tools

Call: **800.460.4374** TDD: 800.697.0353

Online: **guidanceresources.com** Your company Web ID: **EAPEssential**



# Wellness and Employee Discounts



Grace Cottage Hospital cares about your total wellbeing. Join us for a variety of online and in-person opportunities to address your personal goals. We offer rewards for participating in your choice of health education programs, volunteering, challenges, and preventive care. Login to our custom, secure portal and get rewarded for taking care of yourself. (This benefit is taxable.)

Earn up to \$100 per quarter.

Login at: [www.mymedwellness.com/login.php](http://www.mymedwellness.com/login.php)

Grace Cottage is pleased to provide staff with Employee Discounts that cover a wide range of products and services.



**Messenger Valley Pharmacy:**  
25% off over-the-counter items



**Patriot Insurance Company:**  
Home and Auto  
Lawrence and Wheeler (802) 875-2544



**Land's End:**  
Logo wear  
Contact Human Resources



**PC Connection:**  
Computers & Electronics  
[www.pcconnection.com/gracecottage](http://www.pcconnection.com/gracecottage)



**GC Dietary Department:**  
Food Purchases at Cost  
Order by case only. See Denise Choleva

**GC Purchasing Department:**  
Various Items at Cost  
Order by case only. Contact Purchasing Dept.

# Additional Information & Notices

## **COBRA Information:**

COBRA continuation coverage is a temporary extension of coverage under the group health plan. The right to COBRA continuation coverage was created by a federal law, the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA). COBRA continuation coverage can become available to you when you would otherwise lose your group health coverage. It can also become available to other members of your family who are covered under the Plan when they would otherwise lose their group health coverage. For additional information about your rights and obligations under the Plan and under federal law, you should review the Plan's Summary Plan Description or contact the Benefits Coordinator in Human Resources.

## **Health Insurance Marketplace:**

You may have other options available to you when you lose group health coverage. You may be eligible to buy an individual plan through the Health Insurance Marketplace ([www.healthcare.gov](http://www.healthcare.gov)). By enrolling in coverage through the Marketplace, you may qualify for lower costs on your monthly premiums and lower out-of-pocket costs. Additionally, you may qualify for a 30-day special enrollment period for another group health plan for which you are eligible (such as a spouse's plan), even if that plan generally doesn't accept late enrollees.

## **HIPAA Information:**

### **Special Enrollment Right Mandated by the Health Insurance Portability and Accountability Act of 1996**

Group health plans and health insurance insurers are required to provide special enrollment periods during which individuals who previously declined coverage for themselves and their dependents may be allowed to enroll without having to wait for the plan's next open enrollment period. A special enrollment period can occur if a person with other health coverage loses that coverage or if a person becomes a new dependent through marriage, birth, adoption or placement for adoption. If you refuse enrollment for yourself or your dependents for medical coverage, you may later enroll within 30 days of a change in family status or loss of health coverage.

Individuals may not be denied eligibility or continued eligibility to enroll for benefits under the terms of the plan based on specified health factors. In addition, an individual may not be charged more for coverage than similarly situated individuals based on these specific health factors.

Effective April 1, 2009, the Children's Health Insurance Reauthorization Act of 2009 (CHIPRA) created a new 60-day special enrollment period for eligible employees and dependents to immediately enroll in the plan if they become ineligible for Medicaid or any state's Children's Health Insurance Program (CHIP) and lose coverage or become eligible for that state's premium assistance program. The employee must request coverage within 60 days after the termination of coverage or the determination of subsidy eligibility.

## **Women's Health and Cancer Rights Act of 1998 (WHCRA):**

WHCRA requires a group health plan to notify you, as a participant or a beneficiary, of your potential rights related to coverage in connection with a mastectomy. Your plan may provide medical and surgical benefits in connection with a mastectomy and reconstructive surgery. If it does, coverage will be provided in a manner determined in consultation with your attending physician and the patient for a) all stages of reconstruction on the breast on which the mastectomy was performed; b) surgery and reconstruction of the other breast to produce a symmetrical appearance; c) prostheses; and d) treatment of physical complications of the mastectomy, including lymphedema. The coverage, if available under your group health plan, is subject to the same deductible and coinsurance applicable to other medical and surgical benefits provided under the plan. For specific information, please refer to your summary plan description or benefits booklet, or contact Human Resources.

## **THIS IS ONLY A SUMMARY, NOT A CERTIFICATE OF INSURANCE**

The information contained in this Employee Benefits Summary is presented for illustrative purposes only and is based on information provided by the employer and in certificates of insurance supplied by the insurance carrier. The Richards Group, your company's insurance broker, has prepared this Summary to assist employees in understanding their company's benefits plan. While every effort has been made to describe these benefits accurately, discrepancies or errors are possible. You should also read the actual plan documents in their entirety. If there is a discrepancy between the Employee Benefits Summary and the actual plan documents, the plan documents will prevail. If you have any questions about the Employee Benefits Summary, please contact Human Resources.



