



Benefit Summary

for

Support Staff

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Southern New Hampshire  
Community Group Practices

2011

Throughout this summary you will see the following benefit classifications referenced:

**Regular Full-time or (FT) employees:** Employees hired to work thirty-six to forty (36-40) or more hours per week.

**Regular Half-time or (PT) employees:** Employees hired to work from twenty (20) to thirty-five (35) hours per week.

**Regular Part-time or (NB) employees:** Employees hired to work less than twenty (20) hours per week.

**Temporary or (TE) employees:** Employees who are employed to work for a specified period of time.

This description of employee benefits reflects a summary of the essential provisions of the plans currently in effect. The full terms and conditions of the benefits are described in the actual Summary Plan Descriptions, plan documents or the insurance contracts. In the event of any inconsistency between the documents, the actual plan documents control. Dartmouth Hitchcock periodically reviews its employee benefit plans in light of legislative requirements, competitive practices and financial considerations and reserves the right to make modifications, additions, or deletions to the plans as necessary at its discretion.

If you should have any specific questions regarding your benefits, please contact the Human Resources Department.

## HEALTH INSURANCE

Three options are offered; a \$500 deductible HMO option, a \$250 deductible PPO plan and a \$1,200 High Deductible PPO plan. For employees scheduled to work 20 hours or more per week premiums for the plan are shared between the employee and Dartmouth Hitchcock.

The **\$500 Deductible HMO Plan** is an HMO, which would require you to coordinate your care through a primary care physician. Office visits and prescription medications require a co pay each time you go to the doctor or fill a prescription. There is no limit on the number of office co pays you can be charged in one year, there is a cap on prescription co-pays. Other outpatient services, such as lab tests, x-rays, ultrasounds, CT scans, and MRI's, as well as all inpatient services are subject to a \$500 individual/\$1,000 family deductible and a 20% coinsurance. The medical out-of-pocket maximum is \$800 per individual and \$1,600 per family.

The **\$250 Deductible Plan** would require that you pay the deductible, then share in the cost of covered services until the out-of-pocket maximum is met. The out-of-pocket maximum would limit your total financial exposure, even though there are initial costs (e.g. deductible and coinsurance) that you would pay. The \$250 deductible PPO plan will have the same pharmacy copayments as the \$500 deductible HMO plan.

The **\$1,200 High Deductible Plan** would require that you pay the deductible, then share in the cost of covered services until the applicable out-of-pocket maximum is met. This plan is the only one that can be paired with the Health Savings Account which offers pre-tax savings for qualified medical expenses, is interest bearing, can be rolled from year to year and is portable if you leave the organization. The premium costs for this plan are significantly lower than the other two plans.

**PLAN COST SUMMARY (Bi-weekly)**

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| <b>EE Status</b>                                      | <b>\$250<br/>Deductible<br/>PPO</b> | <b>\$500<br/>Deductible<br/>HMO</b> | <b>\$1200<br/>Deductible<br/>PPO</b> |
|-------------------------------------------------------|-------------------------------------|-------------------------------------|--------------------------------------|
| <b>HALF-TIME (20-35 Hrs)</b>                          |                                     |                                     |                                      |
| Employee                                              | \$98                                | \$103                               | \$75                                 |
| Employee & child(ren)                                 | \$147                               | \$154                               | \$114                                |
| Employee & spouse/civil<br>union partner              | \$205                               | \$215                               | \$159                                |
| Family                                                | \$262                               | \$276                               | \$208                                |
| <b>FULL TIME (36-40 Hrs)</b>                          |                                     |                                     |                                      |
| <b>Base Salary up to \$39,999</b>                     |                                     |                                     |                                      |
| Employee                                              | \$65                                | \$51                                | \$19                                 |
| Employee & child(ren)                                 | \$98                                | \$77                                | \$28                                 |
| Employee & spouse/civil<br>union partner              | \$137                               | \$107                               | \$39                                 |
| Family                                                | \$175                               | \$137                               | \$51                                 |
| <b>Base salary of \$40,000 and<br/>up to \$79,999</b> |                                     |                                     |                                      |
| Employee                                              | \$87                                | \$68                                | \$25                                 |
| Employee & child(ren)                                 | \$131                               | \$102                               | \$38                                 |
| Employee & spouse/civil<br>union partner              | \$183                               | \$143                               | \$52                                 |
| Family                                                | \$233                               | \$183                               | \$69                                 |
| <b>Base salary at or above<br/>\$80,000</b>           |                                     |                                     |                                      |
| Employee                                              | \$109                               | \$85                                | \$31                                 |
| Employee & child(ren)                                 | \$163                               | \$128                               | \$47                                 |
| Employee & spouse/civil<br>union partner              | \$229                               | \$179                               | \$65                                 |
| Family                                                | \$292                               | \$229                               | \$86                                 |

Costs listed are per bi-weekly pay cycle. Costs are taken pre-tax (see Section 125 information). Base salary does not include other compensation such as shift differential or overtime. *If your spouse/partner has access to health insurance through his/her employer and chooses to enroll in the D-H Medical Plan, your medical contributions will be twice the standard premium.*

**Eligible employees:** FT, PT

**Effective date:** 30 days from date of hire

## DENTAL INSURANCE

Coverage is offered through the Northeast Delta Dental Plan. A variety of services are covered including prevention, restoration, prosthodontics and orthodontics. The basic plan generally provides 100% coverage for preventative care, 50% coverage for restorative care and 50% for prosthodontics, when seeing participating providers, up to an annual maximum of \$1,000 per family member with a deductible of \$25 per person, \$75/family. The enhanced plan generally provides 100% coverage for preventative care, 80% coverage for restorative care and 50% for prosthodontics, when seeing participating providers, up to an annual maximum of \$1,500 per family member. Orthodontic care has a 50% co-payment and a maximum life time benefit of \$2,000 per person under both plans.

| <b>COST:</b>                  | <b>Basic 20+ hrs/wk</b> | <b>Enhanced 20+</b> |
|-------------------------------|-------------------------|---------------------|
| Employee                      | \$0                     | \$ 5                |
| Employee & Child(ren)         | \$10                    | \$19                |
| Employee & spouse/Civil Union |                         |                     |
| Partner                       | \$10                    | \$19                |
| Family                        | \$19                    | \$36                |

Costs listed are per bi-weekly pay cycle. Costs are taken pre-tax (see Section 125 information).

**Eligible employees:** FT, PT

**Effective date:** 30 days from date of hire

## SECTION 125

Section 125 permits employees to make their required contribution to the health and dental plans with pre-tax dollars as opposed to after-tax payroll deductions. This lessens the impact of these contributions on an employee's "take home" pay since it reduces Federal Income Tax, State Income Tax (where applicable) and FICA taxes (Social Security).

## HEALTH CARE REIMBURSEMENT ACCOUNTS

The Health Care Reimbursement Account (HCRA) allows employees to set aside money on a pre-tax basis to pay for health care expenses, thereby reducing the actual cost of these expenses. Expenses such as any medical and dental plan deductibles or co-payments, vision care, eyeglasses and contact lenses, in addition to many others are included under this program.

**Eligible employees:** FT, PT

**Effective date:** Date of hire

## DEPENDENT CARE REIMBURSEMENT ACCOUNTS

The Dependent Care Reimbursement Account (DCRA) allows employees to set aside money on a pre-tax basis to pay for eligible dependent care or childcare expenses, thereby reducing the actual cost of these expenses.

**Eligible employees:** FT, PT

**Effective date:** Date of hire

## HEALTH SAVINGS ACCOUNTS

Similar to the Health Care Reimbursement Accounts (HCRA), the Health Savings Account (HSA) allows employees to set aside money on a pre-tax basis to pay for health care expenses, thereby reducing the actual cost of these expenses. Unlike, HCRA, the monies in the HSA Account carry over each calendar year and accrue interest. This option is ONLY available to those employees enrolled in the \$1,200 High Deductible Health Plan. Employees will receive a prorated contribution to the HSA.

**Eligible employees:** FT, PT

**Effective date:** Date of hire

## LIFE INSURANCE & ACCIDENTAL DEATH AND DISMEMBERMENT INSURANCE

Term life insurance is provided at no cost to eligible employees at one times their annual earnings. Accidental Death and Dismemberment insurance is also provided at one times base salary. Supplemental insurance is also available at group rates, bringing the total available coverage up to \$1,500,000.

**Eligible employees:** FT, PT

**Effective date:** 30 days from date of hire

## DEPENDENT LIFE INSURANCE & ACCIDENTAL DEATH AND DISMEMBERMENT INSURANCE

Life insurance may be purchased for spouses and/or dependent children. Spousal coverage is available in \$5,000 increments up to \$100,000. The first \$50,000 of coverage for a spouse is available without proof of insurability. Dependent life insurance for children is available in the amount of \$5,000 or \$10,000. You pay just one premium to cover all your children.

**Eligible employees:** FT, PT

**Effective date:** 30 days from date of hire

## TRAVEL INSURANCE

This insurance provides additional life insurance and personal injury protection for employees for injuries that may occur in the course of travel while on company business. \$100,000 of additional life insurance would be awarded in the event of death. This protection is offered to employees at no cost. Services provided by The Hartford.

**Eligible employees:** FT, PT, NB, TE

**Effective date:** Date of hire

## EMPLOYEE TRAVEL ASSISTANCE PROGRAM

This program provides three kinds of services for your business or vacation travels; Pre-Trip Information, Emergency Medical Assistance and Emergency Personal Services. This program is offered to employees at no cost.

**Eligible employees:** FT, PT, NB, TE  
**Effective date:** Date of hire

## PROFESSIONAL LIABILITY COVERAGE

All professional and non-professional employees are covered under a primary policy providing coverage of one million dollars per claim and three million dollars in the aggregate. Above this primary layer, excess coverage is purchased to cover catastrophic claims. The policy is a modified claims made policy which includes tail coverage.

**Eligible employees:** FT, PT, NB, TE  
**Effective date:** Date of hire

## EARNED TIME

Earned Time refers to time that has been accrued (earned) for the purpose of time off. Employees may use their "Earned Time" for any purpose. It is intended for vacations, holidays, personal illness or incapacitation, dependent care or other personal uses. Employees should schedule their time off with their supervisor.

| <u>Years of Service</u> | <u>Annual # of days</u> | <u>Hours/pay period</u> |
|-------------------------|-------------------------|-------------------------|
| 0-5                     | 28 days                 | 8.61 hours              |
| 5 +                     | 33 days                 | 10.15                   |

Full-time employees may accrue and bank up to 360 hours. Earned time is pro-rated for half-time employees. The maximum time that half-time employees may accrue and bank is 240 hours.

Required Minimum Usage: In order to promote rest and relaxation, full-time employees will be required to utilize a minimum of 104 hours of Earned Time per calendar year; part-time employees will be required to utilize the pro-rata portion of 104 hours. This represents 13 days earned time usage including holiday, vacation and sick time.

Earned Time Cash Option: The Earned Time Program provides employees an opportunity to convert Earned Time to cash in accordance with IRS regulations and the following schedule. For part-time employees, time is pro-rated.

| Earned Time<br>Account Balance | Amount of Time<br>That Can Be Converted To Cash |                  |
|--------------------------------|-------------------------------------------------|------------------|
|                                | Minimum                                         | Maximum          |
| 0-80 hours                     | None                                            | None             |
| 80-159 hours                   | Two (2) Days                                    | Four (4) Days    |
| 160 – 239 hours                | Two (2) Days                                    | Ten (10) Days    |
| 240 or more hours              | Two (2) Days                                    | Twenty (20) Days |

The IRS states that employees must declare their desired cash-out amount no later than December 31 of the prior calendar year. Once elected, an employee's decision is irrevocable, that is, they cannot change their mind during the year.

**Eligible employees:** FT, PT

**Effective date:** Accruals begin on date of hire, however new employees are not eligible to use time until three months from date of hire (excluding holiday payment).

## SHORT-TERM DISABILITY

This plan provides income replacement of lost wages as a result of non-occupational accident or illness following a consecutive 14 day elimination period. In the event that an employee is declared disabled by their physician, he/she will receive 70% of his/her salary.

**Eligible employees:** FT, PT

**Effective date:** 30 days from date of hire

## LONG-TERM DISABILITY

This plan provides income replacement, should an employee remain disabled after six months. A benefit of 50% of the employee's pre-disability earnings is provided at no cost. Additional coverage may be purchased to increase the benefit to 60% or 66 2/3%. Pre-existing conditions are not eligible for benefits until the completion of 12 months of employment.

**Eligible employees:** FT, PT

**Effective date:** 30 days from date of hire

## HOLIDAYS

Dartmouth-Hitchcock recognizes (7) paid holidays per year. Eligible part-time employees receive pro-rated time off based on this same schedule.

New Year's Day

Memorial Day

Independence Day

President's Day (float holiday)

Labor Day

Thanksgiving Day

Christmas Day

**Eligible employees:** FT, PT

**Effective date:** Date of hire

## TUITION ASSISTANCE

Tuition assistance may be available for job-related courses that are a part of a degree program. Employees must receive prior approval for the course. After successfully completing the course with a B- or better, reimbursement is 80% of tuition and 100% of books up to a maximum of \$1,500 per fiscal year. Benefits are pro-rated for eligible employees working less than 40 hours.

**Eligible employees:** FT, PT

**Effective date:** Six months from date of hire

## CONFERENCES

Funds may be available within each department for attendance at conferences for professional development along with paid time off. Requests are reviewed and approved by the department supervisor.

**Eligible employees:** FT, PT

**Effective date:** Six months from date of hire

## PROFESSIONAL LICENSES

If Dartmouth-Hitchcock is the employee's primary employer and a license is required in the employee's position, Dartmouth-Hitchcock will pay for the expense associated with renewing the license.

## EMPLOYEE ASSISTANCE PROGRAM

The employee assistance program (EAP) provides free, confidential, consultative services to employees and their families in addressing personal problems including stress, family conflict, emotional distress, and alcohol or drug misuse.

**Eligible employees:** FT, PT, NB

**Effective date:** Date of hire

## RETIREMENT PLAN

The retirement plan is a defined contribution plan consisting of two components; a 403(b) and a 401(a) plan:

### 403(b) Plan

You may save up to 100% of your income per year on a pre-tax basis into the 403(b) plan, subject to IRS Maximums.

### 401(a) Plan

Employees are eligible to receive base contributions equal to a percentage of pay, 1% to 7% based on a formula.

There is an annual discretionary employer matching contribution, based on the D-H performance measures. If approved by the Boards of Trustees in December, the discretionary matching contribution will be paid in March of the following year.

Free one-on-one counseling through the services of the *Defined Contribution Advisory Group (DCAG)* are provided on site to assist employees with making the best use of the D-H retirement program.

**Eligible employees:** FT, PT

**Effective date:** Date of hire

## DEPENDENT CARE REFERRAL SERVICES

Referral services for childcare and eldercare issues are provided to all employees at no charge through our Employee Assistance Program (EAP). The child care service serves as a resource and referral service to locate all types of child care arrangements for children from 6 weeks to 12 years, including family day care homes, day care centers, nursery schools, school-age child care, summer camps and in-home care.

Assistance in locating elder care resources nationwide is also offered. Resources may range from information on benefits and insurance, health care, nursing home placement, and legal concerns, along with others.

**Eligible employees:** FT, PT, NB

**Effective date:** Date of hire

## ADOPTION ASSISTANCE

Assistance with expenses related to adoption is given to employees in the form of a \$5,000 check. This is a flat rate that is offered to all benefit eligible employees and is offered once the adoption proceeding has been completed and proof of adoption has been provided.

**Eligible employees:** FT, PT

**Effective date:** Date of hire

## EMPLOYEE DISCOUNT PROGRAM

Several vendors throughout the New Hampshire region offer discounts on products and services. Contact the Human Resources Department for more information.

**Eligible employees:** FT, PT, NB

**Effective date:** Date of hire

## C.O.B.R.A.

COBRA (Consolidated Omnibus Reconciliation Act) is a law requiring certain employers who offer group health plans to offer employees and their family's continuation of coverage at their own expense for limited periods of time at group rates when coverage might otherwise have been discontinued. For Dartmouth-Hitchcock employees this means that any dependent or employee covered under Dartmouth-Hitchcock's health or dental plans, that loses coverage through certain qualifying events must be offered the opportunity to continue coverage at Dartmouth-Hitchcock group rates. A qualifying event could be any of the following: leaving employment at Dartmouth-Hitchcock, death of a spouse, reduction in hours, over age dependent, or divorce or legal separation. For more information regarding COBRA contact the Human Resources Department.