EMPLOYEE BENEFITS AT MONTGOMERY HOSPICE

MEDICAL COVERAGE
Comprehensive medical coverage for individuals and dependents is available for staff scheduled to work 30 hours or more per week. You may select from HMOs, Preferred Provider Organizations or Point of Service plans. Coverage begins the first day of the month following your date of hire.

DENTAL COVERAGE
Coverage is available for you and your dependents. Coverage includes preventive, basic and major services.

SHORT & LONG TERM DISABILITY COVERAGE
Employees who are scheduled for 30 hours or more are automatically covered by short-term and long-term disability coverage. The organization will pay the full premium for this valuable benefit.

VISION COVERAGE
Vision benefits are available to you and your family for employees regularly scheduled for 20 hours or more per week.

LIFE INSURANCE
Life insurance is available for employees who are scheduled for 20 hours or more per week. You may cover yourself and your spouse from $10,000 to $300,000 depending on medical eligibility.

PAID LEAVE
Employees scheduled to work 20 hours or more are eligible for prorated paid leave.

- Employees accrue paid vacation, at the rate of 13 days for the first year, increasing to 20 days in the fifth year.
- Employees accrue 10 days per year of sick leave to be used for yourself and family illnesses.
- We offer 10 paid holidays each year, including the six major holidays and four floating holidays that may be used as personal days

EMPLOYEE ASSISTANCE PROGRAM (EAP)
Confidential counseling and referral service is available to all employees, their spouses and dependents. Services are provided through *LifeWork Strategies*, a division of Adventist Healthcare and include 24/7 access to a toll-free help line, assessment by professional counselors, referrals to EAP counselors and community based resources. It also includes resource and referral services for child care, senior care, legal and financial consultation.

LEAVE-SHARING POLICY
The organization has a policy for donating or requesting leave for employees who exhausted their own leave because of a health crisis of their own or a family member.

PENSION PLAN
All employees are eligible to participate in a voluntary Tax Sheltered Annuity [403(b)] through T. Rowe Price as a means of saving for retirement.

FLEXIBLE SPENDING ACCOUNT
Eligible employees have access to a Health Care Reimbursement Account and/or a Dependent Care Reimbursement Account. This allows you to set aside funds, on a pre-tax basis, for reimbursement for health care or dependent care expenses.

DIRECT DEPOSIT
Arrangements can be made to have your payroll check automatically deposited in your bank.

CREDIT UNION
All employees are eligible to join the NIH credit union.

MILEAGE REIMBURSMENT
Staff will be reimbursed for hospice-related travel at the current IRS rate.

CERTIFICATION OF HOSPICE NURSES & CERTIFIED NURSING ASSISTANTS
The agency encourages nurses to apply for certification as a hospice and palliative nurse (CHPN) and nursing assistants as hospice and palliative care nursing assistants (CHPNA) through the certification process of the National Board for Certification of Hospice and Palliative Nurses. The organization will pay for the exam and award a 5% pay increase for certification.

CONTINUING EDUCATION
Montgomery Hospice recognizes the importance of continuing staff development and supports a program of education and inservice training for hospice staff. This includes tuition for conferences and workshops and paid education days.