

# Your Benefits at a Glance.

Aspirus At Home - Home Health, Help at Home, Home Medical Equipment



BENEFIT	*EMPLOYMENT CLASSIFICATION						WHO PAYS		ELIGIBILITY			WHAT YOU RECEIVE	
	F T	M T	P T	S P	S T	O C	Employee	Aspirus	1st of month following 30 days of hire if enrollment forms have been returned.				
Health Benefits	x	x	x				x	x	x			Coverage for major medical, emergency, prescription drugs, doctor visits and routine preventative care.	
Vision Benefits	x	x	x				x		x			Two plans available: Full service (materials plus exam) and materials only.	
Dental Benefits	x	x	x				x	x	x			Coverage for preventative, basic, major, restorative and orthodontic services.	
Short-Term Disability	x	x	x					x	Eligible to participate after 90 days of employment.			If approved, paid at 66 2/3% of covered pay up to a maximum of 180 consecutive days per certified employee (non-work related) illness or injury.	
Long-Term Disability Insurance	x	x	x				x	x	Eligible to participate after One year of employment.			FT/MT 50% income replacement paid by Aspirus, buy up option to 66 2/3%. PT 50% paid by employee	
Life/Accidental Death and Dismemberment Insurance	x	x	x				x	x	x			Aspirus paid coverage based on a multiple of your annual salary, and optional coverage available up to a combined total of \$1,000,000.	
Dependent Life Insurance	x	x	x				x		x			Spouse coverage available up to \$250,000 and dependent child coverage available up to \$10,000.	
Flexible Spending Account	x	x	x				x		x			Two accounts available - health care and dependent care reimbursement accounts - for tax-free reimbursement of eligible expenses.	
BENEFIT	*EMPLOYMENT CLASSIFICATION						WHO PAYS		ELIGIBILITY			WHAT YOU RECEIVE	
	F T	M T	P T	S P	S T	O C	Employee	Aspirus	Date of Hire	After 90 Days	Other		
Retirement Savings Plan 403(b)												Traditional pre-tax contribution as well as Roth 403(b) after tax contribution options available. Employees eligible to participate upon date of hire. Matching contribution up to 4% based on years of service, subject to a 3-year vesting schedule. <ul style="list-style-type: none"> <li>• &lt;3 yrs: 50¢ for every \$1 you save up to 4% of pay</li> <li>• 3 or more yrs: \$1 for every \$1 you save up to 4% of pay</li> </ul> *Must work minimum 1000 hours per calendar year.	
<i>Non-Matching</i>	x	x	x	x			x		x				
<i>Matching</i>	x	x	x	x				x			x		
<i>Non-elective Contribution</i>	x	x	x	x				x	x		2%*		
Paid Time Off (PTO) (Includes Vacation, Holiday and Sick Hours)	x	x	x								x	Paid time off hours accrue each pay period, based on hours worked up to 80 hours	
(PTO) Buy Back	x	x	x									x	Buy back up to 40 PTO hours.
Holidays	x	x	x	x	x	x		x	x				Six days of holiday pay (included in PTO). Eligible employees will receive 1½ base pay for hours worked the day before the holiday from 11:00 pm until the day of the holiday at 11:00 pm on designated holidays.

FT = Full Time (80 hrs per 2 wk pay period)  
 MT = Majority Time (64-79 hrs per 2 wk pay period)

PT = Part Time (48-63 hrs per 2 wk pay period)  
 SP = Supplemental (less than 48 hrs per 2 wk pay period)

OC = Occasional (hours defined by department)

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	F T	M T	P T	S P	S T	O C	Employee	Aspirus	Date of Hire	After 90 Days	Other	
Shift Differentials	x	x	x					x	x			Clinical staff working the majority of a shift after 4 p.m. HHA .50/hour. RN .75/ hour. Eligible hourly AHME employees working more than 2 hours after 5:00 pm - \$2.00 per hour.
Weekend Differential	x	x	x					x	x			Eligible employees working the majority of a shift after 4:00 p.m. on Fridays, Saturdays and Sundays. HHA .50 per hour. RN .75 per hour. Eligible hourly AHME employees working weekend shift at \$2.00 per hour.
Call Pay	x	x	x	x		x		x	x			RN and Scheduling \$2.00 per hour, HHA \$1.50 per hour when on call. Eligible non-exempt AHME employees \$2.25 per hour while on call and time and one-half for hours worked when called in.
Funeral Pay	x	x	x					x			x	Up to 24 hours paid time off as approved by department director.
Jury Duty	x	x	x	x		x		x	x			Difference of jury pay and regular pay.
Referral Bonus	x	x	x	x	x	x		x	x			Bonus paid for referring eligible employees to Aspirus - see policy for details.
Educational Service	x	x	x	x	x	x		x	x			Training/development programs available.
Department Transfers	x	x	x	x	x	x					x	Opportunity to transfer to a new department/position 6 months after initial hire or after 1 year in department.
Direct Deposit	x	x	x	x		x			x			Paycheck required to be deposited into checking/ savings accounts - your choice of financial institution.
Travel/Mileage Reimbursement	x	x	x	x		x		x	x			Reimbursement for work related travel (see Travel and Mileage policy for details).
Leave Of Absence	x	x	x	x	x	x					x	Personal, military, extended medical, educational, and family medical leave.
Wellness Benefits	x	x	x	x	x	x		x	x			A variety of health and wellness activities available to encourage employees to participate, learn and make healthy choices.
Employee Assistance Services	x	x	x	x	x	x		x	x			Employee counseling (financial, personal, medical, etc.)
Social Security	x	x	x	x	x	x	x	x	x			Retirement, disability, survivors and death benefits.
Unemployment Compensation	x	x	x	x	x	x		x	x			As provided by state and federal regulations.
Workers' Compensation	x	x	x	x	x	x		x	x			Medical expenses and loss of income benefits for on-the-job injury/illness.
Met Life Auto & Home	x	x	x				x		x			Benefit eligible employees have the opportunity to apply to MetLife Auto & Home to purchase auto, home and other personal lines of insurance, at special group rates, with discounts for years of service and payroll deduction.

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NOTE: The benefits above are summaries of key features which affect most situations. Detailed information is available in the Human Resources policy statements, summary plan descriptions or master contracts. The above summaries do not alter the terms of the statements, descriptions or contracts. Subject to change at the discretion of Aspirus, Inc.