

FULL-TIME AND PART-TIME EMPLOYEES ARE ELIGIBLE



SUMMARY OF BENEFITS

Human Resources Phone: 573-768-3251

Fax: 573-768-3401

Human Resources: dunterreiner@pchmo.org

Perry County Memorial Hospital
434 North West Street ♦ Perryville, MO 63775

BENEFITS	WHO PAYS	WHEN ELIGIBLE	WHAT YOU RECEIVE
Health Insurance	PCMH & EMPLOYEE	First day of the month after 90 days of Full-Time or Part-time from date of hire or employment.	Health insurance is provided through PCMH. PCMH pays 70% of the monthly premium for the employee. Types of coverage available are Employee Only, Employee + Spouse or Employee + Child(ren) or Family .
Dental Insurance	PCMH & EMPLOYEE	First day of the month after 90 days of Full-Time or Part-Time from date of hire or employment	Dental insurance provides 100% of coverage on preventative procedures. Types of coverage available are Employee Only, Employee + Spouse or Employee + Child(ren) or Family .
Vision Insurance	EMPLOYEE	First day of the month after 90 days of Full-Time or Part-Time from date of hire or employment	Annual eye exam with a co-pay through health coverage. Contact lens & frames are covered at 100% with a maximum per year. Frames are covered at 50% with a maximum every 24 months.
Life Insurance	PCMH EMPLOYEE	Upon completion of 90 days of Full-Time or Part-Time from date of hire or employment	A minimum of \$10,000 or 1 times your annual salary. Employee may buy additional voluntary coverage for themselves or dependents.
Short Term Disability (STD) Insurance	PCMH	Upon completion of 90 days of Full-Time or Part-Time from date of hire or employment	Insurance will reimbursed at 60% of employee wages if approved after claim is made for up to 6 months while under doctors care.
Long Term Disability (LTD) Insurance	PCMH EMPLOYEE	Upon completion of 90 days of Full-Time or Part-Time from date of hire or employment	Insurance will reimbursed at 50% of employee wages after 6 months of personal medical leave if approved after claim is made. Employee may purchase additional LTD to increase reimbursement of wages to 66 2/3 %
Paid Time Off (PTO– Holidays and Vacation Days)	PCMH	Starts Accumulating upon Employment. May use first pay period after completion of 90 days	Accumulates at 6.54% / productive hour on a maximum of 80 hours / pay period.

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Sick Pay	PCMH	Starts Accumulating upon Employment. May use first pay period after completion of 90 days.	Accumulates at 1.25% / productive hour on a maximum of 80 hours / pay period.
Pension Plan	PCMH & EMPLOYEE	The first quarter after completion of 6 months of Full-Time or Part-Time from date of hire or employment	PCMH will match 50% of employee's contributions up to a maximum of 3% annually. Employee must be employed as of 12-31 every year to receive match.
Profit Sharing	PCMH	When employee meets 401(k) eligibility requirements.	Contingent on PCMH's financial performance, PCMH's Board may elect to deposit an additional amount of funds into 401(k) for eligible employees.
Holidays	PCMH	Upon Employment	Employees working a PCMH recognized holiday will be paid 1.5 times their base hourly rate.
On-Call Premium & Trip Pay	PCMH	Upon Employment	Employee will be paid an on call premium and trip pay when called into work.
Shift Differential	PCMH	Upon Employment	Employees working evening shift or night shift shall receive an additional pay based on a percentage of their hourly base rate.
Direct Deposit	PCMH	Upon Employment	Employees are paid bi-weekly; will be direct deposited into their bank.
Cafeteria Meals	PCMH	Upon Employment	Meals are provided for employees. You have your choice of the meal of the day, cold meat tray or salad bar. Beverage, soup, desert, and a variety of fruits included.
Tuition Reimbursement	PCMH & EMPLOYEE	Upon completion of 90 days of Full-Time or Part-Time from date of hire or employment	Employees may apply for reimbursement of tuition costs. If approved employee will be required to work back tuition as outlined in tuition reimbursement policy.
Transfers and Promotions	N/A	Upon completion of 90 days of Full-Time or Part-Time from date of hire or employment	Advancement to a better position pending employee's qualifications.

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Payroll Deductions	Employee	Upon Employment	Employees may arrange payroll deduction for services or purchases from PCMH Hospital, Prescription Plus, Essential Elements, Auxiliary Fundraisers, PCMH Gift Shop, Six Flag Tickets and Hospital of Physician Offices. Refer to policy.
Bereavement Leave	PCMH	Upon Employment	Full-time employees can receive full pay for a maximum of 24 hours. Part-time employees can receive full pay for a maximum of 12 hours. Refer to policy.
Family Medical Leave (FMLA)	Refer to Policy	After one (1) year and minimum of 1250 hours a year.	FMLA program is a federal law that protects an eligible employee position to allow them a qualified medical leave. Refer to policy.
Personal Leave	None	After one (1) year	Employee may request 30 days per rolling year. Managers and Administrators must approve. Employee's position is not protected.
Military Leave	PCMH	Upon Employment	Employees who are members of the National Guard or Armed Forces Reserves are entitled to receive full pay and benefits for a maximum of 15 days per year.
Jury Duty	PCMH	Upon Employment	Pay equal to full wages for scheduled hours missed while serving.
Employee Wellness Program	PCMH	Upon Employment & Annually	Post-employment physical and annual wellness screening at the discretion of Employee Health Nurse.
Employee Assistance Program (EAP)	PCMH	Upon Employment	Help with personal or work related problems through confidential consultation with an EAP counselor. Also available for employee's immediate family members.
Recreational Activities	PCMH	Upon Employment	The hospital Sponsors an annual Picnic, Christmas Party and Employee Anniversary Dinner.