

BENEFIT GUIDE



Employees are eligible for benefits the first day of the month following three complete months of employment.

INSURANCE	ELIGIBILITY	PAID BY	%
HEALTH - AHA CARE AR Blue Cross Blue Advantage Network Individual & Family Coverage Available	Full Time only	ACMC	50%
		Employee	50%
DENTAL - Delta Dental Individual & Family Coverage Available	Full Time Part Time	ACMC	50%
		Employee	50%
		Employee	100%
Vision - Vision Service Plan	Full Time & Part Time	Option 1	100%
		Option 2	100%
Long Term Disability Reliance Standard 60% of monthly salary up to max of \$5,000 per month	Full Time only	ACMC	100%
Life - Reliance Standard Employees 1 x annual salary Directors & Administrators 2 x annual salary	Full Time only	ACMC	100%
Additional Insurance - Sign up in May for the following year starting 6/1/--			
Cancer - Guardian Individual & Family Coverage available Several plans to choose from	Full Time & Part Time	Employee	100% Variable Rates
LIFE & Critical Illness	Full Time & Part Time	Employee	100% Variable Rates
Leaders Life Individual & Family Coverage available Several plans to choose from	Full Time & Part Time	Employee	100% Variable Rates
Short Term Disability - Accident - Trustmark Individual Coverage Available Several plans to choose from	Full Time & Part Time	Employee	100% Variable Rates
MASA - Medical Transport Solutions	Full Time & Part Time	Employee	100% Variable Rates
Payroll Direct deposit or paper check			
Cafeteria Plan	Full Time & Part Time	Employee	
401 (K) American Funds	All employees who work at least 1000 hours a calendar year and completion of one year of employment Hospital gives a 3% Safe Harbor Match regardless of participation to your 401k Plan.		
Wellness Center	Full Time & Part Time Employees and family members free		
Discounts Available	All Employees	Discounts on cafeteria meals and gift shop purchases	
	Full Time & Part Time	Discounts on hospital services	
	All Employees	Discounts from Verizon Wireless and AT&T Wireless	
Payroll Deduction	All Employees		
Deductions from payroll can be used for paying Credit Union, Hospital accounts, gift shop purchases, dietary, pharmacy and Christmas Club. PRN employees who do not work regularly are not allowed to charge.			

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ELIGIBILITY



PAID TIME OFF (PTO)	Full time & Part time	accrual method (rate X hours worked up to 80 hours each payperiod)		
		YEARS	RATE	
		0 - 10 yrs	0.0846	Max 176 hrs (2 wks vacation, 1 wk sick time, 7 holidays)
		10 - 20 YRS	0.1039	Max 216 hrs (3 wks vacation, 1 wk sick time, 7 holidays)
		20 & ABOVE	0.1231	Max 256 hrs (4 wks vacation, 1 wk sick time, 7 holidays)

- PTO hours are used for almost all types of absences such as vacation, holidays, family illness, medical and dental appointments, parent-teacher conferences, and the first 2 consecutive scheduled days of work lost due to personal illness.
- PTO hours is earned beginning the first day of employment but cannot be used until completion of the 3-month introductory period.
- Employees are required to use 1/2 of their earned hours every year and the balance can be rolled over to the next year up to a maximum of 160 hours on December 31 each year.
- PTO Sale back - if the employee wants to sell back PTO to the hospital it will be paid back at 50% of the value on the employee's birthday only.
- Upon termination if the employee has worked for 1 full year at ACMC the balance of the employees PTO will be paid out on their last check.

Extended Illness Time (EIT)	Full Time & Part time	accrual method (rate x hours worked up to 80 hours each payperiod)		
			RATE	
			0.0193	Max of 1040 hours

- EIT - EIT is used for your personnel sickness only. Use of EIT is determined by the balance of your EIT account at the time of the absence on whether or not you have to use 16 hours PTO or not.

Shift Difference	4 years degrees/license	\$5.00/hr	night shift difference
	2 years degrees/license	\$3.00/hr	night shift difference

Certification Pay	ACMC will pay \$.25 per hour up to SEVEN certifications for certifications required to work in different areas in the hospital.
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JURY DUTY	ACMC employees will be paid their base rate of pay, in addition to their jury duty pay, for all regularly scheduled time not worked because of jury duty.
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WORKER'S COMPENSATION	ACMC employees are covered under Arkansas Worker's Compensation and ACMC will follow the State of Arkansas Worker's Compensation Laws.
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EDUCATION PROGRAMS	ACMC will pay the costs for continuing education for full-time and part-time employees to meet ACMC's required certifications and extended education programs.
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TUITIONS REIMBURSEMENTS	ACMC has a tuitions reimbursement program set up to help it's full-time and part-time employee to go to school to obtain a degree or license in a medical or hospital related field that is needed in our hospital. You must have completed 1 full year of service at ACMC to apply.
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