

# Employee Benefits

Helping others live a healthy, full life is central to the St. Helena Hospital Clear Lake mission, and it begins with our most important asset—our employees! A variety of benefits are offered to assist employees with reaching their personal and professional goals.

Eligibility for benefits may depend on employment classification: Full Time (FT)    Part Time (PT)    Per Diem (PD)

## HEALTH INSURANCE

### Medical Plan (FT, PT)

Inpatient and outpatient hospital and physician services for you and your enrolled dependents. SHCL offers two plans with different levels of coverage so you can choose the plan that best fits your needs. Human Resources can share full details.

### Dental Plan (FT, PT)

Plan pays 100% of preventative care, 80% of basic procedure, 50% major procedure and 50% for orthodontic services. \$3,000 maximum benefit per 24 month period. \$3,000 maximum lifetime benefit for orthodontic services.

### Vision Plan (FT, PT)

Coverage for exam, lenses, frames and contact lenses paying at 80% with no deductible. \$500 maximum benefit per 24 month period per individual..

### Prescription Plan (FT, PT)

Prescription coverage is provided as part of your medical benefit through Express Scripts. The prescription plan includes retail and mail service. This benefit includes flat-rate co-pays for brand and generic medications.

### Flexible Spending Accounts

All employees may elect, on an annual basis, to contribute pre-tax dollars to a flexible spending account. These pre-tax dollars can be used to for eligible dependent care and medical expenses, which reduces taxable income.

## WELLNESS

### Employee Health Services

Employee Health provides a variety of services:

- Annual PPD
- Annual health screening
- Flu shots & immunizations
- Workers' Comp assistance
- N-95 mask fit testing

### Employee Gym

Take advantage of the employee gym located at the hospital and work with our employee personal trainer to hit your fitness goals!

## OTHER INSURANCE AND EMPLOYEE ASSISTANCE

### Life Insurance (FT, PT)

Basic life insurance of \$10,000 is provided at no charge to employees who work a minimum of 40 hours per pay period. Additional coverage may be purchased through payroll deduction, as well as life insurance for your spouse or children.

### Accident Insurance (FT, PT)

Basic accident insurance of \$12,500 is provided at no charge to employees who work a minimum of 40 hours per pay period. Additional coverage may be purchased through payroll deduction.

### Employee Assistance Program

Get the assistance you need, at no cost to you. Examples of assistance provided by through the EAP include:

- Stress
- Alcohol or drug issues
- Marital/Relationship
- Grief & Loss
- Retirement
- Family Issues

### Concierge Services

Receive personal assistance, discounted amusement park tickets, planning assistance, gift ideas and more through our Leverage Concierge partner.

## COMPENSATION AND PAID LEAVE

### Paid Time Off (FT, PT)

If you are classified as a regular employee, you will accrue Paid Time Off (PTO) hours upon completion of the 90 day probationary period. PTO hours are used to compensate you during vacations, holidays and short-term sick days. The rate of accrual based on 80 hours is:

- Less than 4 years: 7.1 hrs. per pay period.
- 4-8 years: 8.6 hrs. per pay period.
- 9-14 years: 10.2 hrs. per pay period.

### Funeral Leave

Employees may request up to 3 days of leave with pay.



**Jury Duty**

Regular wages to be paid for a maximum of 5 days per year based on 8 hour days if you are summoned for jury duty.

**Extended Personal Sick Leave (FT, PT)**

EPSL is to be used for extended personal sick leave greater than 3 days or limited use for family illnesses. Rate of accrual is 2.2 hrs. per pay period for FT employees and prorated for PT employees.

**Unemployment Insurance**

SHCL participates in the state unemployment program to provide assistance if you become unemployed.

**Direct Deposit**

Employees may sign up to deposit their check directly into their savings or checking account.

**Leave of Absence**

Both state-mandated and hospital offered leaves are available for qualifying situations.

**Workers' Compensation**

Protection and assistance for work-related injuries are provided for employees.

**Shift Differentials**

Shift differentials are paid to attract workers to hard-to-fill schedules and to compensate them for working less desirable time periods.

**RETIREMENT PLAN****Adventist Health Retirement Plan**

Adventist Health Retirement Plan is a tax sheltered annuity that employees may enroll in to make contributions through payroll deduction. You can participate in the plan as soon as you begin employment. The hospital pays a basic 3% contribution and a match of up to 2%. Employees must work 1,000 hours per calendar year in a benefited position to qualify for the hospital contribution.

**Other Plans**

There are other independent tax sheltered annuities. No contribution or match from the hospital and no vesting requirement. The following representatives are available on-site:

- Lincoln Financial Group
- AIG-Valic

**ADDITIONAL BENEFITS****Voluntary Benefits**

Employees are invited to take advantage of SHCL group pricing on a wide variety of voluntary insurance options:

- Home Owners
- Flood
- Auto
- Pet
- Critical Care Illness
- Long Term Care
- Long Term Disability
- Group Legal

**Credit Unions**

Employees are offered membership at local credit unions.

**Health Education Program**

A variety of programs are offered through the hospital. Required courses such as CPR and ACLS are provided with no tuition cost to the employee.

**HOLIDAYS AND SOCIAL EVENTS****Legal Holidays**

Employees required to work these holidays will be paid at a rate of time and one half for regular hours worked on that date.

- New Year's Day
- Thanksgiving Day
- Independence Day
- Labor Day
- Memorial Day
- Christmas Day

**Social Events**

The hospital sponsors many special events throughout the year. Look for more information about these events:

- Birthday Luncheons
- Spiritual Emphasis Week
- BBQ Socials
- Ice Cream Socials
- Service Awards
- Holiday Breakfast
- Volunteer Appreciation Events
- Spirit Week
- Benefits Fair

**LEARN MORE**

Learn more about your benefits by visiting or contacting Human Resources!

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**ST. HELENA HOSPITAL**  
CLEAR LAKE

Adventist Health