
EMPLOYEE BENEFIT SUMMARY

This benefit summary is provided as a quick reference to the employee benefits provided at Capital Region Medical Center. If the benefits have been misstated in any way in order to make them concise, the Capital Region Medical Center administrative policy will remain the final authority.



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Benefit	When Eligible	You Receive
Vacation/Holiday Bank	Upon employment for full time eligible employees.	Upon full time hourly employees begin accruing approximately 3.6 weeks of vacation annually in accordance with the vacation/holiday policy. Annual accrual increases at 5 years and again at 15 years.
Vacation	Upon employment for benefit eligible part time and weekend program employees.	Upon employment part time benefit eligible and weekend program employee begin accruing two of your work weeks of vacation annually in accordance with the vacation policy. Annual accrual increases at 5 years and again at 15 years.
Sick Leave	After 90 days for full time, benefit eligible, part time and weekend program employees.	Upon employment you begin accruing 96 hours (12 days) of sick leave annually in accordance with the sick leave policy. Forty hours annually may be used for a sick family member per the family medical leave act. The sick leave bonus is available.
Bereavement Leave	Upon employment fulltime and benefit eligible employees	Up to three regularly scheduled work days.
Credit Union	Upon Employment	Savings and loan programs available through payroll deduction at River Region Credit Union
Direct Deposit	Upon Employment	Payroll wages deposited to a designated bank
Flexible Benefit Plan	First of the month following 30 days of employment for full time, benefit eligible part time and weekend program employees	Pre-tax premium payments for health, dental and disability insurance. Spending accounts for unreimbursed medical and dental expenses, and dependent care expenses. (adult/child care expenses)
Health Insurance Plan	First of the month following 30 days of employment for full time, benefit eligible part time and weekend program employees	PPO group insurance available for you and your family
Dental Insurance Plan	First of the month following 30 days of employment for full time, benefit eligible part time and weekend program employees	Group insurance available for you and your family
Vision Care Program	First of the month following 30 days of employment for full time, benefit eligible part time and weekend program employees	Group vision care insurance available for you and your family
Short Term Disability Insurance	First of the month following 30 days of employment for full time, benefit eligible part time and weekend program employees	Accident and sickness disability insurance available for off the job claims
Employee Assistance Program	Upon Employment	Confidential short term counseling assistance with problems relating to work and home life for employees and/or family

Benefit	When Eligible	You Receive
<p>Life Insurance</p> <p>1. Term Life Insurance</p> <p>2. Whole Life Insurance</p>	<p>1. First of the month following 30 days of employment for full time, benefit eligible part time and weekend program employees</p> <p>2. Once a year for full time, benefits eligible part time and weekend program employees</p>	<p>1. Full time employees: CRMC provides basic life and AD&D insurance policy equal to 1x annual base salary. Option to purchase additional term life insurance for employee, spouse, and children. Part time benefits eligible employees: CRMC provides \$15,000 in basic life and AD&D insurance policy. Option to purchase additional term life insurance for employees.</p> <p>2. Life insurance available for employee, spouse, children and grandchildren</p>
<p>Retirement Plan</p>	<p>1. Age 21 and after 2 months of employment - employee contribution</p> <p>2. Age 21 after 1 year and have been credited with a minimum of 1,000 hours over the previous year – employer match and profit sharing contribution</p>	<p>*401(K) component which allows employee to make contributions and after the second eligibility requirement is met, employee will receive matching contribution from CRMC.</p> <p>*After second eligibility requirement is met profit sharing component allows annual employee contribution.</p>
<p>Tax Deferred Annuity – 403(b)</p>	<p>Upon Employment</p>	<p>Two voluntary tax deferred retirement savings program. You reduce your current taxes & save money for retirement at the same time.</p>
<p>Voluntary Long Term Disability Insurance</p>	<p>First of the month following 30 days of employment for full time, benefit eligible part time and weekend program employees</p>	<p>Disability benefit payable after 90 days, should an employee suffer and illness or injury which precludes them from working.</p>
<p>Accident</p>	<p>Once a year for full time, benefits eligible part time and weekend program employees</p>	<p>Provides cash benefits based on hospitalization and other therapies and treatments due to an accidental injury.</p>
<p>Critical Illness/Cancer Insurance</p>	<p>Once a year for full time, benefits eligible part time and weekend program employees</p>	<p>Provides from \$5,000 to \$50,000 (based on level selected by employee) upon first diagnosis of a critical illness such as heart attack, stroke, certain cancers, renal failure, etc.</p>
<p>Workers Compensation</p>	<p>Upon Employment</p>	<p>Benefits payable for a work related injury</p>
<p>Sam B. Cook Healthplex Employee Program</p>	<p>Upon employment</p>	<p>Discount on fitness center membership at the Healthplex and free access to fitness room located at CRMC</p>
<p>Service Awards</p>	<p>Starting after five years of service</p>	<p>Recognition pin and invitation to awards banquet</p>
<p>Discounts:</p> <p>1. Hospital Services</p> <p>2. Misc. Discounts</p>	<p>1. After orientation period</p> <p>2. Upon employment</p>	<p>1. Insured employees receive a 50% discount on unpaid balance of hospital bill (after insurance pays). Non insured employees may receive a 25% discount on unpaid balance of hospital bill.</p> <p>2. Discounts in the cafeteria, gift shop, and for OTC medications from the pharmacy</p>

Benefit	When Eligible	You Receive
Holiday Overtime Pay	Upon employment	Receive overtime for working the six legal designated holidays <ul style="list-style-type: none"> • New Year's Day • Memorial Day • Independence Day • Labor Day • Thanksgiving Day • Christmas Day
<u>Professional Development</u> 1. Continuing Education 2. In Service Education	1. Upon employment 2. Upon employment	1. Professional development at approved seminars, meeting and conferences, etc. Fees and expenses may be shared by CRMC as appropriate 2. Professional development training, CPR training
Education and Tuition Assistance	Programs available upon employment and/or after 6 months of benefit eligible employment	Assistance with tuition and education expenses
<u>Employee Health</u> 1. Physical Exams 2. Wellness Programs 3. Healthcare Services	1. Pre-employment 2. Upon employment 3. Upon employment	1. Physical exam and back safety screening 2. Discounts on fast track, weight control, exercise, smoking cessation programs, etc. 3. Immunizations, TB skin test, health screening
Social Security	Upon employment	Benefits payable at retirement or disability

Our Mission:

To improve health and promote wellness in the communities we serve.

Our Vision:

Our service and quality will set the standard of excellence for a community health system.

Street Address: 1125 Madison Street, Jefferson City, MO

Mailing Address: P.O. Box 1128, Jefferson City, MO 65102-1128

Human Resources Phone: 573-632-5040

To view a list of Job postings, please visit **www.crmc.org**.



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