



Big Horn Hospital Association

Big Horn County Memorial Hospital • Heritage Acres

Health Care For All Life's Cycles

Employee Benefit and Services Program

January 1, 2009

Full Time Status - Employees who work more than 32 hours per week.

Part Time Status - Employees who work more than 20 hours and less than 32 hours per week.

Benefit or Service	Employees Eligible	When Eligible	What You Receive	Who Pays
BEREAVEMENT	Regular Full Time & Part Time Employees	Full Time - After 3 month Introductory Period Part Time - After 6 month Introductory Period	Full Time Employees 3 days or 24 hours Part Time Employees 1 day or 8 hours	Big Horn Hospital Association will continue salary for up to three (3) days for the death of spouse, child, parent(s), brother, or sister.
CREDIT UNION	All Employees	Date Employed	Membership to Montana Health Federal Credit Union	Employee
GROUP DENTAL INSURANCE	Regular Full Time & Part Time Employees who work at least 20 hours per week.	First of the month following hire date.	Comprehensive Dental Plan	Big Horn Hospital Association Portion of the premium based on the hours per week worked by the employee. Employee Remaining portion of the premium based on the hours per week worked by the employee.
EDUCATION/ STUDENT LOAN	Regular Full Time Employees who works at least 32 hours per week	Following completion of 1 year of service – Continued eligibility depends on GPA & completion of course work	Student loan to cover tuition and books.	Big Horn Hospital Association will pay a maximum amount set by the Board.
EMPLOYEE ASSISTANCE PROGRAM	All Employees	Date Employed	4 Free Visits Per Year, confidential assessment & evaluation and/or short term counseling for personal problems for employee, spouse and dependent children.	Big Horn Hospital Association through St. Vincent's Hospital



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GROUP HEALTH INSURANCE PLAN	Regular Full Time & Part Time Employees who work at least 20 hours per week.	First of the month following hire date.	Comprehensive Health Plan with: -Emergency Services -Home Health Care -Hospital Benefits -Maternity -Medical Office Visits -Prescriptions -Surgery (Inpatient & Outpatient)	Big Horn Hospital Association Portion of the premium based on the hours per week worked by the employee. Employee Remaining portion of the premium based on the hours per week worked by the employee.
HEALTHCARE REIMBURSEMENT MEDICAL & DEPENDENT CARE	Regular Full Time & Part Time Employees	Full Time Employees - After one month of employment. Part Time Employees - After one month of employment.	Health care and dependent care reimbursement account.	Employee Pays for selected benefits on a pre-tax basis.
HOSPITAL DISCOUNTS	Regular Full Time & Part Time Employees who work at least 20 hours per week.	Full Time - After 3 month Introductory Period Part Time - After 6 month Introductory Period	\$300.00 discount per year for services provided at Big Horn County Memorial Hospital (excluding hospital contract services or physician services)	Big Horn Hospital Association
LEAVE OF ABSENCE	Regular Full Time & Part Time Employees	Full Time - After 1 year of service. Part Time - After 1 year of service. Military Leaves and Leaves required by law are an exception.	Leave of Absence may be granted for: -Bereavement -Jury Duty -Maternity -Military -Personal Reasons	Big Horn Hospital Association Provides use of accrued sick pay benefits for medical leaves. Provides use of accrued vacation benefits for medical and non-medical leaves.
LIFE INSURANCE	Regular Full Time & Part Time Employees	Full Time Employees - After 1 month Introductory Period Part Time Employees - After 1 month Introductory Period	\$20,000 Life Insurance of Employee \$40,000 Accidental Death of Employee	Employee



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MATERNITY LEAVE	All Employees	Full Time - After 1 year Introductory Period Part Time - After 1 year Introductory Period	Up to three months	Big Horn Hospital Association provides use of accrued sick and PTO benefits for maternity leaves.
NOTARY PUBLIC	All Employees	Date Employed	Notary services provided	Big Horn Hospital Association
PAID TIME OFF (PTO) Includes Holidays & Vacations	Regular Full Time & Part Time Employees	Full Time - First of the month following 3 month Introductory Period Part Time - First of the month following 6 month Introductory Period Part time employees are eligible for PTO on a pro-rated basis.	1 to 4 years of service - 168 hours 21 - 8 hour days 5 to 8 years of service - 224 hours 28 - 8 hour days Over 8 years of service- Up to 280 hours 35 - 8 hour days The following Holidays are recognized: -New Year's Day -Memorial Day -Independence Day -Labor Day -Thanksgiving Day -Christmas Day	Big Horn Hospital Association
RETIREMENT PLAN	Regular Full Time & Part Time Employees working a minimum of 1,000 hours per year.	After one month of employment.	Participation in Hospital Association 403(b) Retirement Plan	Big Horn Hospital Association Will match 3.5% of employee's salary up to \$2,500 per year. Employee Minimum contributions according to individual plan. Maximum contributions defined by IRS.
SICK LEAVE	Regular Full Time & Part Time Employees.	Full Time - First of the month following 3 month Introductory Period Part Time - First of the month following 6 month Introductory Period	6 days per year for 2,080 hours worked.	Big Horn Hospital Association