



## SUMMARY OF BENEFITS

### COMPENSATION

- Benefit Eligibility:** Employees hired to work 20 or more hours per week are eligible for Gosnold benefit plans. Those hired to work less than 30 hours per week may not be eligible for all benefit plans. **Employees become eligible for Gosnold’s group benefit plans on the first of the month following the employee’s hire date.**
- Provisional Period:** Each new employee will be required to complete a provisional period of ninety (90) days. After successful completion of the provisional period benefit eligible employees are able to start using their accrued (PVT) Paid Vacation Time. Holidays are available to use upon date of hire. All employees can use holidays 30 days before the holiday/30 days after the holiday.
- Performance Reviews:** Performance reviews are conducted after the first ninety (90) days and annually thereafter. Employees are reviewed to measure the extent to which performance meets the expectations and standards of the position.
- Salary:** Salary levels exist for all positions. Salary ranges for all positions are available in the Human Resources Office. Employees are paid bi-weekly.

### BENEFITS

- Cafeteria Plan:** The cafeteria approach to benefits allows employees to select only those specific benefits they want. Unlike other plans which require an employee to purchase all benefits offered or none at all, a Cafeteria Plan allows considerable choice to build a benefits portfolio customized to each employee’s need/preference. All money set aside to pay for premiums for health, dental, vision and flexible spending accounts, is considered pre-tax, therefore, reducing an individual’s tax liability. Once enrolled in the Cafeteria Plan an employee is not able to change or drop a plan unless they have a qualifying event.
- Health Insurance:**
- Blue Cross Blue Shield Health Plan  
**HMO Blue New England \$1,500 Deductible Plan**  
 Gosnold contributes 63% of the total bi-weekly premium for employees hired to work thirty (30) or more hours per week for the HMO Blue New England \$1,500 Deductible Plan; the employee is responsible for 37%.  
 Both the insurance carrier and percent breakdown are reviewed annually.  
 The following rates are effective from February 1, 2020 through January 31, 2021 for the HMO Blue New England \$1500 Deductible Plan:
 

<b>Individual</b>	-	<b>\$143.79 per pay period</b>
<b>Family</b>	-	<b>\$377.11 per pay period</b>
  - Blue Cross Blue Shield Health Plan  
**Access Blue New England Saver \$1,500 Deductible Plan**  
 Gosnold contributes 85% of the total bi-weekly premium for employees hired to work thirty (30) or more hours per week for the individual plan; the employee is responsible for 15%. Gosnold contributes 77% of the total premium for employees hired to work thirty (30) or more hours per week for the family plan; the employee is responsible for 23%.

Employees have the option of opening a Health Savings Account (HSA) with the Access Blue Saver Plan. This health plan is an HSA-compatible plan. An HSA is a tax-favored account that allows you to save and pay for qualified medical expenses to pay out-of-pocket expenses not covered by the health plan, as well as other qualified medical expenses. You own this account and the funds in it stay with you from year to year, even if you change employers or health plans. Gosnold contributes to the individual account up to \$500 and the family account up to \$1000 with biweekly contributions. The employer contribution is an amount equal to 50% of the employee biweekly contribution up to a maximum of \$38.46 for the individual account and \$76.92 for the family account.

The following rates are effective from February 1, 2020 through January 31, 2021 for the Access Blue New England Saver Plan:

<b>Individual</b>	-	<b>\$ 56.71 per pay period</b>
<b>Family</b>	-	<b>\$228.05 per pay period</b>

3. Blue Cross Blue Shield Health Plan  
**Preferred Blue PPO HSA Saver \$1,500 Deductible Plan**

Gosnold contributes 63% of the total bi-weekly premium for employees hired to work thirty (30) or more hours per week for the Preferred Blue PPO HSA Saver \$1,500 Deductible Plan; the employee is responsible for 37%.

The Preferred Blue PPO HSA Saver Plan is Health Savings Account (HSA) compatible and allows for in-network and out-of-network coverage. The employer does not contribute to the Health Savings Account for employees enrolled in the Preferred Blue PPO HSA Saver Plan.

The following rates are effective from February 1, 2020 through January 31, 2021 for the Preferred Blue PPO HSA Saver Plan:

<b>Individual</b>	-	<b>\$ 139.73 per pay period</b>
<b>Family</b>	-	<b>\$366.44 per pay period</b>

Rates are based on 30 or more (30+) hours per week. Employees must be hired to work thirty (30) hours or more per week to be eligible for health benefits.

**Dental Insurance:**

Blue Cross Blue Shield Voluntary Dental Plan

Employees hired to work twenty (20) hours or more per week are eligible to participate. The dental plan is a voluntary plan and the employee pays 100% of the cost. The following rates are pre-tax biweekly deductions and are effective February 1, 2020 - January 31, 2021:

**Low Option Plan:** *Employee: \$14.79, Employee + Spouse: \$28.32  
Employee + Child (ren): \$33.40, Family: \$48.19*

**High Option Plan:** *Employee: \$21.14, Employee + Spouse: \$40.46  
Employee+ Child (ren): \$47.71, Family: \$68.84*

**Vision Care:**

VSP Choice Plan

Employees hired to work twenty (20) hours or more per week are eligible to participate. The vision plan is a voluntary plan and the employee pays 100% of the cost. The following rates are pre-tax biweekly deductions and are effective February 1, 2020 - January 31, 2021:

<b>Individual</b>	-	<b>\$2.79 per pay period</b>
<b>Family</b>	-	<b>\$5.99 per pay period</b>

**403(B) Retirement Savings Plan:**

An employee can begin to contribute to the plan from date of hire. Excluded from participating are temporary employees and independent contractors. After the completion of one year of service and a credit of 1,000 hours of service, Gosnold will contribute to the Employee Plan Account as a

Employer Matching Contribution an amount equal to 50% of the first 4% of the employee's contribution. Per Diem employees are not eligible for the match.

**S.T. Disability/Life Insurance:** Employees hired to work thirty (30) hours or more per week are eligible to purchase life insurance/accidental death and dismemberment coverage, plus short-term disability. The life insurance/accidental death and dismemberment benefit is one times your annual salary (maximum of \$50,000) and the short-term disability coverage is 60% of your gross weekly salary (maximum of \$750 per week) for up to 25 weeks. Gosnold pays fifty percent (50%) of the cost of insurance. It is important to sign up for this benefit when you are eligible or you will need to complete an evidence of insurability and could be denied coverage.

**Voluntary Life Insurance:** Employees hired to work thirty (30) hours or more per week are eligible to purchase voluntary Supplemental Term Life Insurance. Life insurance coverage is available for yourself, your spouse and your dependent children at a group rate.

**Tuition Assistant Plan:** All full-time (40 hours) and part time employees who work not less than 30 hours/week) are eligible for assistance after successful completion of their 90-day provisional period. The Tuition Assistance Plan covers tuition and mandatory fees (including lab fees) for courses taken in a field of study related to clinical or administrative aspects of healthcare. Assistance will be provided for courses designed to lead to a college degree (Associates, Bachelors, Masters, or Doctorate). Additionally, the plan will cover costs associated with approved professional development initiatives. The **maximum yearly benefit** is: **\$2,000.00**. The Plan is based on an Academic school year.

**Flexible Spending Accounts:** Employees hired to work twenty (20) or more hours per week may elect to set aside between \$300 and \$2,750 per plan year in an Unreimbursed Medical Expense Account and up to \$5,000 per plan year for the Dependent Care Assistance Plan to cover medical expenses not covered by health insurance, such as deductibles, and/or dependent care.

**Direct Deposit:** Available to all employees.

**Personal Insurance:** Available through Rogers & Gray Insurance Co. A payroll deduction for personal home, automobile and umbrella policies.

**Critical Illness & Accident Ins:** A voluntary benefit available through Mutual of Omaha available to employees hired to work thirty (30) or more hour per week.

**Employee Assistance Program:** Available to all employees at no cost. Gosnold has contracted with Work Med, an independent Employee Assistance Program service. Any type of personal problem affecting you or your family can be addressed, such as substance abuse, marital difficulties, grief, financial, legal, etc. All consultations are strictly confidential; no identifying reports are made to Gosnold management.

**Paid Vacation Time:** Available to eligible employees for rest, relaxation and personal pursuits. Accrual is based on the number of hours hired to work. Accrual begins on date of hire, and employees are eligible to use paid vacation time upon completion of the 90-day provisional period. Based on forty (40) hours per week:

<b>1<sup>st</sup>, 2<sup>nd</sup> &amp; 3<sup>rd</sup> years</b>	-	<b>15 days</b>
<b>4<sup>th</sup>, 5<sup>th</sup> &amp; 6<sup>th</sup> years</b>	-	<b>20 days</b>
<b>7+ years</b>	-	<b>25 days</b>

The paid vacation time accrual for part-time employees is pro-rated. Employees hired to work less than twenty (20) hours a week are not eligible for paid vacation time.

All employees (in a benefit eligible position) may carry over a maximum of 80 hours of paid vacation time into the next fiscal year. Any unused time remaining over the maximum amount will be forfeited. The end of Gosnold's payroll fiscal year is determined by our pay dates and

may vary year-to-year. The fiscal year will end the last day of the pay period of the last pay date in June. Beginning in 2018 employees may only take a maximum of 10 paid vacation days between Memorial Day and Labor Day.

**Paid Sick Leave:**

Available to all employees for periods of absence due to illness, injury or for sickness prevention measures. Accrual begins on date of hire and employees may begin to use earned sick time on the 90<sup>th</sup> day of hire. All employees will accrue a minimum of one hour of sick time for every 30 hours worked up to a maximum of 40 hours (5 days) per year. Employees may carry over up to 40 hours of unused sick time into the next fiscal year.

**Holidays:**

Ten (10) days per year for full-time employees. Employees hired to work less than twenty (20) hours are not eligible for holidays. Holidays for regular part-time employees are pro-rated based upon hours hired to work. Employees are eligible for holidays on date of hire.

## ***HOLIDAY SCHEDULE***

### ***Fiscal Year: 2021***

<b>1. Independence Day (2020) (Observed)</b>	<b>July 4 July 3</b>	<b>Saturday Friday</b>
<b>2. Labor Day</b>	<b>September 7</b>	<b>Monday</b>
<b>3. Columbus Day</b>	<b>October 12</b>	<b>Monday</b>
<b>4. Veteran's Day</b>	<b>November 11</b>	<b>Wednesday</b>
<b>5. Thanksgiving Day*</b>	<b>November 26</b>	<b>Thursday</b>
<b>6. Christmas Day*</b>	<b>December 25</b>	<b>Friday</b>
<b>7. New Year's Day (2021)*</b>	<b>January 1</b>	<b>Friday</b>
<b>8. Martin Luther King Day</b>	<b>January 18</b>	<b>Monday</b>
<b>9. President's Day</b>	<b>February 15</b>	<b>Monday</b>
<b>10. Memorial Day</b>	<b>May 31</b>	<b>Monday</b>

\* *Holiday premium will be paid to employees who work from 11:00 PM the eve of the Holiday through 11:00 PM on the Holiday.*