

# MEMORIAL Personal Benefits Summary

BENEFIT	WHO IS ELIGIBLE	WHEN ELIGIBLE	WHAT WILL YOU RECEIVE	WHO PAYS	
Vacations	Full-time employees	After 1 year employment	After 1-4 years, 10 days 5-8 years, 15 days 9-10 years, 17 days	11-15 years, 20 days 16-20 years, 22 days 21+ years, 25 days	YVMH
	Part-time employees*		Prorated based on time worked. 1 year=2080 hours.		
Holidays	Full-time employees	After 3 months employment	8 days per year: New Year's Day, Washington's Birthday, Memorial Day, Thanksgiving, Christmas, employee's birthday, Independence Day, Labor Day. 1 additional floating holiday after 5 years employment.		YVMH
	Part-time employees*		Prorated based on time worked. 1 year=2080 hours.		
Sick Leave	Full-time employees	After 3 months employment	8 hours per month accumulated to a total of 720 hours (90 days).		YVMH
	Part-time employees*		Prorated for part-time employees.		
Retirement Plan	All employees after working at least 500 hours for 1 year	After 1 year employment	5% of eligible income invested in your retirement account.		YVMH
Tax-Sheltered Annuity	All employees	When employed	Tax savings benefit on a long-term savings program by payroll deduction.		Employee via payroll deduction Employer contributions after 1 year employment.
Hospital, Major Medical and Dental Insurance	Full-time employees	On first of month after 3 months employment	Hospital, major medical and dental coverage for you. Coverage for your family.		YVMH
	Part-time employees*		Prorated based on percentage of time worked.		For your family: shared, based on hours worked and years of service.
Life Insurance	Full-time employees	On first of month after 3 months employment	Coverage in the amount of annual salary.		YVMH
	Part-time employees*				
Overtime	Hourly, non-exempt employees	When employed	Pay at time and one-half to employees working overtime or on a holiday.		YVMH
Leave of Absence	All permanent employees	After 1 year of employment and approval of Dept. Head	Retain accrued benefits and tenure.		YVMH
Compassionate Leave	Full-time and part-time employees*	After 3 months employment	1 to 3 scheduled working days for the death of an immediate family member.		YVMH
Health Services	All employees	Annually	Skin test upon employment. If ordered by physician, a CBC, UA, CMP, VDRL, PAP and chest X-ray annually.		YVMH
Hospitalization Discount	All employees	After 3 months employment	10% discount on hospital services for employee, spouse and dependent children.		YVMH
Pharmacy Discount	All employees	After 3 months employment	For a 30-day supply: Generic \$4.00; Preferred brand \$20.00; Non-preferred brand \$40.00. If not on YVMH insurance, our cost plus a service fee.		Employee
Vision Coverage	Full-time and part-time employees*	After 3 months employment	Full-time: 80% of charges up to \$300.00 biannually. Part-time: 80% of charges up to \$200.00 biannually.		YVMH
Cafeteria	All employees	When employed	Nutritious meals at a reasonable cost.		Employee
Parking Lots	All employees	When employed	Free parking.		YVMH
Savings Bonds	All employees	When employed	Savings bond purchases via payroll deduction.		Employee
Worker's Compensation	All employees	When employed	Surgical, medical care and compensation for injuries on the job.		YVMH
Social Security	All employees	When employed	Retirement benefits or disability benefits.		50% YVMH 50% Employee
Unemployment Compensation	Eligible employee	After termination	Compensation for being out of work through no fault of the employee.		YVMH
Rest Periods	All employees	When employed	Two 10-minute rest periods, one in each 4-hour work period.		YVMH
Termination Vacation Pay	Full-time and part-time employees*	After 1 year and sufficient notice	Vacation accrued but not taken, if notice is given and time worked before termination.		YVMH
125 Flexplan	Full-time and Part-time employees*	Beginning each calendar year after 3 months of employment	Defined insurance premiums and child care expenses with pre-tax dollars.		Employee via payroll deduction
Child Care	All employees	Immediately or when space available	Licensed child care center and preschool for children 4 weeks through 6 years. School break/summer child care for children 6-12 years.		Employee via payroll deduction

**OTHER ADVANTAGES:** 1. Employment Security 2. Good Working Conditions 3. Promotion Opportunities 4. Modern Equipment

\*Part-time= Any employee who regularly works 20 hours per week or more.

# **MEMORIAL Statement of Policies**

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## **WE ALL KNOW:**

- That good hospital and medical care can be given to all patients at all times.
- That cheerful, courteous and kind care and treatment should be expected by every patient, and that such care and treatment depends entirely upon the desire of every employee to be a member of the hospital “team.”

## **WE PROPOSE:**

- To employ the very best qualified person available for each job,
- To give each employee fair, considerate and impartial treatment and supervision.
- To provide a clear understanding of what is expected of you.
- To provide training for you when you need it.
- To do everything possible, consistent with good management, to provide you with the security of employment— a good job with steady employment.
- To provide you with the opportunity of group hospital insurance at reduced group rates.
- To provide you with the very best working conditions possible for your health and comfort.
- To listen to all complaints and to assure prompt and corrective action when indicated.
- To welcome your every suggestion for providing better service and care to patients, and for improving working conditions in the hospital.
- To let you know often how you are getting along on your job.
- To be actively grateful for good and faithful service.

## **WE EXPECT YOU:**

- To have an active interest in your job and the success of the hospital.
- To give your job and the hospital the very best.
- To keep in mind constantly that the future of all of us depends on how well our patients are pleased.
- To be on time; to notify us as far in advance as possible when it is impossible for you to report for work.
- To strive constantly to improve yourself in your job.
- To cooperate in a friendly and team-spirited manner with other employees and your supervisor.
- To be pleasant and polite and courteous at all times.
- To do everything possible to keep yourself in good health.
- To know your job and do it well.
- To have a sense of pride in your employment with us.

## **THE GOOD EMPLOYEE**

The truly good hospital employee is many things all in one—salesman and public relations expert; father and mother at all times; always a purveyor of cheerfulness and good will; one seeking to serve the needs of others; a person of good manners; one who “likes the job” and who is willing to do that “extra something” both for patients and fellow employees; one that feels badly if the patient leaves with a feeling of having been “poorly treated.”

There is not a single position in the hospital that does not require tact, patience, kindness, courtesy and sincere friendship at all times. We ask you to accept the challenge.