

# Scotland Health Care System Laurinburg, North Carolina



## ***Benefits...***

*Closer care.  
Better by far.*

## **Scotland Benefit Advantages**

Thank you for your interest in Scotland Health Care System (SHCS). We are pleased to offer associates a competitive benefits and compensation plan.

The following benefits are offered by SHCS.

- Medical & Hospital Insurance
- Prescription Drug Coverage
- Flexible Spending Account (FSA)
- Dental Insurance
- Vision
- Life Insurance
- Long Term Disability
- Short Term Disability
- Defined Benefit Pension Plan
- 403(b) Voluntary Retirement Contributory Plan
- Paid Time Off (PTO)
- Employee Assistance Program
- Performance Appraisal/Management System
- Performance Based Bonus
- Direct Deposit
- Credit Union
- Organizational Development
- Continuing Education
- Clinical Advancement Program for RN's
- Education Assistance
- Certification Pay
- Scholarship Program
- Medical Library
- Stork Parking

For detailed information about our benefits, you may contact:

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## **Eligibility**

Associates working at least 20 hours per week are eligible to participate in SHCS benefit plans. New hires receive benefit enrollment information during their initial orientation process. Most benefits begin the first day of the month following an associate's hire date. Some plans may have required waiting periods. Specific eligibility requirements are noted under each benefit summary.

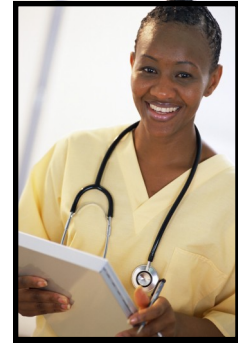


## Medical & Hospitalization Coverage

SHCS offers associates and their dependents an excellent program for medical and hospitalization coverage. Our medical plans are designed to promote and encourage good health for you and your family, focusing on wellness. We currently offer both a High Deductible Health Plan with a coordinating Health Savings Account as well as a Traditional Medical Plan which incorporates lower deductibles and co-pays to better meet your family's needs.

Both plans offered include higher claims payment for in-network services utilizing our Scotland Health Care physicians and providers in Scotland County as well as a broader tertiary specialty network offered by our Third Party Administrator, MedCost. Participants in the traditional plan are required to select a Primary Care Provider to oversee their health care needs.

**Eligibility:** *One month*  
**Who Pays:** *SHCS & Associates*



## Prescription Drug Coverage

Both plans offer prescription drug benefits through Catamaran, a national pharmacy benefit manager. You may fill your prescriptions by using your prescription drug card at local retail pharmacies as well as the national drugstores. Benefits for the Traditional medical plan are based on a three-tier formulary including generics, formulary brand and non-formulary brand prescriptions. The co-payment structure is listed below.

- \$10 co-payment for generic drugs
- 25% co-insurance with a \$20 minimum co-pay and \$100 maximum co-pay for formulary brand drugs
- 50% co-insurance with a \$40 minimum co-pay and \$200 maximum co-pay for non-formulary brand prescriptions

Benefits for the High Deductible Health Plan are subject to the annual deductible and then payable at 80%.

**Eligibility:** *One month*  
**Who Pays:** *SHCS & Associates*



## Health Savings Accounts

Health Savings Accounts (HSA) allow participants in the high deductible health plan to pay for medical expenses on a pre-tax basis offering an estimated savings of 20% to 35% for each participant based on their current tax filing status. Associates with individual medical coverage may elect to withhold up to \$3,350 annually if they are under 55 years of age or \$4,350 annually if they are ages 55 to 64. Associates with family medical coverage may elect to withhold up to \$6,650 annually if they are under 55 years of age or \$7,650 annually if they are ages 55 to 64.

**Eligibility:** *One month*  
**Who Pays:** *Associates*

## Flexible Spending Accounts

Flexible Spending Accounts (FSA) allow you to pay for medical and day care expenses on a pre-tax basis offering an estimated savings of 20% to 35% for each participant based on their current tax filing status. Associates may elect to withhold up to \$2,500 annually in their medical FSA and \$5,000 annually for their dependent care FSA. Associates may roll over up to \$500 annually.

**Eligibility:** 90 days  
**Who Pays:** Associates

## Dental Insurance

- SHCS offers two voluntary dental plans. Both plans cover preventive, basic, major and orthodontia services. The Core Plan payment is based on a fee schedule. The Buy-Up Plan payment is paid as a percentage of claims. Dependent coverage is available for an associate contribution. These are open access plans that do not require you to see specific dentists. Both plans have a combined annual \$50 deductible for basic and major services. The annual maximum benefit per member is \$1,500 for both plans. The lifetime orthodontia benefit per member is \$1,500 for both plans.

**Eligibility:** One month  
**Who Pays:** Associates

## Vision Insurance

SHCS vision benefit provides associates and their eligible dependents a standard eye exam once per year for a \$10 co-pay and \$150 in eyewear allowance every 12 months. This is an open access plan that does not require you to see specific vision providers.

**Eligibility:** One month  
**Who Pays:** SHCS & Associates

## Life Insurance

SHCS offers a basic life insurance and accidental death insurance policy. The amount of insurance is one times your annual base salary rounded to the nearest thousand. The maximum benefit amount is \$100,000.

Optional supplemental life insurance policies are available for associates and their dependents. Associates may apply for one or two times their base annual salary in additional coverage. The maximum benefit amount is \$200,000. Associates may also elect coverage in the amount of \$5,000 or \$10,000 for their spouse and children.

**Eligibility:** One month  
**Who Pays:** SHCS & Associates



## Long Term Disability

SHCS offers active full time associates long term disability insurance coverage. If you become disabled as defined by the policy, you will be eligible to receive 60% of your monthly base pay to a maximum benefit of \$10,000 per month. Associates must be out of work for 90 days before this benefit begins payment.

**Eligibility:** Six months  
**Who Pays:** SHCS

## Short Term Disability

SHCS offers a voluntary short term disability policy sponsored by ING. If you become disabled as defined by the policy, you will be eligible to receive 60% of your monthly base pay. You may choose a plan with either a 7 day elimination period or a 14 day elimination period. The maximum benefit period is 90 days. Accident, cancer/critical illness and whole life insurance policies are also available for purchase.

**Eligibility: One month**  
**Who Pays: Associates**

## Employee Assistance Program

Eligible associates and their dependents may access professional counseling to help resolve work and personal problems. The Employee Assistance Program is designed to help you and your family with personal problems that may be too large or complex for you to handle alone. They provide free confidential assessment, counseling and referral services in a professional setting.

**Eligibility: Upon employment**  
**Who Pays: SHCS**

## 403(b)

The 403(b) plan allows you to save a portion of your income for your retirement on a pre-tax basis. After one qualifying year of service SHCS will match 50% of the first 4% of your gross earnings that you contribute. Matching contributions are fully vested after the fifth year. Investment options include retirement date portfolios. Associates are automatically enrolled with a 2% deferral and placed in the appropriate age based retirement portfolio. Associates wishing to make their own investment elections in lieu of automatic enrollment may do so.

New associates are also eligible for an additional 2% deferral into the 403(b) plan each year that they work 1,000 or more hours. Associates must be benefit eligible status, full time or part time with benefits, and must be employed on December 31st each year to receive the lump sum payment. Qualifying associates are eligible for this payment regardless of their participation in the 403(b) plan.

**Eligibility: One month**  
**Who Pays: SHCS & Associates**

## Defined Benefit Pension Plan

The defined benefit pension plan has been frozen for new associates. The 403(b) has been enhanced to include a 2% lump sum deferral annually in lieu of the pension plan.



## Paid Time Off (PTO)

Paid Time off (PTO) is a consolidated program combining time off for vacations, holidays, and those unexpected absences such as personal illness, family emergency, etc. PTO is earned by full-time and part-time A associates based on years of employment. PTO accrual is based on actual hours worked and hours taken as paid time off to a maximum of 84 hours per pay period. PTO may be accrued to a maximum of 480 hours. PTO accrual rates are listed below.



<u>Years</u>	<u>Accrual Rate</u>	<u>Based on 2080 Hours</u>
1 - 5	.09	23.4 days
5+	.11	28.6 days
20+	.13	33.8 days

The following holidays are recognized by Scotland Health Care System. Associates whose departments close may utilize PTO time to be paid for the holiday.

New Year's Day	Easter	Independence Day	Thanksgiving Day
Martin Luther King Day	Memorial Day	Labor Day	Christmas Day

**Eligibility: Three months**

**Who Pays: SHCS**

## Performance Appraisal/Management System

In order to provide a formal system whereby supervisors review and document performance of associates on a regular basis, and to provide the opportunity for open communication regarding expectations, outcomes and mutual goal setting. Merit increase eligibility is determined based on the outcomes of the appraisal.

## Performance Based Bonus

Eligible associates can earn an incentive bonus worth up to 2% of their qualifying salary. Based on the level of achievement of 3 performance SCORE targets (Quality, Customer Satisfaction, People), associates can earn up to 50% of their eligible bonus. The other 50% is based on Scotland Health Care System achieving financial success. Results of the goals will be determined annually and will be finalized at year end.

**Eligibility: Based on service criteria**

**Who Pays: SHCS**

## Direct Deposit

Associates are required to enroll in direct deposit of their check into a checking or savings account at any bank in the country. Direct deposit may be made to multiple accounts.

**Eligibility: Upon employment**

**Who Pays: SHCS**

## Credit Union

All associates are eligible to join Scotland Community Credit Union or Hamlet Federal Credit Union. There is a one time membership fee of \$5 for Hamlet Federal Credit Union.

**Eligibility: Upon employment**

## Professional & Personal Development

Scotland Health Care System provides a work environment that supports our staff members' needs for learning, continued development and attainment of professional satisfaction. This development will additionally contribute to the Health Care System's goal of excellence in patient services and care. We recognize that individual needs and goals differ and, therefore, provide diverse opportunities. Some of these include:

### Staff Development

Staff training focuses on orientation and training to review or acquire new skills and to gain proficiency in the use of new equipment, supplies or techniques.

**Eligibility: Upon employment**

**Who Pays: SHCS**

### Leadership Development

To grow our people as partners of the organization, leaders are provided the opportunity and resources to ensure a comprehensive orientation and ongoing development program.

**Eligibility: Upon employment**

**Who Pays: SHCS**

### Continuing Education

These programs are designed to enhance the staff member's current base of knowledge. Professionals may receive credit for these offerings with their regulatory organizations. Programs may be internal or external to the Hospital.

**Eligibility: Upon employment**

**Who Pays: SHCS**

### Clinical Advancement Program for RN's

SHCS has created a clinical advancement program designed to recognize its professional nursing staff for advanced performance and leadership. The advancement program is based on the levels of expertise including; novice, competent, proficient and expert. Newly hired RN's will begin at Clinical Nurse Level I and may begin advancement through the program after six months employment. Compensation for increased proficiency will be given in the form of higher rate of pay. Professional recognition is also awarded upon completion of Clinical Nurse III.

**Eligibility: Six months**

**Who Pays: SHCS**



### Education Assistance

Reimbursement for job-related courses will be provided on an application and case-by-case basis. Recipients must obtain a “c” or better to be reimbursed and courses must be taken from an accredited institution. Payment is based on years of service to an annual maximum of \$3,000.

**Eligibility: One year**

**Who Pays: SHCS**

### Post-Secondary Education & National Certification Pay

Eligible associates may be compensated for additional education or training beyond what is required of their position. Compensation for achieving a college degree may be given in the form of a higher rate of pay. For “preferred” professional certifications at a national level, a one-time cash payment equal to 1.5% of the position’s minimum rate of pay may be awarded.

**Eligibility: One year**

**Who Pays: SHCS**

### Scholarship Program

Educational loans for Nursing and Allied Health Programs are available and based on Hospital needs. Students must be enrolled full time and repaid by service back to Scotland Health Care System. Annual maximum is \$3,000.

**Eligibility: One year**

**Who Pays: SHCS**

### Medical Library

Resources and information services are available for community and associate use.

**Eligibility: Upon employment**

**Who Pays: SHCS**

### Stork Parking

Preferential parking for expecting mothers.

**Eligibility: Expecting associates in their 3rd trimester upon completion of leave of absence paperwork.**

**Who Pays: SHCS**

