



## 2020 Benefit Program Summary Salaried - Group II

### Health Insurance

Benefit eligible employees may choose from several health plans. The plans include a range of deductibles, copays and coinsurance. The premium cost is shared between the employee and the Health System. The employee's share of the premium is paid through payroll deduction with pre-tax dollars. Coverage is effective on the first of the month following the date of hire, if enrolled within 31 days of employment.

A \$100 (pre-tax) spousal surcharge is applied if a spouse is covered on the health plan and has access to his/her employer health coverage.

### Dental Insurance

Benefit eligible employees may choose from two (2) dental plans. Coverage is effective on the first of the month following the date of hire, if enrolled within 31 days of employment. The employee's share of the premium is paid through payroll deduction with pre-tax dollars.

### Section 125 Plans

- **Medical Expense Flexible Spending Account or Limited Purpose Flexible Spending Account**
- A MEFSA or LPFSA allows the employee to set aside pre-tax dollars to cover eligible medical expenses not payable by insurance, such as health and dental plan deductibles or copays, prescription drugs, eye glasses, etc.
- **Dependent Care Plan (DCP)**  
Eligible participants may elect to pay for qualifying child or elderly care expenses with pre-tax dollars.
- **Health Savings Account (HSA)**  
High Deductible Health Plan participants can elect to fund their HSA with pre-tax payroll deductions.

### Life Insurance

The Clinic provides a group term life insurance program effective the first day of the month following the date of hire as a benefit status employee. The life insurance amount is a multiple of salary (1.5). The benefit is rounded up to the next \$5,000 increment, not to exceed \$200,000.

### Additional Voluntary Insurance

Additional term life insurance and voluntary accidental death and dismemberment insurance may be purchased by the employee for themselves, their spouse, and children at reasonable rates.

### Travel and Accident Insurance

The Clinic provides \$150,000 of travel/accident insurance coverage while traveling on Clinic business.

### Retirement Plan

The Clinic fully funds a retirement plan for employees. The Clinic contributes 3% of compensation + 3% over social security wage base up to the annual compensation limit. Vested 100% upon eligibility. Your money is invested according to the investment options you select. Contributions are made annually based on meeting the following criteria: age 21 prior to or as of the last day of the calendar year, worked a minimum of 1000 hours during the calendar year (based on the paychecks received in the calendar year) and actively employed as of the last business day of the calendar year.

### 401(k) Plan

In addition to the retirement plan, Marshfield Clinic has established a tax-deferred savings account. Eligibility requirements are: age 21, and benefit status or worked 1000 hours in a year. Upon eligibility, you may elect to set aside up to 100% of your salary on a tax-deferred or post tax basis subject to IRS limitations. The Clinic matches the first 6% of those savings 50 cents on the dollar up to the annual compensation limit. Your money is invested according to the investment options you select.

## Paid Time Off Account

Vacation and short-term sick leave are combined into one paid time off account. The paid time off account is earned on a calendar year basis, based on length of service and budgeted hours. Paid time off is prorated for any fractional year for new hires, for employees entering a new years-of-service category, unpaid leaves of absences, while receiving short-term or long-term disability or terminations. Employees are allowed annually at year end, with manager's approval, to make an election to carry over hours into their next paid time off year, to sell back hours, to contribute hours in cash form to their 401(k) account (cannot exceed the annual 401(k) contribution limits), or do a combination of carry over, sell back, and 401(k) contribution, but not to exceed a maximum of 40 hours total. Paid time off sell back is at 100% value. Staff utilizing short or long-term disability benefits, worker's compensation benefits or any unpaid leave do not earn or accrue paid time off.

**(See supplemental information for employees under special work schedules.)**

Completed Years of Service	Total Hours (Based on 1.0 FTE)
< 10	168
10 - 24	208
25+	248

## Holidays

Marshfield Clinic observes 6½ holidays. Holiday time is based on the position's budgeted week, i.e.; 40 hours per week = an 8 hour paid holiday, 20 hours per week = 4 hour paid holiday. Holiday time is rounded to the nearest half or full day for less than full time salaried employees. Holidays are not additional days of vacation or floating holidays unless an employee is required to work on the holiday or is required to be on-call on the holiday. To be eligible for holiday pay, you must be in active employment status on the holiday and in a benefit eligible status. **(See supplemental information for employees under special work schedules.)**

## Short-Term Disability Leave

Employees are eligible the first of the month following 90 days of employment. A 70% benefit (based on Budgeted Average Week) is payable after a 7-calendar day elimination period up to 90 days and a 60% benefit during the 91 – 180 day disability period. Maximum benefit period is 180 calendar days. Benefits are subject to approval by the disability insurance company.

## Long Term Disability (LTD)

Benefit eligible employees are enrolled in a long-term disability insurance program. The effective date of coverage is the first of the month following 90 days of employment as a benefit status employee. The premium is paid by the Clinic. Benefits begin after 180 calendar days of disability and may continue up to age 65. It provides up to a maximum of 60% of a person's gross income not to exceed \$15,000 monthly benefit.

## Employee Assistance Program (EAP)

Marshfield Clinic staff, employees, and their immediate families may utilize the Clinic's EAP for assistance and referral for personal concerns and challenges. The program is voluntary and confidential.

This summary is designed to acquaint you with general information about some current employee benefits. More information regarding the benefits is addressed in the Clinic's Policy and Procedure Manual, Employee Handbook, and Summary Plan Documents. **Marshfield Clinic reserves the right to revise, supplement, or rescind any policies from time to time as it deems appropriate, in its sole and absolute discretion.** Employees will be notified of changes through e-memos and on-line publications.