



LOMA LINDA UNIVERSITY HEALTH CARE

OUTLINE OF EMPLOYEE BENEFITS

Effective 4/1/2012

Benefit Type (A = HFT, B = HPT, C = Non Benefited)

The following is a general outline of benefits for employees. Some benefits may vary according to employment status. For further information go to <http://vip.mc.llumc.edu/vip/Departments/LLUHS-Departments/Human-Resource-Management/Index.page>? for benefit updates or contact Human Resource Management at ext. 14001.

BENEFITS	DEFINITIONS	ELIGIBILITY	Ben. Type	PAID BY																																	
<i>Adoption Benefit</i>	LLUHC will reimburse up to seventy-five (75) percent of administrative, legal, and medical expense incurred by a benefit eligible employee for the adoption of a child, up to a maximum of \$5,000 per adoption.	After 90 day period	A & B	LLUHC																																	
<i>Blood Bank</i>	Free meal ticket with every donation and up to 8 hours of paid leave for 3 or more donations within a 12 month period.	Immediately	A & B	LLUHC																																	
<i>Cafeteria Discounts</i>	A discount is available for food purchases at any of the cafeterias. Enrollment in cafeteria payroll deduction program and identification badge required.	Immediately	A,B,C	LLUHC																																	
<i>Children's Center</i> www.llu.edu/llcc	Preference and discount available to employees for day care.	Immediately	A,B,C	Employee																																	
<i>Continuing Educational Units (CEU)</i>	CEU credits will be reimbursed to employees in clinical positions who require a license or certification to be maintained, up to \$300 per calendar year for full-time employees. Up to \$150 per calendar year for part-time employees.	After 90 day period	A,B	LLUHC																																	
<i>CPR Training</i>	Basic and Advanced Cardio Pulmonary Resuscitation (CPR) training available to all employees who require certification.	Immediately	A,B	LLUHC																																	
<i>Credit Union</i> www.llfcu.org/	Membership to La Loma Federal Employees Credit Union.	Immediately	A,B,C	Employee																																	
<i>Direct Deposit</i>	Direct deposit of your paycheck available through payroll.	Immediately	A,B,C	Employee																																	
<i>Discount Tickets</i> www.llu.edu/llu/studentaffairs/	Discounted tickets are available for many Southern California attractions. Contact LLU Student Affairs.	Immediately	A,B,C	Employee																																	
<i>Employee Assistance Program (EAP)</i> www.llu.edu/eap	Confidential employee support and counseling service to assist with personal or work-related problems.	Immediately	A,B,C	LLUHC																																	
<i>Fitness Center</i> <i>(Drayson Center)</i> www.llu.edu/llu/drayson	Full-time benefit eligible employees, their spouses and their dependent children (per Drayson Center policy) under the age of 18 may use the recreational facilities free of charge.	Tuesday after 1 st paycheck	A	LLUHC																																	
<i>Flexible Spending Account (FSA)</i>	Savings set aside pre-tax for qualified medical or childcare expenses. Health care account and/or dependent care account. For more information call ext. 15811.	After completion of 30 day introductory period	A,B,C	Employee																																	
<i>Funeral Leave</i>	Time off with pay in the event of the death of a spouse, children, stepchildren, parents, stepparents, siblings, grandparents, grandchildren, mother-in-law and father-in-law.	Immediately	A,B	LLUHC																																	
<i>Health Care Plan</i>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td rowspan="4" style="width: 40%;">Provides a broad range of medical, dental and vision benefits for employee, spouse, and eligible dependents (monthly rates).</td> <td colspan="2" style="text-align: center;">Medical</td> <td colspan="2" style="text-align: center;">Dental</td> </tr> <tr> <td style="text-align: center;">FTB</td> <td style="text-align: center;">PTB</td> <td style="text-align: center;">FTB</td> <td style="text-align: center;">PTB</td> </tr> <tr> <td colspan="2">Single Coverage</td> <td colspan="2">Family Coverage</td> </tr> <tr> <td style="text-align: center;">\$30</td> <td style="text-align: center;">\$385</td> <td style="text-align: center;">\$5</td> <td style="text-align: center;">\$38</td> </tr> <tr> <td colspan="2">Two-Party Coverage</td> <td colspan="2">Family Coverage</td> </tr> <tr> <td style="text-align: center;">\$125</td> <td style="text-align: center;">\$480</td> <td style="text-align: center;">\$25</td> <td style="text-align: center;">\$58</td> </tr> <tr> <td colspan="2">Family Coverage</td> <td colspan="2">Family Coverage</td> </tr> <tr> <td style="text-align: center;">\$195</td> <td style="text-align: center;">\$550</td> <td style="text-align: center;">\$50</td> <td style="text-align: center;">\$83</td> </tr> </table>	Provides a broad range of medical, dental and vision benefits for employee, spouse, and eligible dependents (monthly rates).	Medical		Dental		FTB	PTB	FTB	PTB	Single Coverage		Family Coverage		\$30	\$385	\$5	\$38	Two-Party Coverage		Family Coverage		\$125	\$480	\$25	\$58	Family Coverage		Family Coverage		\$195	\$550	\$50	\$83	After completion of 30 day introductory period	A,B	LLUHC & Employee
Provides a broad range of medical, dental and vision benefits for employee, spouse, and eligible dependents (monthly rates).	Medical		Dental																																		
	FTB		PTB	FTB	PTB																																
	Single Coverage		Family Coverage																																		
	\$30	\$385	\$5	\$38																																	
Two-Party Coverage		Family Coverage																																			
\$125	\$480	\$25	\$58																																		
Family Coverage		Family Coverage																																			
\$195	\$550	\$50	\$83																																		
<i>Holidays</i> (Accrued in paid leave bank)	8 Holidays: New Year's Day, President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and following Friday*, and Christmas. *Substitute Holiday: Pursuant to Company Policy, Holiday Bonus Pay is only received on the actual holiday, not the substitute holiday.	After 90 day period	A,B	LLUHC																																	
<i>Jury Duty</i>	Up to 15 days (per calendar year) if called to serve (maximum of 8 hours per day regardless of length of scheduled shift missed).	After 90 day period	A,B	LLUHC																																	
<i>Legislated Leaves</i>	Covered under the Family Medical Leave Act (FMLA), California Family Rights Act (CFRA) and Pregnancy Disability Leave (PDL).	FMLA/CFRA after 12 months and 1,250 hours worked. PDL immediately	A,B,C	Unpaid																																	
<i>Liability/Malpractice Insurance</i>	Comprehensive professional liability coverage for all employees. Applies only when employees are acting within the authorized capacity and scope of assigned	Immediately	A,B,C	LLUHC																																	

BENEFITS	DEFINITIONS	ELIGIBILITY	Ben. Type	PAID BY
	duties for LLUHC.			
<i>Basic Life Insurance (Employer Funded)</i>	Employee: \$50,000 for full-time benefit eligible employees Spouse: \$10,000 or \$2,000 with waiver option Child(ren): \$2,000 for their eligible dependent(s)	After 90 day period	A	LLUHC
<i>Voluntary Term Life (Employee Paid) Optional</i>	Employee: Available in 100%, 200%, 300%, 400% or 500% of annual salary. Spouse: 100% of employee coverage, not more than \$100,000 Child(ren) 14 days of age and older (\$2,000, \$5,000, or \$10,000) Child(ren) Under 14 days of age (\$1,000) Please refer to Voluntary Term Life Summary for guaranteed coverage limits.	After 90 day period	A	Employee
<i>Military Leave</i>	Covered under the Veteran's Re-Employment Rights Act.	Immediately	A,B,C	Unpaid
<i>Paid Family Leave (PFL)</i>	Compensation provided during a period of non-work-related illness or injury to a parent, child or spouse and baby bonding for a maximum of 6 weeks per year.	Immediately	A,B,C	Employee
<i>Paid Leave</i> www.edd.ca.gov	Accrued bank for vacations, holidays, personal business, and short term sick. <ul style="list-style-type: none"> 0 to 8359 <u>service hours</u> = (.088462/hour) or 184 hours, up to a maximum accumulation of 304 hours. 8360 to 29159 <u>service hours</u> = (.107693/hour) or 224 hours, up to a maximum accumulation of 304 hours. 29160 or <u>more service hours</u> (.126924/hour) or 264 hours, up to a maximum accumulation of 304 hours. 	After 90 day period	A,B	LLUHC
<i>Personal Leave of Absence (LOA)</i>	May be granted up to three months with one extension up to, but not to exceed 3 additional months for study, personal matters, etc.	Minimum of 6 consecutive months of employment & satisfactory work record	A,B,C	Unpaid
<i>Pharmacy Discount</i>	Discount on prescription drugs.	After 90 day period.	A,B	LLUHC
<i>Retirement Plan (Multiple Employer Retirement Plan)</i> www.yourbenefitsite.com	Defined contribution plan to which LLUHC makes a 5% basic contribution. Minimum of 1,000 hours per year required. Graduated vesting schedule.	1 year = 20% 2 years = 40% 3 years = 60% 4 years = 80% 5 years = 100%	A,B,C	LLUHC
<i>Ride-Share Program</i>	Free gas vouchers, preferred parking and other incentives available to employees who Vanpool, Rideshare, Bike, Walk or take public transportation to work.	Immediately	A,B,C	LLUHC
<i>Security Service</i>	Escorting employees to and from the parking lot is available when working in the evening or at night.	Immediately	A,B,C	LLUHC
<i>Shift Differential</i>	Depending on job classification, a shift differential may be paid for those working 4 or more hours between 6 p.m. and 7:30 a.m.	Immediately	A,B,C,	LLUHC
<i>Sick Leave</i>	<ul style="list-style-type: none"> Short-term – 1 week accrued in paid leave bank for full-time employees working 2080 hours, prorated for part-time. Long-term – Time off with pay for extended illness. Accrual .01923 per hour worked. 	After 90 day period	A,B	LLUHC
<i>Social Security</i> www.ssa.gov/	Deductions are paid into the United States Social Security Administration. (Ministers excluded.)	Immediately	A,B,C	LLUHC & Employee
<i>State Disability (SDI)</i> http://www.edd.ca.gov	Compensation provided during a period of non-work related illness or injury.	Immediately	A,B,C	Employee
<i>Tax Sheltered Annuity</i>	Savings set aside for retirement by pre-tax deduction.	Immediately	A,B,C	Employee
<i>Tuition & Textbook Reimbursement</i>	8 units (maximum based upon the Loma Linda University price per unit) per calendar year for employee plus, \$300 reimbursement per calendar year for required textbooks.	After 90 day period	A	LLUHC
<i>Unemployment Insurance</i> http://www.edd.ca.gov	Coverage through California State Unemployment Insurance Plan. For information contact your local State of California Employment Development Department (EDD).	Immediately	A,B,C	LLUHC
<i>Vacation</i>	See Paid Leave.	After 90 day period	A,B	LLUHC
<i>Voting Time</i>	If employee is not able to vote due to scheduling problems, up to 2 hours of paid time will be provided to allow employees to vote.	Immediately	A,B,C	LLUHC
<i>Workers' Compensation</i>	Medical benefits & compensation provided during work-related illness or injury.	Immediately	A,B,C	LLUHC