

# Employee Benefit Summary

We believe employees are the most important asset so we are happy to offer the following benefits. This benefit summary is provided as a quick reference to the employee benefits provided at Capital Region Medical Center. If the benefits have been misstated in any way in order to make them concise, the Capital Region Medical Center administrative policy will remain the final authority.

Benefit	When Eligible	You Receive
<b>Vacation/Holiday Bank</b>	Upon employment for benefit eligible employees.	Employees begin accruing approximately 3.6 paid time off in accordance with the vacation/holiday policy. Annual accrual increases at 5 years and again at 15 years.
<b>Sick Leave</b>	Upon employment for benefit eligible employees.	Upon employment you begin accruing hours of sick leave in accordance with the sick leave policy. Sick leave can be used after the 90 day probation period
<b>Health Insurance Plans</b>	First of the month following 30 days of employment for benefit eligible employees	Two options available - Traditional and High Deductible Health Plans available for you and your family
<b>Dental Insurance Plan</b>	First of the month following 30 days of employment for benefit eligible employees	Group insurance available for you and your family
<b>Vision Care Program</b>	First of the month following 30 days of employment for benefit eligible employees	Group vision care insurance available for you and your family
<b>Flexible Benefit Plan &amp; Health Savings Account</b>	First of the month following 30 days of employment for benefit eligible employees	Pre-tax premium payments for health, dental and vision insurance. Spending accounts for unreimbursed medical and dental expenses, and dependent care expenses.
<b>Short Term Disability Insurance</b>	First of the month following 30 days of employment for benefit eligible employees	Accident and sickness disability insurance available for off the job claims
<b><u>Life Insurance</u></b>		
<b>1. Term Life Insurance</b>	1. First of the month following 30 days of employment for full time, benefit eligible part time and weekend program employees	1. Full time employees: CRMC provides basic life and AD&D insurance policy equal to 1x annual base salary. Option to purchase additional term life insurance for employee, spouse, and children. Part time benefits eligible employees: CRMC provides \$15,000 in basic life and AD&D insurance policy. Option to purchase additional term life insurance for employees.
<b>2. Whole Life Insurance (Additional)</b>	2. Once a year for full time, benefits eligible part time and weekend program employees	2. Life insurance available for employee, spouse, children and grandchildren
<b>Retirement Plan</b>	1. Age 21 and after 2 months of employment - employee contribution  2. Age 21 after 1 year and have been credited with a minimum of 1,000 hours over the previous year – employer match and profit sharing contribution	*401(K) component which allows employee to make contributions and after the second eligibility requirement is met, employee will receive matching contribution from CRMC.  *After second eligibility requirement is met profit sharing component allows annual employee contribution.
<b>Tax Deferred Annuity – 403(b)</b>	Upon Employment	A voluntary tax deferred retirement savings program. You reduce your current taxes & save money for retirement at the same time.
<b>Voluntary Long Term Disability Insurance</b>	First of the month following 30 days of employment for full time, benefit eligible part time and weekend program employees	Disability benefit payable after 90 days, should an employee suffer and illness or injury which precludes them from working.
<b>Accident</b>	Once a year for benefits eligible employees	Provides cash benefits based on hospitalization and other therapies and treatments due to an accidental injury.

Benefit	When Eligible	You Receive
<b>Critical Illness/Cancer Insurance</b>	Once a year for benefits eligible employees	Provides from \$5,000 to \$50,000 (based on level selected by employee) upon first diagnosis of a critical illness such as heart attack, stroke, certain cancers, renal failure, etc.
<b>Sam B. Cook Healthplex Employee Program</b>	Upon employment	Discount on fitness center membership at the Healthplex and free access to fitness room located at CRMC
<b>Discounts:</b>		
1. <b>Hospital Services</b>	1. After orientation period	1. Insured employees receive a 50% discount on unpaid balance of hospital bill (after insurance pays). Non insured employees may receive a 25% discount on unpaid balance of hospital bill.
2. <b>Misc. Discounts</b>	2. Upon employment	2. Discounts in the cafeteria, gift shop, and for OTC medications from the pharmacy
<b>Holiday Overtime Pay</b>	Upon employment	Receive overtime for working the six legal designated holidays <ul style="list-style-type: none"> <li>• New Year's Day    • Independence Day    • Thanksgiving Day</li> <li>• Memorial Day    • Labor Day    • Christmas Day</li> </ul>
<b>Professional Development</b>		
1. <b>Continuing Education</b>	1. Upon employment	1. Professional development at approved seminars, meeting and conferences, etc. Fees and expenses may be shared by CRMC as appropriate
2. <b>In Service Education</b>	2. Upon employment	2. Professional development training, CPR training
<b>Education and Tuition Assistance</b>	Programs available upon employment and/or after 6 months of benefit eligible employment	Assistance with tuition and education expenses
<b>Employee Health</b>		
1. <b>Physical Exams</b>	1. Pre-employment	1. Physical exam and back safety screening
2. <b>Wellness Programs</b>	2. Upon employment	2. Discounts on fast track, weight control, exercise, smoking cessation programs, etc.
3. <b>Healthcare Services</b>	3. Upon employment	3. Immunizations, TB skin test, health screening

### Our Mission:

To improve health and promote wellness in the communities we serve.

### Our Vision:

Our service and quality will set the standard of excellence for a community health system.



**Capital Region**<sup>®</sup>  
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**Street Address:** 1125 Madison Street, Jefferson City, MO  
**Mailing Address:** P.O. Box 1128, Jefferson City, MO 65102-1128  
**Human Resources Phone:** 573-632-5040

To view a list of Job postings, please visit [www.crmc.org](http://www.crmc.org).