

# LEE MENTAL HEALTH CENTER, INC.

## BENEFITS AT A GLANCE

Effective April 1<sup>st</sup>, 2008 – March 31<sup>st</sup>, 2009

### MEDICAL

United Healthcare - Choice: Regular employees who work 32+ hours a week are eligible for this benefit. As a member of this plan, an employee *may* choose a Primary Care Physician (PCP), from within the network, who will provide your primary health needs, but this is not required. Referrals to Specialists are *not* required *providing* the specialist is a participating physician in this network. There are no deductibles. \$15.00 co-pay for PCP office visits and \$25.00 for Specialists. Prescription co-pays are \$10.00 for Generic, \$30.00 for Preferred brand and \$50.00 for Non-Preferred brand drugs. 90 day mail order prescription plan available at \$25.00, \$75.00 and \$125.00-this is a large savings for employees.

United Healthcare - Choice Plus: Regular employees who work 32+ hours a week are eligible for this benefit. As a member of this plan, an employee may either choose physicians from within this large network or select an out-of-network provider. Calendar Year Deductibles must be met (\$250.00 for individual and \$500.00 for families) in order to receive payment of benefits. This plan covers 80% of costs from in-network physicians and 60% for out-of-network physicians. \$15.00 co-pay for primary physician office visit and \$15.00 co-pay for Specialist office visit — provided you stay within the *Choice Plus* network. Prescription co-pays and mail order prescription plan mirror the *Choice* plan outlined above.

Health Care Discounts: As an added benefit to the United Healthcare medical plans, eligible employees with United Healthcare membership can also receive discounts on certain health care services not covered by the above plans, including: LASIK eye surgery, cosmetic dentistry, alternative medicine (i.e. massage therapy and acupuncture), elder care support and hearing services. Specialized Care & Services: UHC also allows members to gain access to resources such as NurseLine (speak directly with a nurse), Care24 (link to expert advisors) and myUHC.com (website) which allows 24/7 access to information on your specific health plan, assessments/quizzes, charts, calculators, articles, tips etc. on a variety of health and wellness related issues.

### DENTAL

Guardian (DentalGuard Preferred) PPO: Regular employees who work 32+ hours a week are eligible for this benefit. **Lee Mental Health pays the entire cost of the monthly premium for eligible employees.** Employees may elect family coverage (\$17.28 deducted per paycheck for premium). Members may choose an in-network or out-of-network dentist. Deductibles are \$75.00/individual and \$225.00/family. Preventive care (i.e.: check-up, cleanings) is covered at 100%.

### LIFE and AD&D

Guardian: Regular employees who work 32+ hours a week are eligible for this benefit. Eligible employees are covered for 1x annual salary or a minimum of \$30,000 for Life and 1x annual salary or a minimum of \$30,000 for AD&D. Lee Mental Health pays the full cost of this benefit coverage.

### FLEXIBLE SPENDING ACCOUNT

Ceridian: Regular employees who work 32+ hours a week are eligible for this benefit. This allows you to put aside money (up to \$2400 per year) on a pretax basis, for out of pocket medical expenses, such as deductibles, coinsurance, eyeglasses, dentist, etc. These eligible expenses are then reimbursed to you from this account, thereby saving you tax dollars.

### SHORT TERM DISABILITY

Colonial Life: Regular employees who work 32+ hours a week are eligible for this voluntary benefit. The employee pays the full cost of coverage under this program. In addition to Short Term Disability, Colonial offers Personal Accident, Cancer, Medical Bridge/Hospital and Term/Life Insurance plans. The goal is to help members with salary replacement if an illness or accident should prevent them from working. The coverage amount is determined by the age and salary of the member. *For Short Term Disability only:* At time of enrollment, the member chooses the timeframe for availability of benefits (i.e.: 7 days, 14 days) once medically disabled.

**LONG TERM DISABILITY**

UNUM: Regular employees, who are eligible for this voluntary benefit, pay the full cost of coverage under this program. The coverage amount is determined by age and salary. UNUM helps members with salary replacement if an illness or accident should prevent them from working. Benefits become effective 90 days after member is out on medical disability.

**SAVINGS/ RETIREMENT PLAN**

Met-Life 403b: Employee contributions - After one hour of employment, regular employees who work 20+ hours/week are eligible to participate in this tax sheltered annuity plan. Employees can elect to contribute a fixed dollar amount or a % of salary. Maximum allowable annual contribution amount \$15,500.00 (for employees below age 50) or \$20,500.00 (for employees age 50+). Our MetLife Representative is available on the Main Campus at least 1x a month.

Employer contributions – For regular employees who worked 1,000+ hours during the plan year, LMH contributes 2% of base salary after 1 year of employment.

**CREDIT UNION**

Suncoast Schools Federal Credit Union: \$5.00 is all it takes for LMH employees to open an account with the SSFCU. With locations throughout the State of FL, employees can benefit from low interest loans, personal lines of credit, direct deposit, and a variety of trust and investment service options.

**EMPLOYEE ASSISTANCE PROGRAM**

LMH recognizes the challenges employees may face in their personal lives. We support the needs of our employees and their families by offering this confidential service. Offered through SWFEAP, this service consists of an assessment, counseling and/or referral for a myriad of personal issues. At no cost to themselves, employees and their families are eligible for up to 3 sessions per event. There is no limit to the # of events per year, per employee.

**CEU's**

Our valued part-time/full-time Licensed Clinicians, RN's, LPN's, CAP's and CAAP's can enjoy a convenient way to earn continuing education units (CEU's). Through LMH's contract with *ContinuedLearning*, eligible employees can gain access to FREE web-based training!

**TUITION REIMBURSEMENT**

As part of our efforts to encourage and facilitate professional growth and development, LMH offers financial assistance towards the cost of tuition for regular part time (20+ hrs/wk) and full time employees who have successfully completed 90 days of employment. This is available for undergraduate, graduate and specialized/technical-training classes related to the employee's position or for career advancement at LMH. LMH will reimburse a maximum of 2 classes per semester (up to the equivalent of 8 credits) at the State University rate for credit hours. Please see Operational Procedure HR-23 for details.

**HODGES UNIVERSITY**

As per our current agreement with Hodges University (formerly *International College*), if the requisite amounts of eligible employees register for classes, they each receive a \$100.00 discount (per credit hour) on cost of tuition. Hodges University has locations in Ft. Myers, Naples and Sarasota.

**PAID TIME OFF**

Paid Time Off (PTO) is a combination of sick, personal and vacation leave. All full-time employees (and part time - 20+ hours a week) are eligible for PTO. The accrual rate is dependent on the employee's status and years of service at LMH. Please see Operational Procedure HR-46 for details.

**HOLIDAYS**

Days LMH is typically closed (with the exception of 24/7 programs) are as follows:

- |                                                       |                                                                       |
|-------------------------------------------------------|-----------------------------------------------------------------------|
| <input type="checkbox"/> New Year's Day               | <input type="checkbox"/> Labor Day                                    |
| <input type="checkbox"/> Dr. Martin Luther King's Day | <input type="checkbox"/> Thanksgiving Day                             |
| <input type="checkbox"/> President's Day              | <input type="checkbox"/> Day after Thanksgiving                       |
| <input type="checkbox"/> Memorial Day                 | <input type="checkbox"/> Christmas Day                                |
| <input type="checkbox"/> Independence Day             | <input type="checkbox"/> Additional Holiday (this may vary each year) |

*Eligible employees may be paid for these days. Based on the days that the Holidays fall, the above list is subject to change from year to year. Please see Procedure HR-46 for details.*

**DIRECT DEPOSIT**

From the first day of employment, an employee may complete paperwork to begin receiving their pay directly deposited into as many as three bank accounts. This can be applied to any bank of the employee's choosing. Implementation is typically achieved by the second pay date following receipt of the signed Authorization Agreement for Direct Deposit.

**PAY DAYS**

Bi-Weekly; every other Friday.