

WESTERN MICHIGAN UNIVERSITY SCHOOL OF MEDICINE

EXECUTIVE BENEFITS

INTRODUCTION

The following information represents a summary of benefits which are provided to executive employees of WMed who are hired to work thirty-two (32) or more hours per week **except** where otherwise noted. Please keep in mind as you review this information that this is only a summary of the main provisions of the benefit plans. As with any Plan Summary, the official and controlling provisions of the Plan are contained in the Plan Document. In case of any discrepancies, the Plan Document will always govern.

These benefits may be revised from time to time. All changes will be in writing and notification will come from the Dean's office. If you think you have been told something inconsistent with the attached information, the information contained in this document will supersede unless the Dean on behalf of WMed, signs a written statement reflecting the change.

If you have any questions regarding the benefits listed, please feel free to contact the Director of Human Resources.

The following positions are currently classified as "Executive" within WMed and are receiving benefits at the "Executive" level:

- Director of Medical Education
- Director of Human Resources
- Controller/Director of Accounting
- Director of Nursing Services and Clinical Support Services
- Director of Electronic Medical Records
- Director of Business Services
- Director of Facilities
- Director of Information Systems
- Director of Corporate Communications/Development
- Director of Process Control and Reporting

EXECUTIVE SUMMARY OF BENEFITS

INSURANCE BENEFITS

Please refer to your *Benefits* brochure for plan details.

Insurance	Policy #	Eligibility	Carrier	Who Pays?
HEALTH	HR65	1 st of the month following 30 days active employment.	BCBSM	Shared
DENTAL	HR66	1 st of the month following 30 days active employment.	Ameritas	Shared
VISION	HR67	1 st of the month following 30 days active employment.	EyeMed	Employee
LIFE, AD&D, & BUY-UP LIFE	HR69	1 st of the month following 30 days active employment.	CIGNA	WMED *
FLEXIBLE SPENDING ACCTS	HR68	1 st of the month following 30 days active employment.	BASIC	Employee
DEPENDENT LIFE <i>(for spouse & children)</i>	HR70	1 st of the month following 30 days active employment.	CIGNA	Employee
SHORT TERM DISABILITY	HR59	1 st of the month following 12 mo active employment.	Self-insured / CIGNA	WMED
LONG TERM DISABILITY	HR60	1 st of the month following 12 mo active employment.	CIGNA	WMED
WORKERS COMPENSATION	HR58	Upon employment.	RTW	WMED

* Employee may purchase additional Life insurance at their own expense.

NON-INSURANCE BENEFITS

Benefit	Eligibility	Carrier	Who Pays?
EMPLOYEE ASSISTANCE PROGRAM <i>Policy HR72</i>	Upon employment.	CIGNA 1-877-622-4327	WMED

WMED recognizes that a wide range of personal problems can affect an employee's work performance. A counseling service, called an Employee Assistance Program (EAP), has been established with an outside independent counseling firm to confidentially assist employee's, and/or others residing in their home, with personal problems.

Benefit	Eligibility	Carrier	Who Pays?
FITNESS STIPEND (\$350; this is taxable) Policy #HR73	Upon employment.	Self-Adm'd	WMED pays \$350 each fiscal year

Executives are eligible to receive \$350.00 each fiscal year (7/1-6/30) to use towards the cost of membership at a fitness center, or

other eligible fitness endeavor. This is a taxable benefit. Local facilities include but are not limited to:

- ◆ Borgess Health & Fitness Center
- ◆ Bronson Athletic Club
- ◆ WMU Student Recreation Center
- ◆ YMCA (Kalamazoo or Portage location)
- ◆ S.W.A.T. (Southwest Athletic & Training Center)
- ◆ Radisson Plaza Health Center
- ◆ West Hills Athletic Club
- ◆ Powerhouse Gym
- ◆ Climb Kalamazoo

Borgess Health & Fitness Center - you and your family members are eligible for discounts on the initiation fee and monthly fee. To receive these discounted fees, stop by the Member Services desk during your first visit and let them know that you are a WMED employee. You can reach Borgess Health & Fitness Center at 552-2348.

Bronson Athletic Center - you and your family members are eligible for discounts on the initiation fee and monthly fee. To receive these discounted fees, stop by the Member Services desk during your first visit and let them know that you are a WMED employee. You can reach Bronson Athletic Center at 554-3200.

WMU Student Recreation Center – you and your spouse are eligible to join Western Michigan University’s Student Recreation Center. You’ll need to take a letter of employment with you when signing up; this can be obtained by contacting the Human Resources Department. If your spouse is joining, you will need to provide a copy of your marriage certificate. Kids under 18 years of age can visit at no charge during family hours (Friday after 3:00 p.m. through Sunday). Kids over 18 years of age can visit at any time, when accompanied by a parent, by purchasing a guest pass.

Eligible expenses include:

- fitness center membership or joining fee
- sign-up fee for a team sport or league (basketball, softball, volleyball, etc.)
- fitness classes or lessons (aerobics, swimming, dance, etc.)

Ineligible expenses include:

- home fitness equipment
- uniforms
- team equipment (balls, bats, gloves, etc.)
- time spent at golf ranges, batting cages etc.

The \$350.00 is to cover your expenses; expenses incurred by your family members are not eligible for reimbursement. To receive the \$350.00 benefit, submit a fitness reimbursement form along with a complete receipt to Human Resources. The receipt must include your name, the name of the facility, the cost, and what the expense was for i.e. joiners fee, monthly fee, etc. If you elect a monthly payment plan with your fitness center, we will reimburse you monthly when proof of the monthly payment is submitted to Human Resources. Reimbursements are processed every pay period and taxed accordingly.

Benefit	Eligibility	Carrier	Who Pays?
CREDIT UNION AFFILIATION	Upon employment.	N/A	N/A

WMED is a member of the following credit unions:

- Citizens Credit Union
- Consumers Credit Union
- Educational Community Credit Union
- KalSee Credit Union

Benefit	Eligibility	Carrier	Who Pays?
RETIREMENT PLAN <i>Policy HR80</i>	Must be 21 years of age or over to become a participant in the WMED retirement plan. Contribution allocations in the plan will be made to all eligible employees who have worked at least 1,000 hours in a Plan Year and are still employed at the end of the plan year (7/1-6/30).	Self-funded	WMED

WMED will fund a defined contribution program at a percentage of cash compensation for all participants. There is a graduated vesting schedule as noted below. A year of service accrues when a participant performs 1,000 hours of service in a plan year. Eligible employees will receive an annual report showing the yearly amounts for forfeitures, contributions, and gains/losses for his/her account. The retirement plan Summary Plan Description is located on the WMED intranet as follows: from the WMed Intranet homepage click Browse / Department / Human Resources / Benefits.

Years of Svc	Percent Vested
1	0%
2	20%
3	40%

4	60%
5	100%

Benefit	Eligibility	Carrier	Who Pays?
TAX DEFERRED ANNUITIES 403(b) <i>Policy HR81</i>	Upon employment.	Fidelity Investments or TIAA-CREF	Employee contributes

Federal law enables employees of non-profit institutions such as WMED to participate in savings plans that are tax exempt until the money is actually withdrawn. Enrollment in a plan can be done by contacting the Human Resources office which will put you in contact with a representative of a tax-deferred annuity. WMED assumes no responsibility for the representation of any company representative or for the performance of any investment fund or the payment of any annuity contracted by you.

Please consult with your lawyer and/or CPA to verify the information in this policy and to determine whether such a program is appropriate for you.

Benefit	Eligibility	Carrier	Who Pays?
DEFERRED COMPENSATION PLAN 457(b) <i>Policy HR82</i>	Upon employment.		Employee contributes

In addition to the 403(b) program, the 457(b) program enables you to make additional pre-tax, tax deferred savings. This program offers both investment and benefit distribution options. 457(b) elections must be made prior to the period in which compensation is earned, and a new election must be made each year. The maximum contribution is dictated by the tax code and is the same as the 403(b) limit; 457(b) catch-up may apply. Deferral amounts are subject to FICA/Medicare.

Benefit	Eligibility	Carrier	Who Pays?
TUITION REIMBURSEMENT <i>Policy HR74</i>	Full-time (.80 or greater) employees who have completed six (6) months of continuous employment. On-call, temporary, or part-time employees will be eligible to use the benefit upon becoming full-time IF they have worked 520 hours over the previous 12 month period since becoming full-time. This does not include employees directly hired from an agency.	Self-adm'd	WMED

Courses taken must be part of an approved degree, diploma, or certification program and directly related to employment within the organization. Eligible employees may be reimbursed for the cost of tuition and other class-related fees, such as lab fees, health fees, and books. Other expenses such as parking are not eligible. Contact Human Resources if clarification is needed regarding eligible expenses. The tuition reimbursement benefit will be \$1,000 maximum per calendar year for full-time employees (1.0 FTE). Employees working .80 FTE up to 1.0 FTE will receive prorated tuition reimbursement benefits.

There will be no **advance payment** for course work. Reimbursement will be made to the employee upon successful completion of **pre-authorized** courses. For reimbursement employees must submit a copy of the approved tuition reimbursement form, receipt of payment (i.e., receipt from educational institution indicating course name, course number and cost, enrollment form indicating course number, course name and cost), and grade received for course.

Successful completion of a course will be defined as a minimum grade of "C" for undergraduate courses, a minimum grade of "B" for graduate courses, and proof of successful completion for certifications and licensing courses.

An employee receiving tuition reimbursement is expected to remain in the employ of WMED for at least six (6) months after completion of the course(s) for which he/she was reimbursed. Failure to comply will result in the employee reimbursing WMED for the amount of tuition benefit received.

For benefit details or to pick up an application, please contact human resources.

Benefit	Eligibility	Carrier	Who Pays?
HOLIDAYS <i>Policy HR50</i>	Upon employment for .50–1.0 FTE employees.	Self-adm'd	WMED

The amount of holiday pay received will be prorated based on the employees FTE. 1.0 FTE = 8 hours holiday pay; .90 FTE = 7.2 hours holiday pay, .80 FTE = 6.4 hours holiday pay, .70 FTE = 5.6 hours holiday pay, .60 FTE = 4.8 hours holiday pay, and .50 FTE = 4 hours holiday pay.

WMED will grant each of the recognized holidays on the actual day it is observed. Recognized holidays which fall on Saturday will be observed on the previous Friday and recognized holidays which fall on Sunday will be observed on the following Monday.

WMED recognizes the holidays listed below, during which WMED clinics will be closed.

- New Years Day
- Memorial Day (observed)
- Thanksgiving Day
- Martin Luther King Jr. Day (observed)
- Independence Day
- Christmas Day
- Labor Day

Benefit	Eligibility	Carrier	Who Pays?
PAID TIME OFF (PTO) <i>Policy HR51</i>	Employees regularly scheduled to work at least 64 hours (.80 FTE) per two-week pay period will be eligible to accrue and use PTO after 90 days of active employment. On-call, temporary, or part-time employees will be eligible to accrue and use PTO upon becoming full-time IF they have worked 520 hours over the previous 12 month period since becoming full-time. This does not include employees hired directly from an agency.	Self-adm'd	WMED

Paid time off provides flexibility to staff to utilize paid time off to their best advantage and at the same time provides the organization with the necessary control to maintain its function at an effective staffing level. This program will also ensure that staff are treated uniformly and fairly with respect to paid time off. Paid time off is granted by WMED in lieu of vacation days, sick time and paid personal days.

	<u>Yrs of Svc</u>	<u>PTO Hrs Earned per Pay Period</u>	<u>PTO Hrs/Yr</u>	<u>Maximum (1.5) Annual Accruals</u>
<u>EXECUTIVE</u>	0 - 1	7.39	152	152 hours
<u>EMPLOYEES</u>	1 - 5	7.39	192	228 hours
<u>80 hrs per</u>	6 - 10	8.93	232	348 hours
<u>pay period</u>	Over 10	10.27	272	408 hours

Employees working at least 64 hours per pay period (.80 FTE) in a budget approved position will accrue PTO hours as a prorated benefit. PTO hours can only be used to the level in which they have accrued. Employees may accumulate up to 1.5 times the normal annualized accrual of PTO. Accruals will stop at any time during the year where PTO balances exceed the 1.5 times accrual rate.

Employees are allowed total flexibility with earned PTO utilization. In the event department staffing or personal circumstances do not provide opportunity for time off, WMED allows employees to sell back accrued and unused PTO in accordance with the following guidelines:

1. The employee may request sell back of unused PTO two times per calendar year. The PTO Sell Back request must be for a minimum of one (1) day and no more than ten (10) days. The balance of PTO accrual after Sell Back must be equal to or greater than the employee's approved FTE status (i.e. 64-80 hours).
2. Employees who wish to request PTO Sell Back must complete the Sell Back Form. Completed forms must be submitted to Human Resources for processing. Payment for PTO Sell Back is included with the employee's regular paycheck and the employee may expect to receive this payment following receipt of properly authorized paperwork.

Benefit	Eligibility	Carrier	Who Pays?
LEAVES OF ABSENCE <i>Policies HR53-57</i>	Contingent upon type of leave.	Self-Adm'd	Contingent upon type of leave.

For additional information about leaves of absence, please contact Human Resources. An Absence Notification Form must be submitted for all absences, unless otherwise indicated.

Family and Medical Leave

Certain employees and certain types of medical or personal leaves may qualify for coverage under the Family and Medical Leave Act of 1993. A Leave of Absence Form must be submitted.

Who qualifies? Employees who have worked for WMED at least 12 months and for 1,250 hours over the previous 12 months of their employment at WMED.

What types of leave qualify? Leaves for purposes of child care after the birth or placement for adoption or foster care of a child. Medical leaves to care for an employee's child, spouse or parent who has a serious health condition also qualify, as does leave taken because of the employee's own serious health condition.

What are the benefits of this coverage? While the leave time may be unpaid, the employee will suffer no loss of benefits because they have taken it. The employee may receive job protection under the Act. The limit on the amount of leave is 12 weeks in one 12 month period. Employees will be required to use available vacation time prior to the use of unpaid leave. WMED may consider extending such leaves through the policies set forth above, i.e., disability leave and personal leave. However, benefits may not be extended past the twelve (12) week period.

Personal Leave

WMED may, in its discretion, grant a personal leave of absence to full-time (.80 - 1.0 FTE) employees who have completed one year of service. Personal leaves will not be granted for vacation purposes or to find other employment. Personal leaves may be granted for up to thirty (30) calendar days. Vacation must be used if available to cover the leave, otherwise, personal leave will be unpaid. A Leave of Absence Application must be submitted.

A date of return will be established at the beginning of the leave. An employee who fails to return by the expected date may be terminated. Upon return, the employee will be placed in the position held prior to the personal leave. If a leave is renewed or exceeds thirty (30) days, every attempt will be made to provide a position comparable to that held prior to the personal leave, but cannot be guaranteed.

During the first 30 days of a personal leave of absence, the employee is responsible for his/her bi-weekly contribution for benefits. If a personal leave is approved for more than 30 days the employee is responsible for the full cost of his/her insurance programs. If possible, the cost of these benefits will be deducted from any PTO/vacation pay the employee receives. For any portion of a personal leave that is not covered by PTO/vacation, a Benefit Payment Agreement and Authorization must be completed and submitted to the Human Resources department.

Military Leave

Any employee with reserve or national guard military reserve status may take time off for required active or training duty. If available, the employee may use PTO to cover the leave, otherwise, military leave will be unpaid. WMED may require confirmation of the military orders requiring the time off. The employee will be responsible for his/her bi-weekly cost of benefits during the first 60 calendar days of military leave. Thereafter, the employee will have the option of continuing benefits in accordance with COBRA for up to 18 months. An employee taking military leave of absence will be reinstated at the conclusion of such leave with such rights and benefits as are specified under state and federal law. Time spent in military service shall also count towards the employee's years of service.

Jury Duty

WMED encourages its employees to cooperate in the performance of their civic duty by serving in the jury system when summoned. Employees will be compensated at regular base rate of pay for jury duty. In order to receive compensation, an employee must give his/her supervisor prior notice that he/she has been summoned for jury/witness duty.

In most cases, jury duty does not necessitate full-time absence from work and, therefore, the employee is required to report to

work to fulfill the remaining scheduled hours of work.

This benefit does not apply to an employee appearing in court or before administrative agencies on personal matters (i.e. divorces, lawsuits initiated by the employee, family problems, lawsuits on behalf of past employers, etc.)

Benefit	Eligibility	Carrier	Who Pays?
LEAVES OF ABSENCE (continued)	Contingent upon type of leave.	Self-Adm'd	Contingent upon type of leave.

Bereavement Leave

Full-time and part-time employees will become eligible for bereavement leave upon employment in the event of a death in the employee's immediate family. Eligible employees may receive a maximum of three (3) paid days off of work for such bereavement purposes.

Immediate family is defined as: the employee's spouse, child, mother, father, sister, brother, mother-in-law, father-in-law, step-mother, step-father, step-child, grandparents, grandchildren and legal guardians. "Grandparents" refers to the employee's grandparents only, and not to the grandparents-in-law of the employee. Other categories of the employee's immediate family (i.e. brother-in-law, sister-in-law, etc.) will be defined in the same manner.