



WAIMĀNALO
HEALTH CENTER

2022 Compensation & Benefit Summary

Aloha,

As a member of our Waimānalo Health Center 'ohana, you are an integral part of our success in providing a Patient Centered Health Care Home experience to our patients. We greatly appreciate and value your dedication to making a difference in the health of our community.

We are committed to our values of **Aloha, Mālama I Ka Pono, Mālama I Ka `Ohana, Mālama I Ka `Āina**. These values are reflected in our efforts to fulfill our mission, and reflected in our approach to mālama our staff. In alignment with these values, Waimānalo Health Center strives to provide our employees with fair and equitable compensation and comprehensive benefits designed to enhance your employment experience and personal wellness.

We are pleased to share this Employee Compensation and Benefits Statement that outlines your compensation and benefits as an employee of the Waimānalo Health Center. We hope you will review the information provided to learn more about your total compensation and benefits package. Most importantly, we hope this information will encourage you to take full advantage of all the benefits that Waimānalo Health Center provides.

If you have any questions, we look forward to assisting you so please discuss any inquiries with your supervisor or Human Resources. Mahalo piha for being part of our Waimānalo Health Center 'ohana.

Me ke aloha pumehana,

A handwritten signature in black ink, appearing to read "Mary Frances Oneha". The signature is fluid and cursive, written over a light blue background that features a faint, stylized graphic of a mountain range or hills.

Mary Frances Oneha, APRN, PhD, FAAN
Chief Executive Officer



2022 Benefit Enrollment

HEALTH PLANS

WHC provides comprehensive medical, drug, vision and dental coverage for our employees. WHC paid 100% of the cost for single coverage and a substantial portion up to 75% of the cost for two-party and family coverage for medical and dental benefits.

With HMSA, members can:

Choose their own doctors and specialists

Members can choose from a large network of 7,500 doctors, specialists, and other health care providers.

Go to the state's top-rated specialty hospitals and clinics

With HMSA, members can choose from facilities that are recognized for excellence in quality and cost-effective specialty care. Hospitals and clinics in our network specialize in spine surgery, bariatric surgery, childbirth, cardiac care, and more.

Access care when they travel

HMSA is part of the Blue Cross Blue Shield network, which includes 96 percent of hospitals and 95 percent of doctors on the Mainland. Your HMSA plan will protect you in nearly 170 countries around the globe.

Access convenient after-hours care

If your employees need care on the weekends or evenings, they can use HMSA's Online Care®, go

to any participating urgent care clinic, or visit CVS/minuteclinic@, the medical clinic in selected Longs Drugs stores on Oahu. Online Care is available at no additional cost.

Schedule preventive care

No matter where they are on their journey, members can use our programs to live well. To stay healthy, your employees can choose a primary care provider and schedule an annual preventive health evaluation. Members can also get screenings, flu shots, and other immunizations at no additional cost when they see a doctor in our network.

Move more for less

Members can save money on health, fitness, and well-being products and services through HMSA365. Want to join a gym or fitness center? Eligible members can register for Active&Fit Direct™ to save on fitness center memberships in the Active&Fit Direct network. See a list of discounts at hmsa.com/hmsa365.

Get health and well-being support

We all need a helping hand sometimes. Eligible members have access to numerous programs they can use to live well. They can also connect with a health coach to help manage their health conditions or support them toward their well-being goals. See available resources at hmsa.com/well-being.



Go online for health plan information

Members can view their health plan information and claims history on My Account at hmsa.com. They can also use My Account to print a duplicate HMSA membership card or connect to Online Care.

With HDS, members can:

Take advantage of affordable dental plans to maintain healthy smiles and total body health. HDS gives members access to a wide range of dentists to choose from.

More Choices. More than 95% of all licensed, practicing dentists in Hawaii participate with HDS, creating the largest network of participating dentists in the State. In addition, HDS is part of the Delta Dental Plan Association which has the largest dentist network in the country - over 341,000 dentist locations. Dental benefits remain the same when visiting a Delta Dental dentist.

HDS Online. 24/7 access to your group info allows for “real time” changes for eligibility, member updates, or ID card requests. Employers may also view current and previous invoices, account balance and payment info. Members may search for participating dentists, check eligibility, plan benefits, download their Explanation of Benefits (EOB), and view their tooth chart, detailing services performed on each tooth.

BASIC LIFE AND AD&D

Group Term Life Insurance & Accidental Death & Dismemberment (AD&D) Insurance

You are required to work consistently and recurrently a minimum of twenty (20) hours per calendar week to qualify for free Group Term Life Insurance and Accidental Death & Dismemberment (AD&D) coverage from simplicityHR by ALTRES. Your spouse and dependents are also eligible for free Group Term Life Insurance coverage.

Coverage Amounts:

Employee	\$15,000 Life \$15,000 AD&D
Spouse	\$5,000 Life
Children	\$100 Life (Age 14 days to 6 months) \$2,500 Life (Age 6 months to 18 years, or 26 years if attending an educational institution, or to any age if disabled)

After completing the insurance application and meeting the eligibility requirements, you will be enrolled on the first of the calendar month following thirty (30) days of employment. You must continue to work the minimum required hours per calendar week to maintain coverage.

Please contact your simplicityHR Human Resource Specialist or the simplicityHR Benefit Services Team at (808) 591-4995 or benefits@altres.com for additional information, application, and conversion forms. If any discrepancies exist between this policy and the plan documents, the plan documents prevail.





EMPLOYEE ASSISTANCE PROGRAM (EAP) - GUIDANCE RESOURCES®

This confidential counseling service is available to you free of charge, 24 hours a day. Our EAP's comprehensive program of resources provides professional support for emotional, work-life, legal, financial, and family issues. Employees and their family members are eligible to receive up to 3 face-to-face visits (per person, per issue) each year, unlimited phone assessments, consultations, and free access to web resources.

FSA & PRE-TAX COMMUTE

Flexible Spending Program

Because WHC and simplicityHR know that every dollar counts, you are offered the opportunity to participate in the Flexible Spending program which can help increase your take home pay and lower your tax liability at the end of the year.

Participation in the Flexible Spending program, also known as a Cafeteria Plan, allows you to pay for certain benefits with pretax dollars. Eligible benefits include health insurance premiums, supplemental health insurance, out of pocket (unreimbursed) medical expenses, and dependent care expenses.

You are required to work consistently and recurringly a minimum of twenty (20) hours per calendar week to qualify and enroll in the Flexible Spending program.

Contact the simplicityHR Benefit Services Team at (808) 591-4995 or benefits@altres.com for more information and enrollment forms.

Pre-Tax Commute Plan, Section 132

WHC and simplicityHR offer you the opportunity to participate in our Pre-Tax Commute Plan, also known as Section 132, to help potentially increase your take-home pay and lower your tax liability.

Eligible parking and mass transit expenses can be paid for with nontaxable dollars. This includes parking expenses you incur at or near your work and transit expenses you incur for mass transit expenses (i.e. TheBus, Handi-Van, or Van Pool Hawaii), while you commute to work. With the Pre-Tax Commute Plan your transportation expenses are deducted first, and then you pay taxes on the remainder. This means you don't pay taxes on the money you spend for eligible transportation expenses.

You are eligible for the program if you are actively working and have eligible commute expenses. There is not a minimum number of hours that you are required to work in order to participate.

Contact the simplicityHR Benefit Services Team at (808) 591-4995 or benefits@altres.com for more information and forms.

TUITION ASSISTANCE PROGRAM

WHC and simplicityHR encourages employees to develop job skills and pursue career development through the Tuition Assistance Program (TAP). simplicityHR will reimburse eligible employees up to \$500 per calendar year for the cost of work-related courses that meet specific criteria.

“ Ola i ka wai a ka ‘ōpua. There is life in the water
from the clouds. Rain gives life. ”

BENEFIT HUB

Travel, Leisure, and Shopping

Employees are eligible to receive discounts and cash back on hundreds of brands they already love. BenefitHub offers discounts and perks on things such as airline tickets, hotel rooms, restaurants, concert and sporting event tickets, beauty and spa activities, apparel, theme parks and much more.

WELLNESS PROGRAM

WHC provides Employee Wellness Hours and Employee Wellness Bucks to actively support employees engaging in wellness activities, *E Ola Pono*, consistent with the Wellness definition identified by the Employee Wellness Committee and the Waimanalo Health Center Workplace Health Model.

Employee Wellness Hours - Employees who work at least 20 hours per week are eligible to take up to 2 hours per bi-weekly pay period of paid employee wellness time, during their normal business hours, as approved by their supervisor and as operations allow.

Employee Wellness Bucks - WHC also provides up to \$200 per year for full-time employees and a pro-rated amount for others based on their FTE to a minimum of 0.5 FTE at \$100 per year.

For more information see policy #HR 02 Employee Wellness and #HR 05 Employee Wellness Bucks.

DISCOUNTED HEALTHCARE SERVICES

Discounted medical, dental, and other services provided by WHC are available to WHC employees hired at a minimum of 0.5 FTE, their spouses or domestic partners, and dependent children (up to the age of 24 years). This benefit is available regardless of employment category status and whether or not covered by health insurance through WHC.

An annual benefit limit (up to **\$400 annually**) applies and may change or be revoked from year to year. No payment will be charged up to the limit. Uninsured staff are encouraged to go through the sliding fee discount process to maximize their annual benefit. Also, insured staff who receive services not covered by their plans should be aware that the full amount will be charged and applied to the benefit limit. This is a non-cash benefit; it is non-transferable and cannot be carried over to the following fiscal year. Costs incurred through referred outside services are the responsibility of the employee, not WHC. See the Chief Financial Officer for further details.

RELIAS

Training Opportunities - Employees have access to over 1000 online courses. Many provide CEU's for those that have licenses and certifications.

PENSION PLAN

WHC has established an IRS-approved, tax-deferred pension plan with matching contributions for employees. All employees are eligible to participate immediately upon hire. WHC will match 50% of the employee's contribution up to a maximum of 3% of the employee's salary. To be eligible for the company match, which is paid each pay period, an employee must be employed on December 31 and have worked for six (6) months at the Center. For more information on plan enrollment, see your Human Resources Director. Detailed information on the plan and individual fund prospectus information is available from Mutual of America.





ANNUAL LONGEVITY BENEFIT

To encourage, reward and recognize long-term employees with 5 or more years of active uninterrupted employment with the exception of protected leave and /or those rehired in compliance with HR09 Rehire Eligibility and Service Recognition policy. A lump sum will be paid out annually within 30 days of the employee's anniversary date, based on the longevity benefit schedule:

Years of WHC Employment % of Base Annual Salary*

5 – 9 years	0.5%
10 – 14 years	1.0%
15 – 19 years	1.5%
20 – 24 years	2.0%
25 or more years	3.0%

* % excludes any taxes and fees incurred by employee for bonus payout





Other Company Provided Benefits & Events

- Jury Duty Pay
- Bereavement Leave Pay
- Healthcare Quality Week
- Compliance Week
- Community Health Center Week
- Makahiki Day
- Christmas Luncheon
- Free Employee Parking
- Casual Friday
- AAA Discounts
- BenefitHub
- Hawaii Central Credit Union
- Hawaii USA Federal Credit Union
- H&R Block
- Hawaii Life Flight
- Movie Tickets - Regal & Consolidated Theatres
- 24 Hour Fitness
- UFC Gym
- Hawaii Self Storage
- Allstate Identity Protection
- Primerica Legal Protection Program
- Kamaaina Rewards
- Marketplace
- Rental Car discounts - Alamo, Enterprise, Hertz, National
- Nationwide Pet Insurance
- Tuition Discounts - HPU & University of Phoenix
- Hawaiian Legacy Reforestation Initiative



Questions?

▶ **Waimanalo Health Center**
 Malulani Eccleshall
 Human Resources Director
 (808) 954-7173

▶ **simplicityHR**
 Benefit Services Team
 (808) 591-4995
 benefits@altres.com



WAIMĀNALO
HEALTH CENTER

Details of employee benefits are subject to change at any time without notice.



rev. 03/2023