

The benefits highlighted below are offered to full-time and/or part-time employees of Valley Hope. For benefits purposes, full-time employees are those scheduled to work 36 or more hours per week; part-time employees are those scheduled to work 35 hours or less per week.

BENEFIT	WHO PAYS	WHO IS ELIGIBLE	WHEN ELIGIBLE	DESCRIPTION
Health Insurance (Medical & Prescription)	Valley Hope & Employee	Full-time Employees	First of the month following 30 days of full-time employment.	Two plan options for Employees and their eligible dependents. Premium costs are shared between the Employee and the Company. Employee premiums are paid through pre-tax payroll dollars. <ul style="list-style-type: none"> <li>• Option 1 – High Deductible Health Plan (HDHP) <ul style="list-style-type: none"> <li>• Deductible - \$3,400 Individual / \$6,800 Family (<i>in-network</i>)</li> <li>• Out-of-Pocket Maximum - \$4,000 Individual / \$8,000 Family</li> </ul> </li> <li>• Option 2 – Traditional PPO <ul style="list-style-type: none"> <li>• Deductible - \$1,200 Individual / \$2,400 Family (<i>in-network</i>)</li> <li>• Out-of-Pocket Maximum - \$5,000 Individual / \$10,000 Family</li> </ul> </li> </ul> Coverage through Blue Cross Blue Shield of Kansas.
		Part-time Employees	First of month following 12 months of employment for part-time employees who have worked 130 hours per month for a minimum annual total of 1560 hours.	<i>Same as above</i>
Dental Insurance	Valley Hope & Employee	Full-time Employees	First of the month following 30 days of full-time employment.	Dental coverage for Employees and their eligible dependents. Premium costs are shared between the Employee and the Company. Employee premiums are paid through pre-tax payroll dollars. <ul style="list-style-type: none"> <li>• Standard and Orthodontia options available. <ul style="list-style-type: none"> <li>• 100% coverage for in-network preventative/diagnostic</li> <li>• 80% coverage for basic services; 50% for major services</li> </ul> </li> <li>• Deductible - \$50 per person/\$150 family limit</li> </ul> Coverage through Delta Dental of Kansas.
		Part-time Employees	First of month following 12 months of employment for part-time employees who have worked 130 hours per month for a minimum annual total of 1560 hours.	<i>Same as above</i>
Vision Insurance	Employee	Full-time Employees	First of the month following 30 days of full-time employment.	Vision coverage for Employees and their eligible dependents. Premium costs are paid 100% by Employee premiums are paid through pre-tax payroll dollars. <ul style="list-style-type: none"> <li>• Standard and Premium options available. <ul style="list-style-type: none"> <li>• Covers eye exams, lenses or contact lenses, and frames, subject to co-payments and benefit limits</li> </ul> </li> </ul> Coverage through VSP.
		Part-time Employees	First of month following 12 months of employment for part-time employees who have worked 130 hours per month for a minimum annual total of 1560 hours.	<i>Same as above</i>

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Health Savings Account (HSA)	Valley Hope & Employee	Full-time Employees	First of the month following 30 days of full-time employment.	<p>Pre-tax medical savings account to pay for eligible health expenses including out-of-pocket medical, dental, and vision expenses for employees enrolled in our HDHP plan.</p> <p>Valley Hope contributes to employee HSA accounts for those in HDHP at the following rates (regardless of if you contribute):</p> <ul style="list-style-type: none"> <li>• Employee Only: \$50.00/month (\$600 annually)</li> <li>• All Family Levels: \$100.00/month (\$1,200 annually)</li> </ul> <p>HSA plans are administered by WEX.</p>
		Part-time Employees	First of month following 12 months of employment for PT employees who have worked 130 hours per month for a minimum annual total of 1560 hours.	Same as above
Flexible Spending Accounts (FSA)	Employee	Full-time Employees	First of the month following 30 days of employment.	<p>Pre-tax savings account options to pay for qualified Health Care and/or Dependent Care expenses.</p> <p>Health Care FSA: \$3,400 annual maximum (used to pay for qualified healthcare expenses)</p> <p>Dependent Care FSA: \$7,500 annual maximum <u>per household</u> (used to pay for qualified dependent care expenses)</p> <p>Limited Purpose FSA: \$3,400 annual maximum (used to pay for health care expenses not covered by the HDHP deductible)</p> <p>FSA plans are administered by WEX.</p>
		Part-time Employees	First of month following 12 months of employment for PT employees who have worked 130 hours per month for a minimum annual total of 1560 hours.	Same as above
401(k) Retirement Plan	Valley Hope	Full-time & Part-time Employees	Date of hire.	<p>Employees may contribute on a pre-tax or Roth basis (per IRS guidelines). Employee contributions are always 100% vested.</p> <p>The discretionary payroll employer match includes a 100% match on the first 2% of employee contributions, and a 50% match on the next 4% contributed. Maximum match: 4% employer contribution made with a 6% employee contribution.</p> <p>Employer match vesting begins after two years of service with Valley Hope and vests at 25% per year, reaching full vesting after five years.</p>

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401(k) Retirement Plan – cont.	Valley Hope	Full-time & Part-time Employees	Date of hire.	Additional discretionary contributions may be made depending on budgetary allowances.  401(k) Retirement Plan is administered, and funds provided by Fidelity Investments.
Long-Term Disability (LTD)	Valley Hope	Full-time Employees	First of the month following 30 days of full-time employment.	60% of monthly income to a maximum of \$12,500. You must be disabled for at least 90 days before you can receive LTD.  LTD coverage is provided through Reliance Standard.
Short-Term Disability (STD)	Employee	Full-time Employees	First of the month following 30 days of full-time employment	60% of weekly covered earnings to a maximum benefit of \$1,500 per week. Benefits begin on the 15 <sup>th</sup> consecutive day of disability.  STD coverage is provided through Reliance Standard.
Group Life & Accidental Death & Dismemberment (AD&D) Insurance	Valley Hope	Full-time Employees	First of the month following 30 days of full-time employment.	Employer provided basic term life insurance and AD&D insurance; coverage provided based on position at the following class levels:  <ul style="list-style-type: none"> <li>• Class 1 - \$50,000</li> <li>• Class 2 - \$100,000</li> <li>• Class 3 - \$150,000</li> <li>• Class 4 - \$200,000</li> <li>• Class 5 - \$250,000</li> </ul> Life and AD&D coverage is provided through Reliance Standard.
Voluntary Life Insurance & Accidental Death & Dismemberment (ADD) Insurance	Employee	Full-time Employees	First of the month following 30 days of full-time employment	Employees may purchase additional Life and ADD insurance for themselves. If you elect voluntary insurance for yourself, you can also elect coverage for your Spouse and/or dependent Children.  Life insurance and ADD coverage amounts for Employees can be purchased in increments of \$10,000 up to a maximum of \$500,000. Coverage for Spouse can be purchased in increments of \$5,000 up to a maximum of \$250,000. Child Life insurance and ADD coverage is available in the amount of \$10,000.  Voluntary Life and AD&D coverage is provided through Reliance Standard.
Voluntary Critical Care Insurance	Employee	Full-time Employees	First of the month following 30 days of full-time employment.	Employees may purchase Critical Care insurance for themselves and their dependents. If you elect Critical Care insurance for yourself, you can also elect coverage for your Spouse and/or dependent Children.  Critical care insurance provides lump sum payment to you directly if you are diagnosed with a covered critical illness.

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Voluntary Critical Care Insurance – cont.	Employee	Full-time Employees	First of the month following 30 days of full-time employment.	Coverage for Employees and Spouse can be purchased in increments of \$5,000 up to a maximum of \$20,000. Child coverage is available at 25% of Employee enrolled amount up to a maximum of \$5,000.  Critical Care coverage is provided through Reliance Standard.
Voluntary Accident Insurance	Employee	Full-time Employees	First of the month following 30 days of full-time employment.	Employees may purchase Accident insurance for themselves and their dependents. If you elect Accident insurance for yourself, you can also elect coverage for your Spouse and/or dependent Children.  Accident insurance provides payment directly to you to help with out-of-pocket expenses incurred due to an injury.  Accident Insurance coverage is provided through Reliance Standard.
Bereavement Leave	Valley Hope	Full-time Employees	Date of hire.	Provides paid leave for the death of an immediate family member. The paid bereavement leave will be granted according to the bereavement leave schedule.
Family & Medical Leave Act (FMLA) Leave	N/A	Employees who have been employed for 12 months and who have worked 1,250 hours in the previous 12 months	After one year of employment.	Provides eligible employees with up to 480 hours (12 week equivalent) of unpaid leave each year for any of the following reasons: <ul style="list-style-type: none"> <li>• The birth and care of the newborn child of an employee;</li> <li>• Placement with the employee of a child for adoption or foster care;</li> <li>• To care for an immediate family member (spouse, child or parent) with a serious health condition;</li> <li>• To take medical leave when the Employee is unable to work because of a serious health condition; or</li> </ul> Military family leave
Parental Leave	Valley Hope	Full-time Employees	Date of hire.	Provides paid parental leave to assist and support new parent relationships. The duration of the leave will be two consecutive weeks.
Personal Holiday	Valley Hope	Full-time Employees	Date of hire.	1 Paid Personal Holiday  Personal Holidays are to be used in full-day increments during the calendar year awarded. Personal Holidays cannot be carried over to subsequent years and are not paid out upon termination, unless otherwise applicable by state law.

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Paid Time Off (PTO)	Valley Hope	Full-time & Part-time Employees	Date of hire.	<p>Full-time employees begin accruing PTO upon date of hire and accrue hours on a per-pay-period basis. The PTO level and accrual rate are based on your position (3 tiers) and on years of continuous service.</p> <p>Part-time employees begin accruing PTO upon date of hire and accrue hours on a per-pay-period basis. The PTO level and accrual rate are based on your position (2 tiers) and on hours worked per pay period.</p> <p>PTO has a maximum accrual of 360 hours, and may carry over earned, unused PTO from one calendar year to the next year. Employees are allowed to take up to 40 hours of PTO in advance of earning the hours. Any hours used prior to being earned must be re-paid upon separation.</p>
		Tier 1	Date of hire.	<p>Annual accrual (pro-rated for date of hire) Days are computed based on an 8-hour shift:</p> <ul style="list-style-type: none"> <li>• 0 – 2 yrs. of service: 15 days (120 hours/4.62 hrs./pay period)</li> <li>• 2 – 4 yrs. of service: 17.5days (140 hours/5.38 hrs./pay period)</li> <li>• 5 – 9 yrs. of service: 20 days (160 hours/6.15 hrs./pay period)</li> <li>• 10 + yrs. of service: 22.5 days (180 hours/6.92 hrs./pay period)</li> </ul>
		Tier 2	Date of hire.	<p>Annual accrual (pro-rated for date of hire) Days are computed based on an 8-hour shift:</p> <ul style="list-style-type: none"> <li>• 0 – 2 yrs. of service: 20 days (160 hours/6.15 hrs./pay period)</li> <li>• 2 – 4 yrs. of service: 22.5 days (180 hours/6.92 hrs./pay period)</li> <li>• 5 – 9 yrs. of service: 25 days (200 hours/7.69 hrs./pay period)</li> <li>• 10 + yrs. of service: 27.5 days (220 hours/8.46 hrs./pay period)</li> </ul>
		Tier 3	Date of hire.	<p>Annual accrual (pro-rated for date of hire) Days are computed based on an 8-hour shift:</p> <ul style="list-style-type: none"> <li>• 0 – 2 yrs. of service: 25 days (200 hours/7.69 hrs./pay period)</li> <li>• 2 – 4 yrs. of service: 27.5 days (220 hours/8.46 hrs./pay period)</li> <li>• 5 – 9 yrs. of service: 30 days (240 hours/9.23 hrs./pay period)</li> <li>• 10 + yrs. of service: 30 days (240 hours/9.23 hrs./pay period))</li> </ul>
		PT RNs, LPNs, and Counselors	Date of hire.	1 hour of PTO for every 15 hours worked
		All other part-time staff	Date of hire.	1 hour of PTO for every 20 hours worked

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Holidays	Valley Hope	Full-time Employees	Date of hire.	7 Company-paid Holidays  New Year's Day      Martin Luther King, Jr. Day Memorial Day      Independence Day Labor Day      Thanksgiving Day Christmas Day
Tuition Assistance	Valley Hope	Full-time Employees	After 6 months of continuous employment; must remain an active employee during course term.	Provides reimbursement of education costs for approved courses of study. Covers tuition, enrollment & course-related fees, books, library & lab fees. Repayment requirements apply if Employee leaves VHA within 2.5 years of receiving reimbursement.  Program benefits: <ul style="list-style-type: none"> <li>• \$5,000 annual benefit for undergraduate courses</li> <li>• \$10,000 annual benefit for graduate courses</li> <li>• \$25,000 undergraduate degree maximum benefit</li> <li>• \$35,000 graduate degree maximum benefit</li> </ul>
		Part-time Employees	After 6 months of continuous employment; must remain an active employee during course term.	Provides reimbursement of education cost for those enrolled in a full-time nursing program, and who are scheduled to work a minimum of 2 shifts per month. Covers tuition, enrollment & course-related fees, books, library & lab fees. The benefit maximum is a \$5,000 annual benefit. Repayment requirements apply if Employee leaves VHA before vesting requirements are met.
Student Debt Repayment	Valley Hope	Full-time Employees	Date of hire.	Provides reimbursement for eligible loans of completed degrees. The loans must be taken out in the employee's name and used to pay for the employee's higher education. Valley Hope will contribute \$100.00 a month toward the balance on employees' qualified student loans.  Student Debt Repayment Program is administered by Fidelity Investments.

BENEFIT	WHO PAYS	WHO IS ELIGIBLE	WHEN ELIGIBLE	DESCRIPTION
Employee Assistance Program	Valley Hope	All Employees	First of the month following 30 days of employment.	<p>Provides confidential counseling for Employees and household family members in areas such as parenting, eldercare, relationships, work, stress, financial difficulties, etc.</p> <p>6 counseling sessions are provided within a 1-year period per issue. Services are provided for through Telus. Contact Telus over the phone (1-888-851-7032), the online member portal, or through their mobile app.</p> <p>Provides alcohol/drug treatment and related services for Employees in need of rehabilitation assistance. Treatment is provided via Valley Hope treatment facilities (if a facility employee, treatment is provided at another location).</p>
SmartConnect	Valley Hope	Employees and Family Members	Date of hire.	<p>SmartConnect is a complimentary, concierge -style Medicare guidance service. It is designed to assist employees – and their family members – especially those who are working, approaching retirement, or nearing Medicare eligibility. The service is available year-round, 365 days a year, at no cost.</p> <p>Contact SmartConnect over the phone (1-833-397-7616) or through their website.</p>
Unemployment Compensation	Valley Hope	All Employees	Date of hire.	Benefits per State law.
Workers' Compensation	Valley Hope	All Employees	Date of hire.	Coverage under State law for work-related injuries or illnesses.

*The benefits and descriptions above are only highlights of the benefits offered to Employees and are not complete benefit descriptions; for more detail, please consult the Benefits Summaries available on UKG. In the event of discrepancies between summaries and the Plan Document, the Plan Document controls.*