

Additional Benefits

Wellness Center

Stonehill offers a free membership to the Wellness Center for all employees and any immediate family members that reside in the same household.

Tuition Assistance/ Reimbursement

Tuition Reimbursement/Continuing Education Seminars: Employees need 1 year of service and working at least regular part-time status. Degree must be job related.

Referral Program

We have a referral program for referring a new employee into a full time or regular part-time position. Earn up to \$750 for a full time employee referral.

Employee Hardship Fund

Funded by Team Giving Campaign

Each year, a portion of Team Giving campaign dollars raised may be allocated to the employee assistance/hardship program with the approval of the Stonehill Team Giving Committee. This benefit is available to all Stonehill employees. The remaining Team Giving funds are donated to Stonehill residents, grounds and other areas of greatest need.

Stonehill Dining Services

Meal punch cards are available to all employees for \$15. Each meal card allows employees to buy 5 meals plus enjoy a 6th meal free.

Employee Events

Celebrate holidays, years of service milestones, St. Francis Day, employee birthdays and more!

Benefit Eligibility

- All employees who work 30 hours per week or more qualify for full benefits package
- Entry 1st of the month following 30 days of employment
- Limited Part-Time (16-39 hours/pay period) and PRN (as-needed) employees are not benefit eligible.
- Employees qualify for the 401(k) program the 1st of the month following 30 days of employment and age 21

Who do I contact regarding questions I may have?

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Benefits are subject to change at any time, with or without notice from the company. Temporary and Limited Part-Time employees are not eligible for the benefits outlined, with the exception of participation in the 401(k) retirement plan.



Employee Benefits

This pamphlet serves as a condensed reference of the Stonehill Enrollment Guide. Please refer to Stonehill Enrollment Guide for detailed information and eligibility requirements for each benefit.

Health Insurance

Medical Associates HMO

Plan Type	Monthly
Single	\$218.00
Employee + Child(ren)	\$406.00
Employee + Spouse	\$431.00
Family	\$649.00

***Rates are based on a non-smoker – if you or your family member covered by plan are a smoker, add \$40.00 to the monthly premium.*

Nonstop Wellness

First dollar coverage up to \$4,000 for single plans increased to \$8,000 for employee plus dependent(s).

Dental Insurance

Medical Associates – Health Choices

	Monthly
Single	\$37.42
Employee + one	\$69.76
Family	\$101.02

Vision Insurance

Lincoln Financial

Exam & Hardware	Monthly
Single	\$0.93
Employee + Child(ren)	\$2.06
Employee + Spouse	\$1.76
Family	\$2.90

Lincoln Financial

Short Term Disability

Voluntary Life

Employee

Spouse

Dependent

Group Basic Life and AD&D Insurance

Lincoln Financial

1 times your annual salary up to \$50,000 Company paid, basic life and accidental death & dismemberment insurance.

Allstate Identity Protection

Protect your family's privacy, identity, and finances

Single	\$9.95/mo
Family	\$17.95/mo

Flexible Spending Account (FSA)

Medical Associates Health Choices

Medical Expenses (up to \$2,650 per year)
Dependent Care (up to \$5,000 per year)
Non-Employer Sponsored Premiums (No Maximum)
Flex Medical Accounts can only be elected if not participating in the Traditional Health Plan.

Holidays

Stonehill provides the following paid holidays:

New Year's Day
Easter
Memorial Day
Independence Day (Fourth of July)
Labor Day
Thanksgiving Day
Christmas Day

Vacation

Years of Service	Hours/Days Accrued Annually
0 – 2 years	10 days/80 hours max
3 – 5 years	12 days/96 hours max
6 – 10 years	14 days/112 hours max
11 – 15 years	16 days/128 hours max
16+ years	20 days/160 hours max

Sick Time

Employment Status	Hours Annually
Full Time	5 days
Part-Time	2.5 days

Employees are eligible for sick time, vacation time and holiday pay following 90-days of employment.

If an employee works a holiday, he or she will earn double time from date of hire and receive a free meal from the cafeteria.

Stonehill deducts one month in advance for medical, dental and vision premiums.

401(k) Plan

Employee Deferral Contributions

Entry is the first of the month following 30 days of employment or the attainment of age 21, whichever is later.

Auto Enrollment: New employees are automatically enrolled as a participant into the plan at a 3% pre-tax deferral percentage.

Automatic Escalation Feature: Your deferral amount will be increased automatically 1% annually until you are contributing 8% of compensation.

Contribution Types

- Salary deferral contributions (pre-tax deferrals or ROTH after-tax deferrals)
- Maximum allowed by law (\$19,000)
- Catch-up contributions for age 50+ (\$6,000)
- Automatic enrollment (newly eligible employees only) 3% pre-tax salary deferral will apply unless a contrary deferral election is submitted

Employer Contributions

Stonehill will make a discretionary matching contribution each Plan Year. In order to receive the company match, the employees must meet the following requirements:

- Complete one year of service
- Work 1,000 hours during the plan year
- Be employed on the last day of the plan year
- Be at least 21 years of age or older

Vesting

100% vested upon completion of five years of fulltime or part-time employment.

The Section 125 Plan offers pre-tax deductions for health insurance, dental insurance, vision insurance, FSAs, and 401(k) contributions.