

BENEFITS



Instructions for Accessing the Employee Portal:

From the hospital network, access the GVH Insider. On the home page, select Employee Portal.

From your home computer, navigate to the web address: www.gvh.org. On the bottom of the page, click on the “For Employees” option. Next click on “My View”.

The Customer ID will be prepopulated. If not, enter NC1287.

Enter your employee ID number .

Enter your password. If this is your first time logging into the system, your password will be defaulted to the last 4 digits of your social security number and 4 digit year of birth.

We recommend changing your password. This can be done by clicking on the change password option under the Personal section.

Once logged into, locate the benefits section to the left hand side of the page.

Click on the qualifying selection for your benefit enrollment. If this is your first time enrolling in benefits, then click on First Time Enrollment. If you have a qualifying life status or employment status change then click on Life Event and choose the appropriate event.

Follow the steps to complete your benefit enrollment. After submitting your benefit elections, we recommend printing the page for your records.

Information to have with you before you begin the begin the enrollment:

- Your employee ID number (located on your paystub)
- If you will be adding any dependent (s), have their date of birth and social security number available
- Your beneficiaries' full names, dates of birth, addresses and Social Security numbers

Who is Eligible for Benefits:

Full-time Employees – An employee who is regularly scheduled to work at least seventy-two (72) hours in a bi-weekly pay period if scheduled for 12 hour shifts or at least seventy-five (75) hours in a bi-weekly pay period for all other shifts and is classified as a Full-time employee.

Part-time Employees – An employee who is regularly scheduled to work thirty-two (32) or more hours in a bi-weekly pay period and is classified as a Part-time employee.

Weekend Specialty Employees – An employee who is regularly scheduled to work in the Weekend Specialty ¾ or Weekend Specialty 4/4 program and is classified as a Weekend Specialty employee.

* Limited Benefit Statuses:

Relief Part-time and Float Pool employees – Are only eligible to participate in certain benefits. Please see employment eligibility statuses summary for more information.

Things to Remember:

- Explanation of benefits can be found under the benefits tab in the My View/ Employee Portal or by accessing www.gvh.org/benefits
- Benefits will begin on the 1st of the month following your effective date.
- You will have 30 days from your hire date or change in status date to enroll in benefits.
- You will not be able to change your benefit elections unless you have a qualifying life event change or during open enrollment.
- Questions regarding health insurance plan designs, physician networks or home host network please call Aetna Concierge line at 800-521-0880.
- Questions about employee premiums, enrollment processes or other questions please contact the HR department at 215-453-4864 or via email at Askhr@gvh.org.



Relief Part Time and Float Pool Statuses

- 403(b)
- Cash Balance Pension Plan
- Children's Center
- Rainy Day Program
- Cardiac Rehab Gym

Full Time Status

- Medical
- Dental
- Vision
- Basic Life
- Voluntary Life
- Long Term Disability
- Short Term Disability
- Medical Flexible Spending Account
- Dependent Care Spending Account
- 403(b)
- Hospital Indemnity
- Critical Illness
- Identity Theft Insurance
- Cash Balance Pension Plan
- Pharmacy
- Children's Center
- Rainy Day Program
- Tuition Assistance
- Cardiac Rehab Gym
- Paid Annual Leave
- Sick Time

Part Time Status

- Medical
- Dental
- Vision
- Voluntary Life
- Short Term Disability
- Medical Flexible Spending Account
- Dependent Care Spending Account
- 403(b)
- Hospital Indemnity
- Critical Illness
- Identity Theft Insurance
- Cash Balance Pension Plan
- Pharmacy
- Children's Center
- Rainy Day Program
- Tuition Assistance
- Cardiac Rehab Gym
- Paid Annual Leave

Weekend Status

- Medical
- Dental
- Vision
- Voluntary Life
- Short Term Disability
- Medical Flexible Spending Account
- Dependent Care Spending Account
- 403(b)
- Hospital Indemnity
- Critical Illness
- Identity Theft Insurance
- Cash Balance Pension Plan
- Pharmacy
- Children's Center
- Rainy Day Program
- Tuition Assistance
- Cardiac Rehab Gym
- Vacation Time (Please see HR for details)

** Please note, that special program employees may or may not be eligible for benefits not listed here. Please see HR for detailed information.

These are only the Plan Highlights...

This summary highlights only some of the many benefits available under the Grand View Health total rewards program. Benefits are subject to change without notice. A complete description regarding the terms of coverage, rates and other information can be found on the Employee Portal.



Important Contact Numbers:

Aetna: 800-521-0880

Delta: 800-932-0783

VSP: 800.877.7195

Matrix (STD): 866.533.3438

Reliance (LTD): 800-351-7500

Vanguard: 800-523-1188

Principal Financial: 800-986-3343

Penn Foundation: 215-257-6556

Pay Flex (FSA): 800-521-0880

Voya: 877-886-5050

Children's Center: 215-453-4258

Aflac: 800-433-3036

ID Watchdog: 866-513-1518

Medical Benefits: GVH offers 3 comprehensive medical plans by Aetna. GVH employees enrolled in any one of the Aetna medical plans can opt to utilize the Home Host Network. This network is a mixture of GVH physicians, medical practices, services, and other local practices and specialties that work together to deliver a broad spectrum of services to GVH employees at a discounted rate. Beginning, 2016, GVH has implemented a Spousal Surcharge of \$100 per paycheck for spouses on any one of GVH's medical plans that have access to group health insurance outside of GVH.

Vision Plan: Vision benefits including annual eye exams, glasses and contact allowances are provided through Vision Service Plan (VSP) .

Dental Plan: Employee have the option between 2 dental plans through Delta dental. Both cover preventative services at 100%.

Medical Flexible Spending Account (FSA): This account allows you to set aside pretax earnings of up to \$5,000 per year to pay for certain IRS-approved healthcare expenses.

Voluntary Life Insurance: Additional Life Insurance is available through Voya for employees to purchase at discounted rates for self, spouse and children.

Dependent Care Flexible Spending Account (FSA): This plan allows you to set aside pretax earnings of up to \$5,000 per year to cover reimbursable dependent care expenses.

Basic Life Insurance: — GVH pays one times your annual base pay, up to \$70,000. This includes Accidental Death and Dismemberment Insurance up to one time your annual base pay, up to \$70,000.

Short-Term Disability (STD): Employees can purchase STD benefits with 30 or 60 day waiting periods to assist employees with income security if you are disabled or injured and unable to perform the duties of your job.

Long Term Disability (LTD): Disability income protection insurance provides a benefit for "long term" disability resulting from a covered injury or sickness after 180 consecutive days of total disability through Reliance.

403(b) Plan: A 403(b) plan is a defined contribution retirement plan for employees of tax-exempt organizations. Administered by Vanguard, the 403(b) plan allows employees to make pretax contributions by convenient payroll deductions and save that money for retirement. GVH also provides a company match based up on the employee's contribution.

Cash Balance Pension Plan: GVH offers eligible employees with a defined benefit plan administered by Principal Financial Group. Employees (over the age of 21) become eligible after 12 months of continuous service but must work at least 3 years with at least 1000 hours per each calendar year before being vested in the plan.

Identity Theft Protection: Identity Theft offers participants a peace of mind that their identity will not be stolen. By continuously monitoring your account, you can rest assured that your identity is fully protected from hackers and cyber-criminals. They notify you once they detect a change in your personally identifiable information (PII) and work with you until your identity has been completely restored. This benefit is provided by ID Watchdog. The biweekly rate for employee only coverage is \$4.14 and family coverage is \$8.29.

GVH Children's Center: The day-care center on site offers day care services for infants through kindergarten, as well as school age summer camps to employees at a discounted rate. Drop in Days are also available.

Rainy Day Program: The Rainy Day Program is run through the pediatric department to assist GVH employees who must continue to work when their child(ren) are sick. Employees pay a discounted rate for the pediatric Nurses to take care of their sick child for their shift. Based upon census/hospital availability.

Employee Assistance Program: This program provides 6 free counseling services per calendar year through Penn Foundation to assist employees with personal issues and everyday stress.

Pharmacy: Employees enrolled in one of the GVH Aetna medical plans can utilize the hospital's pharmacy and obtain prescriptions and over the counter medications at a discounted rate. Please contact the pharmacy if you have specific questions about prescription availability.

Tuition Assistance: Depending on the plan, tuition assistance can cover up to \$2,000 per year or \$4,000 per year. Advancement of payment prior to beginning the course, with the stipulation that the money would have to be paid back if the employee did not maintain/meet eligibility and commitment criteria.

Cardiac Rehab Gym: Free use of the Cardiac Rehab gym for all employees Tuesday through Friday from 5:45am to 7pm.

Time Away from Work Benefits:

Paid Annual Leave (PAL): Employees in a benefit eligible position, begin to accrue PAL time immediately upon hire. PAL time is used for vacation, personal, holiday, and short-term sicknesses. PAL accrual rates vary based upon employment classification, length of service, and employment hours. Generally, a full time employee working 80 hours per pay would accrue approximately 24 days annually (Please note, that this is not an exact number and PAL is based upon the employee's hours worked).

Sick Time: Available to full time employees only; Sick time begins to accrue immediately upon hire and used for absences that require an employee to be out of work for their own illness for 2 + days. Generally, a full time employee working 80 hours per pay would accrue approximately 8 days annually.

Human Resources @ Grand View

700 Lawn Ave

Sellersville, PA 18960

Main Phone Number: 215-453-4874

Benefits Phone Number: 215-453-4864

Fax Number: 215-453-4039

Email Address: AskHR@gvh.org