

BENEFITS PACKAGE

VACATION

1st year - 3.34 Hours/semi monthly -- two weeks, up to 15 days.
4th year - 5 Hours/semi monthly -- three weeks, up to 20 days.
*Paid vacation after 6 months.

SICK LEAVE

Accumulate 2 hours per pay period, up to 30 days max.
*Paid sick leave after 90 days.

PART-TIME EMPLOYEES

% of benefits based on hours worked, except insurance.

HOLIDAYS

New Years Day	New Years Eve (½ day M-Th)
Labor Day	Memorial Day
Thanksgiving Day	Independence Day
Day after Thanksgiving	Christmas Eve (½ day M-Th)
Christmas Day	Cheyenne Day (½ day)
Birthday (after 6 months)	

OFFICE HOURS

M-F, 8:00 a.m. - 5:00 p.m.

PAYDAY

The 15th of each month and the last working day each month. If payday falls on a weekend, paychecks will be distributed the Friday before.

LUNCH

Determined by Supervisor

BREAKS

Determined by Supervisor - not guaranteed and not to exceed 15 minutes in AM/PM.

EVALUATIONS

90 days, yearly, or as necessary

GROUP HEALTH INSURANCE

Eligibility requirements: 120 days, 30 hours/week

- ◆ Beginning the first day of the month following 120 days initial eligible employment the Corporation will contribute 50% of the WINhealth health Pinnacle Plan insurance single premium.
- ◆ After completing one (1) years of employment, the Corporation will contribute 75% of the WINhealth health Pinnacle Plan insurance premium for eligible employees.
- ◆ After completing three (3) years of employment, the Corporation will contribute 100% of the WINhealth health Pinnacle Plan insurance single premium for eligible employees.

LIFE INSURANCE

CMS provides \$15,000 for all full-time employees

DENTAL INSURANCE

Eligibility requirements: 120 days, 20 hours/week
Can purchase w/o health insurance
No Corporate contribution

BENEFITS PACKAGE

VISION INSURANCE

Eligibility requirements: 120 days, 20 hours/week
Can purchase w/o health and dental insurance
No Corporate contribution
Must maintain for 2 years before canceling

IN-OFFICE MEDICAL CARE

After 90 days employees and spouses have a no cost benefit for clinic services based on longevity as outlined below:

- **Years One to Five:** Six no cost office visits per calendar year. All other services such as lab, x-ray, procedures or visits exceeding this amount are billed as a regular patient.
- **Years Six and Up:** Six no cost visits per calendar year including other services, up to a maximum benefit of \$1,000.00. Services and visits exceeding this amount are billed as a regular patient.
- Outside lab or reading fees, Hospital services, etc are not a benefit to employees and must be paid for at the time of service.

FITNESS CLUB MEMBERSHIPS

Fitness One and Smart Sports offer corporate membership discounts to CMS employees

CREDIT UNION MEMBERSHIP

CMS Employees are eligible for membership in two local credit unions, Western Vista and WyHy. If interested employees should contact the credit union of their choice.

EDUCATION

Eligible after 6 months, with approval

SAFE HARBOR

After 1 year of employment-1,000 hours per year

PROFIT SHARING

After 2 years of employment - 1,000 hours per year
Enrollment entry dates are January 1st and July 1st.

SMOKING

Cheyenne Medical Specialists is a smoke free facility. No smoking is allowed in the Building or on the property.

Revised 01/20/10