



WAIMĀNALO
HEALTH CENTER

2024 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, reading "Mary Frances Oneha". The signature is fluid and cursive, with the first name "Mary" being the most prominent.

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



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 HMAA, members can:

Choose from thousands of physicians and facilities throughout the State of Hawaii for medical services.

See a Doctor Online or by Phone

HMAA members have access to a local network of physicians and therapists online or by phone, day or night, through HiDoc® telemedicine service (hosted by CloudWell Health). HiDoc® is intended to work in tandem with primary care physicians (PCP) and not as a replacement. If you do not have a PCP, HiDoc® also offers primary care services.

Acupuncture, Chiropractic, Massage, and Naturopathic Services

As the first Hawaii insurer to include alternative care as part of its health plan benefits, all of HMAA's medical plans include acupuncture, chiropractic, massage, and naturopathic services.

Health and Wellness Programs

A variety of solutions for healthy living including Active & Fit, Flu Prevention, Colorectal Cancer Screening, Baby & Me (free maternity incentive program) and more.

Member Plus Discount Program

The Member Plus Discount Program provides special merchant offers to members covered by HMAA. No additional registration or membership fees! Qualified members can take advantage of discounts at any time. Simply mention Member Plus to our participating merchants and be prepared to present your HMAA insurance card.

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.



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 recurringly 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
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Spouse	\$5,000 Life
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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)
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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

Waimānalo Health Center (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 Waimānalo Workplace Health Model.

Employee Wellness Hours - Regular Full-time and Regular Part-time employees who work at least 24 hours per week and have successfully completed three (3) months of active employment with WHC are eligible to take up to two (2) hours per pay period of paid employee wellness time, during their normal hours, as approved by their supervisor and as operations allow.

Employee Wellness Bucks - WHC employees hired at a minimum 0.6 FTE, or who work at least 24 hours per workweek, who have successfully completed three (3) months of active employment are eligible to access employee wellness bucks for wellness activities beginning 3 months after their date of hire. Full-time employees at 1.0 FTE are eligible to access \$200 per year in Employee Wellness Bucks, all others will be pro-rated based on their FTE to a minimum of 0.6 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 Regular Full-time and Regular Part-time WHC employees who work at least 24 hours per workweek, their spouses or domestic partners, and dependent children (up to the age of 24 years). This benefit is available following three (3) months of active employment with WHC, 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.







PAID TIME OFF (PTO)

Waimānalo Health Center provides a generous Paid Time (PTO) program and Holiday policy to support and malama our valued staff.

Paid time off (PTO) is available to regular full-time and regular part-time employees* for absences from scheduled work for reasons such as illness/ injury, personal business, or vacation. Casual

part-time and temporary employees* are not eligible for PTO.

Eligible employees will begin accruing PTO on their start date, and may use PTO after completing one (1) full pay period. The amount of PTO you are eligible to accrue will depend on your length of employment, as illustrated in the chart below.

Length of Employment	Accrual per Hour Paid	Max Accrual per Pay period	Max Accrual per Anniversary Year
From start date up to 3 years	.0578 hours	4.62 hours	120 hours
At 3rd anniversary up to 8 years	.0770 hours	6.16 hours	160 hours
At 8th anniversary and beyond	.0963 hours	7.70 hours	200 hours

* Please refer to the Employee Handbook for more information.



HOLIDAYS

WHC closes in observance of the following holidays:

New Year's Day	Labor Day
Presidents' Day	Veterans Day
Prince Kuhio Day	Thanksgiving Day
Memorial Day	Christmas Eve (1/2 day)
Independence Day	Christmas Day
Admissions Day	New Year's Eve (1/2 day)

Depending on how the holidays fall in a given year, WHC reserves the right to substitute another date for a designated holiday.

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 and Roth pension plan with matching contributions for employees. All employees who regularly work at least 20 hours per workweek are eligible to participate immediately upon hire. Effective January 1, 2024 WHC will match 66.67% of the employee's contribution up to a maximum of 6% of the employee's salary. Employee contributions are vested immediately. For employees who are hired effective January 1, 2024, employer matching contributions are subject to a 3-year cliff, meaning matching funds are 100% vested after the participant completes



3 Years of Service. Employees hired before January 1, 2024 are immediately 100% vested for employer matching contributions. The employer match starts after completion of six (6) months of employment with WHC.

Detailed information on the plan and individual fund prospectus information is available from Mutual of America at www.mutualofamerica.com.

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
- Employee Benefit Fair
- Christmas Luncheon
- Free Employee Parking
- Casual Friday
- AAA Discounts
- BenefitHub
- Aloha Pacific Federal Credit Union
- Hawaii Central Credit Union
- Hawaii State Federal Credit Union
- HawaiiUSA Federal Credit Union
- Hawaii Life Flight
- Movie Tickets - Regal & Consolidated Theatres
- 24 Hour Fitness
- Island Club & Spa
- UFC Gym
- Hawaii Self Storage
- Allstate Identity Protection
- Primerica Legal Protection Program
- Kama'āina Rewards
- Marketplace
- Rental Car discounts - Alamo, Enterprise, Hertz, National
- Nationwide Pet Insurance
- Tuition Discounts - University of Phoenix & Hawai'i Pacific University
- Hawaiian Legacy Reforestation Initiative
- Employee Newsletter "Pupukahi"
- Lunch & Learns
- Relias Training Modules – 1285 online courses available
- Leadership Development
- Mission and Value Alignment
- Recognized as a "Best Place to Work in Hawaii"



Questions?

- ▶ **Waimānalo Health Center**
Malulani Eccleshall
Human Resources Director
(808) 954-7173
- ▶ **simplicityHR**
Benefit Services Team
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Details of employee benefits are subject
to change at any time without notice.

 **simplicityHR®**

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