

Employee Benefits Summary

Benefit Eligibility: Full Time & Part Time Employees; Must be scheduled to work at least 30 hours per week.																	
Benefit:	Description:	Effective Date:															
Vacation Pay - 100% Employer Paid	PDO (Paid Days Off) Accrual Rates/hour worked: <table border="1" style="margin-left: 20px; border-collapse: collapse; width: 150px;"> <thead> <tr> <th></th> <th style="text-align: center;">Employees</th> <th style="text-align: center;">Supervisors</th> </tr> </thead> <tbody> <tr> <td style="text-align: left;">0 - 5 Years</td> <td style="text-align: center;">0.0673</td> <td style="text-align: center;">0.0865</td> </tr> <tr> <td style="text-align: left;">6 - 10 Years</td> <td style="text-align: center;">0.0808</td> <td style="text-align: center;">0.1000</td> </tr> <tr> <td style="text-align: left;">11 - 15 Years</td> <td style="text-align: center;">0.0962</td> <td style="text-align: center;">0.1038</td> </tr> <tr> <td style="text-align: left;">16+ Years</td> <td style="text-align: center;">0.1038</td> <td style="text-align: center;">0.1038</td> </tr> </tbody> </table>		Employees	Supervisors	0 - 5 Years	0.0673	0.0865	6 - 10 Years	0.0808	0.1000	11 - 15 Years	0.0962	0.1038	16+ Years	0.1038	0.1038	Day 1 accrual begins. Can use after 90 days of employment. <i>Must work 20 hours/week or more</i>
	Employees	Supervisors															
0 - 5 Years	0.0673	0.0865															
6 - 10 Years	0.0808	0.1000															
11 - 15 Years	0.0962	0.1038															
16+ Years	0.1038	0.1038															
Sick Pay - 100% Employer Paid	EID (Extended Illness Days) Accrual Rates/hour worked: <table border="1" style="margin-left: 20px; border-collapse: collapse; width: 150px;"> <tbody> <tr> <td style="text-align: left;">0 - 5 Years</td> <td style="text-align: center;">0.0077</td> </tr> <tr> <td style="text-align: left;">6 + Years</td> <td style="text-align: center;">0.0115</td> </tr> </tbody> </table>	0 - 5 Years	0.0077	6 + Years	0.0115	Day 1 accrual begins. Can use after 90 days of employment. <i>Must work 20 hours/week or more</i>											
0 - 5 Years	0.0077																
6 + Years	0.0115																
Paid Holidays - 100% Employer Paid	Full-Time and Part-time employees as defined in section 3.0 of the employee handbook are paid for the following approved holidays. <div style="margin-left: 40px;"> <table style="width: 100%;"> <tr> <td>- New Year's Day</td> <td>- Labor Day</td> </tr> <tr> <td>- Memorial Day</td> <td>- Thanksgiving Day</td> </tr> <tr> <td>- Independence Day</td> <td>- Christmas Day</td> </tr> </table> </div> <p>* Exception for MANA Urgent Care – up to 48 hours PDO time will be added (annually) to compensate for Holiday Pay</p>	- New Year's Day	- Labor Day	- Memorial Day	- Thanksgiving Day	- Independence Day	- Christmas Day	1 st day of employment									
- New Year's Day	- Labor Day																
- Memorial Day	- Thanksgiving Day																
- Independence Day	- Christmas Day																
Perfect Attendance	Additional 8 hours added to PDO bank every six months with no unscheduled absence (UPDO)	1 st day of employment															
Bereavement Pay - 100% Employer Paid	MANA pays up to 3 days during periods of absence from work that are occasioned by a death in your immediate family	1 st day of employment															
Retirement Benefits	401(k) – Employee deferral election through payroll deduction, up to \$20,500/year <ul style="list-style-type: none"> Online self-service tools www.401k.com Employer Match: up to 4.5% of deferral Employees who reach age 50 or older by the end of the plan year 2022 are eligible to defer an additional \$6,500 No waiting period for roll-over funds. 	Next plan entry date (quarterly) after 6 months of service. **Plan entry dates are Jan 1 st , April 1 st , July 1 st , Oct 1 st															

Employee Benefits Summary

Profit Sharing Plan - 100% Employer Paid	Profit Sharing: Discretionary Employer Contribution <ul style="list-style-type: none"> Profit Sharing: 5.25% 	Next plan entry date (quarterly) after 6 months of service. **Plan entry dates are Jan 1 st , April 1 st , July 1 st , Oct 1 st												
Wealth Management	<ul style="list-style-type: none"> Knowledgeable Retirement Consultants Estate Planning 	1 st day of employment												
MANA Health Plan Medical Benefits: OPTION 1 Traditional PPO Plan	Health Insurance (Traditional PPO medical, dental & pharmacy) <ul style="list-style-type: none"> Deductible: \$1,500 individual/\$3,000 Emp+Dep Out of Pocket Max: \$6,000 individual/\$12,000 Emp+Dep <ul style="list-style-type: none"> \$40 co-pay/\$20 MANA co-pay ACA Wellness Benefits Employee discounts on eligible MANA charges <table border="1" data-bbox="358 810 1273 1024"> <thead> <tr> <th colspan="2">PPO Medical/Dental & RX Per Pay Period Premiums</th> </tr> <tr> <th>Coverage</th> <th>Employee Cost</th> </tr> </thead> <tbody> <tr> <td>Employee Only</td> <td>\$ 60.00</td> </tr> <tr> <td>Emp + Child(ren)</td> <td>\$ 210.00</td> </tr> <tr> <td>Emp + Spouse</td> <td>\$ 360.00</td> </tr> <tr> <td>Emp + Family</td> <td>\$ 420.00</td> </tr> </tbody> </table>	PPO Medical/Dental & RX Per Pay Period Premiums		Coverage	Employee Cost	Employee Only	\$ 60.00	Emp + Child(ren)	\$ 210.00	Emp + Spouse	\$ 360.00	Emp + Family	\$ 420.00	1 st day of the month following completion of 60 days.
PPO Medical/Dental & RX Per Pay Period Premiums														
Coverage	Employee Cost													
Employee Only	\$ 60.00													
Emp + Child(ren)	\$ 210.00													
Emp + Spouse	\$ 360.00													
Emp + Family	\$ 420.00													
MANA Traditional Health Plan Prescription Rx Benefits:	Pharmacy (included in health plan) 30 Day Retail <ul style="list-style-type: none"> Generic: \$10 co-pay (waived on Wal-Mart \$4 RX) Preferred: \$40 co-pay + 20% coinsurance Non-preferred: \$60 co-pay + 20% coinsurance 90 Day Mail Order Fill (for qualifying drugs) PrudentRx discount option for Specialty Drugs	1 st day of the month following completion of 60 days.												
MANA Traditional Health Plan Dental Benefits	Dental (included in BOTH health plans) <ul style="list-style-type: none"> Annual Routine Exams & Cleanings Paid 100% (no deductible) \$50 deductible \$1,5000 Max Annual Benefit 	1 st day of the month following completion of 60 days.												
MANA Health Plan Medical Benefits: OPTION 2 High Deductible Health Plan (HSA Compatible)	Health Insurance (HDHP medical, dental & pharmacy) <ul style="list-style-type: none"> Deductible: \$3,000 individual/\$6,000 Emp+Dep Out of Pocket Max: \$6,000 individual/\$12,000 Emp+Dep ACA Wellness Benefits Employee discounts on eligible MANA charges <table border="1" data-bbox="358 1650 1273 1864"> <thead> <tr> <th colspan="2">HDHP Medical/Dental & RX Per Pay Period Premiums</th> </tr> <tr> <th>Coverage</th> <th>Employee Cost</th> </tr> </thead> <tbody> <tr> <td>Employee Only</td> <td>\$ 47.50</td> </tr> <tr> <td>Emp + Child(ren)</td> <td>\$ 183.50</td> </tr> <tr> <td>Emp + Spouse</td> <td>\$ 287.00</td> </tr> <tr> <td>Emp + Family</td> <td>\$ 337.00</td> </tr> </tbody> </table>	HDHP Medical/Dental & RX Per Pay Period Premiums		Coverage	Employee Cost	Employee Only	\$ 47.50	Emp + Child(ren)	\$ 183.50	Emp + Spouse	\$ 287.00	Emp + Family	\$ 337.00	1 st day of the month following completion of 60 days.
HDHP Medical/Dental & RX Per Pay Period Premiums														
Coverage	Employee Cost													
Employee Only	\$ 47.50													
Emp + Child(ren)	\$ 183.50													
Emp + Spouse	\$ 287.00													
Emp + Family	\$ 337.00													

Employee Benefits Summary

MANA HDHP Health Plan Prescription	Pharmacy (included in health plan) <ul style="list-style-type: none"> • Subject to Deductible + Coinsurance • Cost savings – Select \$0 preventative/generic drugs & True Accumulator 	1 st day of the month following completion of 60 days.												
MANA HDHP Health Plan Dental	Dental (included in BOTH health plans) <ul style="list-style-type: none"> • Annual Routine Exams & Cleanings Paid 100% (no deductible) • \$50 deductible • \$1,500 Max Annual Benefit 	1 st day of the month following completion of 60 days.												
Health Savings Account (FSA): *Available with HDHP Plan only.	Health Savings Account - \$3,850 Single Max contribution / \$7,770 Family Max <ul style="list-style-type: none"> • MANA Match up to \$1000 paid in 2 semiannual contributions • Pre-tax benefit Reimbursement for qualified out of pocket health care expenses	1 st day of the month following completion of 60 days.												
MANA Vision Plan	Vision Insurance (separate from Health plan) <ul style="list-style-type: none"> • Co-pays: \$10 Exam; \$20 Materials; \$25 Contact Lens Fitting • Find In-Network providers: https://superiorvision.com/members/ <table border="1" data-bbox="358 873 1271 1087"> <thead> <tr> <th colspan="2">Vision Per Pay Period Premiums</th> </tr> <tr> <th>Coverage</th> <th>Employee Cost</th> </tr> </thead> <tbody> <tr> <td>Employee Only</td> <td>\$ 4.39</td> </tr> <tr> <td>Emp + Child(ren)</td> <td>\$ 8.53</td> </tr> <tr> <td>Emp + Spouse</td> <td>\$ 8.71</td> </tr> <tr> <td>Emp + Family</td> <td>\$ 12.98</td> </tr> </tbody> </table>	Vision Per Pay Period Premiums		Coverage	Employee Cost	Employee Only	\$ 4.39	Emp + Child(ren)	\$ 8.53	Emp + Spouse	\$ 8.71	Emp + Family	\$ 12.98	1 st day of the month following completion of 60 days.
Vision Per Pay Period Premiums														
Coverage	Employee Cost													
Employee Only	\$ 4.39													
Emp + Child(ren)	\$ 8.53													
Emp + Spouse	\$ 8.71													
Emp + Family	\$ 12.98													
Flexible Spending Account (FSA): *NOT available w/ HDHP Plan	Flexible Spending Account - \$2,850 max contribution / \$570 carryover <ul style="list-style-type: none"> • 100 % Employee funded – Payroll deduction • Pre-tax benefit • Reimbursement for qualified out of pocket health care expenses 	1 st day of the month following completion of 60 days.												
Dependent Care FSA:	Dependent Care Account - \$5,000 max contribution <ul style="list-style-type: none"> • 100% Employee funded – Payroll deduction • Pre-tax benefit • Reimbursement for qualified daycare expenses 	1 st day of the month following completion of 60 days.												
Supplemental Benefits	Additional voluntary supplemental benefits available through payroll deduction: <ul style="list-style-type: none"> • Aflac Accident &/or Critical Illness Coverage • Voluntary Term Life/Spouse Life 	1 st day of the month following completion of 60 days enrollment												

Employee Benefits Summary

Group Life and Disability Benefit – 100% Employer Paid	Group Term Life Insurance & Short/Long Term Disability <table border="1" data-bbox="358 296 1110 527"> <thead> <tr> <th colspan="2">Benefit Coverage</th> </tr> </thead> <tbody> <tr> <td>Basic Term Life</td> <td>2.5 x basic annual earnings, to a max of \$200,000</td> </tr> <tr> <td>Short Term Disability</td> <td>Up to 60% weekly earning to a max of \$1,500</td> </tr> <tr> <td>Long Term Disability</td> <td>Up to 60% monthly earnings to a max of \$6,000</td> </tr> </tbody> </table>	Benefit Coverage		Basic Term Life	2.5 x basic annual earnings, to a max of \$200,000	Short Term Disability	Up to 60% weekly earning to a max of \$1,500	Long Term Disability	Up to 60% monthly earnings to a max of \$6,000	1 st day of the month following completion of 60 days employment
Benefit Coverage										
Basic Term Life	2.5 x basic annual earnings, to a max of \$200,000									
Short Term Disability	Up to 60% weekly earning to a max of \$1,500									
Long Term Disability	Up to 60% monthly earnings to a max of \$6,000									
Employee Assistance program through The Hartford	Ability Assist – Counseling (<i>includes up to 3 free face-to-face emotional or work-life counseling sessions per occurrence per year.</i>); Beneficiary Assistance; Estate Planning & Will Services; Funeral Planning & Concierge Service; Health Care Support Service; Travel Assistance & ID Theft Protection Learn more here: http://intranet/wellness/health-wellness/	1 st day of the month following completion of 60 days employment								
MANA Charitable Foundation:	Established to expand our commitment of care and to contribute to the quality of life of the people in Northwest Arkansas – Voluntary contributions through payroll deduction.									
Annual Health & Wellness Expo:	Annual Health & Wellness Expo <ul style="list-style-type: none"> • Free Biometric Health Screenings • Door Prizes • Health Insurance Premium Discounts • Benefits Education • Wellness/Nutrition & Physical Fitness Education • Vendor Discounts 									
FISH!	All MANA clinics practice the FISH! Philosophy - Prizes Awarded As Earned <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Make my day</td> <td style="width: 50%;">Be present & committed</td> </tr> <tr> <td>Be playful</td> <td>Have a great attitude</td> </tr> </table>		Make my day	Be present & committed	Be playful	Have a great attitude				
Make my day	Be present & committed									
Be playful	Have a great attitude									
PDO Gifting:	Program that provides a means for employees to share PDO benefits with other employees when all available PDO time is exhausted									
Employee Service Awards:	Bonus paid for reaching certain Milestone Anniversaries with MANA: <table style="margin-left: auto; margin-right: auto; border: none;"> <tr> <td style="padding: 0 20px;">2 years</td> <td>15 years</td> </tr> <tr> <td>5 years</td> <td>20 years</td> </tr> <tr> <td>10 years</td> <td>25 years+</td> </tr> </table> * 1 year anniversary receives a company shirt		2 years	15 years	5 years	20 years	10 years	25 years+		
2 years	15 years									
5 years	20 years									
10 years	25 years+									

Disclaimer: This summary of benefits is not all inclusive and is subject to change at any time. For more details and information on eligibility requirements please see Human Resources, HR@mana.md.