

# 2020 Benefits Overview



This outline provides a brief description of benefits that will be available through the University of Virginia to new Medical Center employees. For additional information, please see the Medical Center Benefits web page: <https://hr.virginia.edu/benefits/uva-health-plan>. For assistance contact the HR Solution Center at (434) 243-3344.

BENEFIT CATEGORY	DESCRIPTION OF BENEFIT																																																		
<b>Paid Time Off (PTO)</b>	<p>Leave time which may be used for any purpose to include vacation, personal and family illnesses, holidays*, extended bereavement time, to attend to personal business, etc.  <b>Begin accruing PTO on date of hire based on years of service as follows:</b></p> <table border="1" data-bbox="363 531 1370 680"> <thead> <tr> <th>Service</th> <th>Annual Accrual</th> <th>Carry Over Max</th> <th>Bi-Annual Cash Out Max</th> </tr> </thead> <tbody> <tr> <td>0 - 4 Yrs</td> <td>26 Days</td> <td>312 Hrs</td> <td>80 Hrs (per cash out period)</td> </tr> <tr> <td>5 - 9</td> <td>29</td> <td>348</td> <td>80</td> </tr> <tr> <td>10 - 19</td> <td>32</td> <td>384</td> <td>80</td> </tr> <tr> <td>20+</td> <td>36</td> <td>432</td> <td>80</td> </tr> </tbody> </table> <p>Accrual rates based on full-time (40 hours/week) employment.                      *If your office is closed on a clinic holiday, PTO hours will be used to cover the holiday.</p>	Service	Annual Accrual	Carry Over Max	Bi-Annual Cash Out Max	0 - 4 Yrs	26 Days	312 Hrs	80 Hrs (per cash out period)	5 - 9	29	348	80	10 - 19	32	384	80	20+	36	432	80																														
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<b>Health Plan</b>	<p>Coverage for elected health, dental, and vision benefits begin on 1st day of the month following date of hire (if hired on the 1st day of the month, coverage is effective that day):</p> <table border="1" data-bbox="363 814 1305 1367"> <thead> <tr> <th rowspan="2"><u>Coverage Level</u></th> <th colspan="2"><u>Monthly Premium Effective 1/1/20</u></th> </tr> <tr> <th><u>Full Time</u></th> <th><u>Part Time</u></th> </tr> </thead> <tbody> <tr> <td colspan="3"><b>Choice Health:</b></td> </tr> <tr> <td>Employee</td> <td>\$183.00</td> <td>\$ 206.00</td> </tr> <tr> <td>Employee + Child(ren)</td> <td>\$370.25</td> <td>\$ 381.50</td> </tr> <tr> <td>Employee + Spouse</td> <td>\$477.00</td> <td>\$ 490.50</td> </tr> <tr> <td>Family</td> <td>\$706.00</td> <td>\$ 875.25</td> </tr> <tr> <td colspan="3"><b>Value Health:</b></td> </tr> <tr> <td>Employee</td> <td>\$ 87.50</td> <td>\$ 169.25</td> </tr> <tr> <td>Employee + Child(ren)</td> <td>\$ 140.25</td> <td>\$ 297.75</td> </tr> <tr> <td>Employee + Spouse</td> <td>\$ 176.25</td> <td>\$ 384.50</td> </tr> <tr> <td>Family</td> <td>\$ 282.25</td> <td>\$ 733.00</td> </tr> <tr> <td colspan="3"><b>Basic Health*:</b></td> </tr> <tr> <td>Employee</td> <td>\$ 20.00</td> <td>\$ 146.75</td> </tr> <tr> <td>Employee + Child(ren)</td> <td>\$ 25.25</td> <td>\$ 254.25</td> </tr> <tr> <td>Employee + Spouse</td> <td>\$ 33.25</td> <td>\$ 326.75</td> </tr> <tr> <td>Family</td> <td>\$ 63.00</td> <td>\$ 575.25</td> </tr> </tbody> </table> <p>* The Basic Health Plan includes an employer funded Health Savings Account, and a Limited Flexible Spending Account is offered to employees in this plan.</p>	<u>Coverage Level</u>	<u>Monthly Premium Effective 1/1/20</u>		<u>Full Time</u>	<u>Part Time</u>	<b>Choice Health:</b>			Employee	\$183.00	\$ 206.00	Employee + Child(ren)	\$370.25	\$ 381.50	Employee + Spouse	\$477.00	\$ 490.50	Family	\$706.00	\$ 875.25	<b>Value Health:</b>			Employee	\$ 87.50	\$ 169.25	Employee + Child(ren)	\$ 140.25	\$ 297.75	Employee + Spouse	\$ 176.25	\$ 384.50	Family	\$ 282.25	\$ 733.00	<b>Basic Health*:</b>			Employee	\$ 20.00	\$ 146.75	Employee + Child(ren)	\$ 25.25	\$ 254.25	Employee + Spouse	\$ 33.25	\$ 326.75	Family	\$ 63.00	\$ 575.25
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<b>Vision Coverage</b>	<p>A variety of routine vision services, including eye exams, eyewear and contact lenses are available through Davis Vision:</p> <table border="1" data-bbox="363 1839 1305 1992"> <thead> <tr> <th><u>Coverage Level</u></th> <th><u>Monthly Premium Effective 1/1/20</u></th> </tr> </thead> <tbody> <tr> <td>Employee</td> <td>\$ 8.32</td> </tr> <tr> <td>Employee + Child(ren)</td> <td>\$ 14.56</td> </tr> <tr> <td>Employee + Spouse</td> <td>\$ 14.98</td> </tr> <tr> <td>Family</td> <td>\$ 23.30</td> </tr> </tbody> </table>	<u>Coverage Level</u>	<u>Monthly Premium Effective 1/1/20</u>	Employee	\$ 8.32	Employee + Child(ren)	\$ 14.56	Employee + Spouse	\$ 14.98	Family	\$ 23.30																																								
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<b>Short-Term Disability</b>	<p>Enrolled in this employer-paid benefit after 180 days of employment:</p> <p>This plan provides a weekly benefit of 60% of your base salary with a maximum of \$1,100 a week after a two week waiting period.</p>
<b>Long-Term Disability</b>	<p>Enrolled in this employer-paid benefit on date of hire:</p> <p>This plan provides a weekly benefit of 60% of your base salary with a maximum of \$10,000 a month after a six month waiting period. Employee has option of purchasing a higher benefit level of 66.67%.</p>
<b>Life with Accidental Death and Dismemberment Insurance</b>	<p>Coverage begins on your date of hire. Basic life with accidental death and dismemberment (AD&amp;D) insurance is provided free of charge in the amount of 1X salary. Additional supplemental life with AD&amp;D insurance may be purchased up to a maximum benefit of \$500,000 subject to evidence of insurability. Coverage for a spouse and dependent children is also available.</p>
<b>Retirement</b>	<p>Employee is enrolled on date of hire and is 50% immediately and 100% vested after 24 months of continuous employment:</p> <p>The Medical Center Retirement Plan is a defined contribution plan with retirement benefits based on tax-deferred accumulation. The current employer contribution is 4% of salary. Investment options are available through TIAA or Fidelity.</p>
<b>403(b) and 457 Savings Programs</b>	<p>Employee may participate in a 403(b) and/or a 457 savings plan on date of hire.</p> <p>Employees in the Medical Center Retirement Plan who make tax-deferred or Roth post-tax contributions to a 403(b) and/or a 457 savings plan with TIAA, Fidelity (403(b) providers) or ICMA-RC (457 provider) will receive a matching employer contribution. Employee contributions will be matched at 50% up to 4% of salary, not to exceed a 2% employer matching contribution. Employees may contribute up to the annual IRS elective deferral limit to both plans.</p>
<b>Flexible Spending Accounts (FSA)</b>	<p>Coverage for elected FSA benefits begin on 1st day of the month following date of hire:</p> <p><b>Dependent Care</b> Helps employees budget and pay for work-related dependent care on a pre-tax basis.</p> <p><b>Health Care</b> Helps employees budget and pay for out-of-pocket medical, dental and vision expenses on a pre-tax basis. Program includes use of prepaid debit card.</p>
<b>Hoo's Well</b>	<p>Comprehensive wellness program for UVA Health Plan covered employees and spouses. Rewards for completing wellness related activities. Free wellness classes. Visit <a href="http://www.hooswell.com">www.hooswell.com</a> for current rewards and program offerings.</p>
<b>Uteam</b>	<p>Uteam values the contributions you make every day to ensure UVA Health System is a great place to work and the safest place to give and receive care. Learn about the many ways Uteam recognizes you at <a href="http://www.uvauteam.com">www.uvauteam.com</a>.</p>



# ASPIRE

## Mission

*To provide excellence, innovation and superlative quality in the care of patients, the training of health professionals, and the creation and sharing of health knowledge within a culture that promotes equity, diversity and inclusiveness.*

## Vision

*In all that we do, we work to benefit human health and improve the quality of life. We will be:*

- Our local community's provider of choice for its healthcare needs
- A national leader in quality, patient safety, service and compassionate care
- The leading provider of technologically advanced, ground-breaking care throughout Virginia
- Recognized for translating research discoveries into improvements in clinical care and patient outcomes
- Fostering innovative care delivery and teaching/training models that respond to the evolving health environment
- A leader in training students and faculty in providing healthcare free of disparity

## Values

To accomplish our vision means to live our values. All Medical Center employees must agree to live the following ASPIRE behaviors:

### Accountability

*Acknowledging and assuming responsibility for where we have succeeded and failed in terms of our actions, decisions, policies and results*

- Own your commitments and outcomes
- Define and set clear expectations
- Be responsible for your mistakes and help to create solutions

### Stewardship

*Responsibly and carefully managing our resources and commitment to continual improvement and learning while acknowledging shortcomings or problems in our journey*

- Reduce waste
- Commit to continuous improvement in all you do
- Provide value-added work

### Professionalism

*Approaching all that we do, in a collaborative way, to deliver excellent care through the lens of helpfulness, positivity, kindness and competency*

- Offer help
- Act conscientiously
- Be courteous
- Be present
- Act collaboratively

### Integrity

*Being honest, open and fair through our behaviors, attitude and treatment of others*

- Be transparent
- Promote fairness
- Leverage talent
- Respect confidentiality

### Respect

*Being mindful of building a diverse and inclusive environment while showing compassion for everyone through our caring and intentional way*

- Engage in active listening
- Be inclusive in decision making and planning
- Set and clarify expectations for follow-up

### Excellence

*Conducting ourselves in a manner that surpasses ordinary standards through our preparation, collaboration and proactivity in all that we do*

- Focus on service
- Anticipate needs
- Promote growth

I commit to demonstrate these ASPIRE behaviors with all people that I encounter at UVA Health System. In addition, I will recognize my fellow team members who role model these behaviors. My signature indicates my commitment.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



# Team Member Development

As part of the UVA Medical Center, team members have access to a variety of programs that help grow work-related skills and professional interests **at no cost** to team members.

## Instructor-Led Professional Development

### Engagement Team Member Essentials

In a 2-hour session, immerse yourself in dialogue around what engagement means and discover the method behind the annual Engagement Survey. You will better understand the meaning behind the 12 questions and learn behaviors and ideas to impact your own engagement and the engagement of your team. Enroll via the Learning Management System (LMS).

### Informal Leader Series

Empower yourself with skills and essential tools to positively impact culture by learning to build trust. This is done by improving communication skills during high-stakes conversations. New skills are practiced between classes with approximately 2-3 hours of self-paced practical assignments.

- Series runs for 3 months, with one 4-hour class per month
- Reach out to your manager/supervisor to express your interest in the class — he/she must request your enrollment by emailing [hrod@virginia.edu](mailto:hrod@virginia.edu) (self-registration is not available in the LMS.)

## Instructor-Led Microsoft® Office Classes

Increase your skills in MS Office programs with instructor-led, hands-on training. Classes are 3 hours.

Basic, intermediate and advanced classes are available for Access, Excel and Word. One general class available for Outlook. Enroll through the LMS.

## Online Training via the Learning Management System (LMS)

Through the LMS, there are over 250 online classes available for team members' personal and professional development. CEUs are available for many classes (in the "Enroll in CBL" area search "CE Credit" to find these courses.)

Available topics include: Customer Service, Communication, Leadership, Teamwork and more.



For more information on these opportunities, visit the KnowledgeLink > Human Resources > Education & Training

To log into the LMS, click your LMS-NetLearning desktop icon or visit <http://www.healthsystem.virginia.edu/lms>

**Learning & Organizational Development • [hrod@virginia.edu](mailto:hrod@virginia.edu)**

# Educational Assistance Program

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The Educational Assistance Program provides Medical Center employees with centrally-funded benefits for approved academic courses and professional certification expenses.

An overview is provided below. Please see the Educational Assistance Policy for more detailed information.

## **Employee Eligibility**

- Regular full and part-time employees (20+ hours/week), flex staff and management employees that have completed 6 consecutive months of employment prior to the course start date are eligible for up to \$2,000.00/year. Employees in a “hard to fill” job role are eligible for up to \$5,250.00/year.
- Unit-based and Medical Center Pool employees are not eligible.

## **Course Eligibility**

A course is eligible as long as it meets one of the following criteria:

- Accredited academic courses that are of value to, or benefit the Medical Center.
- Review courses for a professional certification—must be approved by the employee’s department.
- English as a second language (ESL) or literacy related classes.
- Generally, one may not exceed the maximum of 7 Undergraduate credits, or 6 Graduate credits.

# Charlottesville, Virginia

## Internet Resources

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Welcome to Charlottesville! Here are just a few of the main resources that can be found on the internet about the Charlottesville area. Please feel free to search these sites and many others to learn more about the area!

### **UVA Related**

UVA Medical Center	<a href="http://www.healthsystem.virginia.edu/">http://www.healthsystem.virginia.edu/</a>
University of Virginia	<a href="http://www.virginia.edu/">http://www.virginia.edu/</a>
Community Orientation	<a href="http://www.virginia.edu/facultystaffguide">http://www.virginia.edu/facultystaffguide</a>

### **Business/News Related**

Charlottesville Chamber of Commerce	<a href="http://www.cvillechamber.com/">http://www.cvillechamber.com/</a>
County of Albemarle, Virginia	<a href="http://www.albemarle.org/">http://www.albemarle.org/</a>
Charlottesville Guide	<a href="http://www.charlottesvilleguide.com/">http://www.charlottesvilleguide.com/</a>
Charlottesville Daily Progress	<a href="http://www.dailyprogress.com/">http://www.dailyprogress.com/</a>
The C'ville	<a href="http://www.c-ville.com/">http://www.c-ville.com/</a>
The Hook	<a href="http://www.readthehook.com/">http://www.readthehook.com/</a>

### **Tourism/Virginia Information**

Monticello Avenue	<a href="http://www.avenue.org/">http://www.avenue.org/</a>
Thomas Jefferson's Monticello	<a href="http://www.monticello.org/">http://www.monticello.org/</a>
Charlottesville Albemarle Visitors Bureau	<a href="http://www.visitcharlottesville.org/">http://www.visitcharlottesville.org/</a>
Commonwealth of Virginia site	<a href="http://www.state.va.us/">http://www.state.va.us/</a>
Virginia's tourism website	<a href="http://www.virginia.org/">http://www.virginia.org/</a>

### **Living in Charlottesville**

MSC UVA	<a href="http://www.livewithmsc.com">http://www.livewithmsc.com</a>
Blue Ridge Apartment Council	<a href="http://www.brac.com">http://www.brac.com</a>
Charlottesville Association of Realtors	<a href="http://www.caar.com">http://www.caar.com</a>
Great Eastern Management Company	<a href="http://www.gemc.com">http://www.gemc.com</a>
Alcova Properties, Inc.	<a href="http://www.alcovaproperties.com">http://www.alcovaproperties.com</a>
Real Property, Inc.	<a href="http://realpropertyinc.com/">http://realpropertyinc.com/</a>
HasBrouck Real Estate	<a href="http://www.hasbrouckrealty.com/">http://www.hasbrouckrealty.com/</a>
Woodard Properties	<a href="http://www.woodardproperties.com">http://www.woodardproperties.com</a>
Nest Property Management	<a href="http://www.rentwithnest.com/charlottesville/">http://www.rentwithnest.com/charlottesville/</a>
Infinity Manager	<a href="http://www.infinitymngt.net/">http://www.infinitymngt.net/</a>