Health Insurance
Union employees may choose Kaiser Permanente Select Health Maintenance Organization (HMO), or Kaiser Permanente Point of Service (POS). The HMO program allows members to obtain medical services from a network of participating providers located in Maryland, Washington, D.C. and Northern Virginia. Many in-network services are paid at 100% with the remainder calling for a minimal copayment. The plan requires the selection of a primary care physician (PCP). The POS program has both in-network benefits and out-of-network benefits. With the exception of emergency services and out-of-area urgent care services, in-network services must be authorized and arranged by your primary care physician (PCP).
For out-of-network benefits, members may seek care from any out-of-network provider. However, the annual out-of-network deductible must be satisfied before Kaiser Permanente will provide the out-of-network benefits.
• Single or Family coverage is available for Union employees working 30+ hours a week. Single only coverage is available to those working 16-29 hours a week.
• Coverage starts on the 1st day of the month following the hire date, as long as the employee has completed enrollment within 30 days after the date of hire. Note: If you are hired on the first day of the month, your benefits are effective on the date of hire.
• The employee and the Hospital share the cost of the plan.
Employee cost:
Cigna PPO
Employee Only: $11.43
Employee + Child: $22.49
Employee + Spouse: $27.69
Employee + Family: $38.97
Cigna DHMO
Coverage with a copay when you use a network dentist.
Employee Only: $4.50
Employee + Child: $9.72
Employee + Spouse: $8.69
Employee + Family: $14.61
Vision Care
Employees may choose to participate in the Advantica EyeCare plan. The plan provides comprehensive vision benefits from a network of providers.
Advantica Employee Cost
Employee Only: $2.71
Employee + Child: $4.46
Employee + Spouse: $4.46
Employee + Family: $5.79
Life Insurance
GUH provides eligible employees with Basic Life Insurance equal to one times your annual base pay up to a combined maximum of $1,500,000 (Basic & Supplemental). Coverage is rounded up to the next higher $1,000. The one time annual salary coverage is provided at no cost to the employee.
• At a cost, full-time employees may select Supplemental Life Insurance. Coverage is available in amounts equal to one, two, or three times your base pay, up to a combined maximum of $1,500,000. The amount of total life coverage is rounded up to the next higher $1,000.
• Coverage begins on the first day of the month following your date of hire as long as the employee has completed enrollment within 30 days after their date of hire.
• If you do not enroll when first eligible you will be required to provide evidence of insurability, (EOI), which is a health questionnaire.
Disability Benefits
Short-Term Disability (STD)
• Union employees working 16+ hours a week are automatically covered under this plan on the first day of the month following employment.
• Benefits are payable when you are unable to work due to illness, non-work related injury or other medical reasons.
• The plan pays 60% of base salary for up to 23 weeks after an initial 14-calendar day waiting period up to a maximum of $6,730 per week.
• The entire cost of the plan is paid by the hospital.
• Employees should contact their supervisor to apply for STD.
Long-Term Disability (LTD)
• Full-time Union employees working 30+ hours a week are enrolled in this plan. Coverage starts on the first day of the month following the 90th day of employment as long as enrollment is completed within 30 days after the date of hire.
• The plan provides a benefit of 60% of the base salary.
• The benefit begins after a 6 month waiting period that coordinates with the STD plan.
MedStar Health Retirement Savings Plan
Note: Employees hired on or after Jan. 1, 2005 are eligible for this plan.
• Newly hired employees may begin contributing to this plan immediately.
• One year and 1,000 hours of service are required to receive an employer contribution.
• To receive a benefit the employee must be employed at the end of the year and have worked for 1,000 hours during the year.
• The employee can contribute up to $16,500 for year 2009 and an additional $5,500 if over age 50.
• MedStar will match contributions up to 50% on first 6% of employee contributions.
• Service contributions: 2% of pay if less than 10 years of service, 3% if over 10 years.
• 100% vested in your own contributions immediately.
• Vested in MedStar’s matching contributions after 3 years of service.
• Vested in automatic service contributions after 3 years of service.
Employee Assistance Program

Professional counseling is available for personal or health problems including stress, family conflicts, grief, alcohol or substance abuse, financial, depression, anxiety, chronic illnesses, and legal problems. Career counseling is also available. You may contact Business Health Services at 1-866-765-3277, 24 hours a day, 7 days a week.

Tuition Assistance

Tuition assistance is paid in 2 installments - 50% of the approved amount upon approval of a tuition assistance application; 50% of the approved amount upon presentation of an official grade report of "C" or better.

• Full-time employees are eligible to receive a maximum of $2,500 (part-time employees are eligible to receive $1,250) per calendar year.

Covered Course Work Includes:

• Graduate and under-graduate courses at academic institutions.
• Trade or technical courses at accredited or certified institutions offering post-secondary or professional education.
• Courses toward a general education diploma (GED).
• Courses toward a Master’s thesis or Doctoral dissertation credit.
• Certification and/or recertification courses and examinations to meet job requirements or the needs of the Hospital.
• Courses, seminars and workshops that award CEUs.

Not Covered:

• Seminars, workshops and conferences that do not award CEUs.
• Courses at non-accredited institutions.
• On the job training or in-service education programs.
• Fees, other than instructional fees that are charged by a credit hour and required lab fees, are not reimbursable under the policy. This includes fees for registration, parking, student activities or student health, and textbooks.

Vacation Leave

Vacation leave can be used for vacation, illness or other situations that require you to be away from work.

Staff:

• 15 days in the first year, accrued on a pay period basis.
Part-time employees scheduled to work at least 16 hours per week receive prorated vacation leave. For more information on vacation leave, please refer to your Union Agreement.

Sick Leave and Holidays

Eligible full-time employees get 12 days per year. Eligible part-time employees have prorated sick leave. Sick leave can be accumulated indefinitely. GUH recognizes a number of paid holidays for full time employees (36-40 hours).

• 7 designated holidays per year
• 1 floating holiday per year

Family and Medical Leave (FMLA)

GUH’s family care leave program enables an employee to take unpaid leave to care for a seriously ill family member or child within the first year of birth, adoption or foster care placement. Employees may use medical leave for their own serious health condition, which will run concurrently with the Short-term disability benefit. Eligibility requires the completion of one year of employment without a break in service except for holidays or other paid leave, and you have worked at least 1,000 hours preceding the request for family or medical leave or at least 50% status, whichever is less.

Employees on any unpaid leave should make arrangements with the Benefits Office to make arrangements for the payment of their other insurance premiums during this leave.

To apply for FMLA contact your supervisor.

Legal Plan

Employees may elect group legal coverage, which provides access to a nationwide network of attorneys who deliver legal services via telephone or office visit. Examples of covered services are: will preparation, tenant/landlord disputes, sale and purchase of real estate and traffic court representation. To learn more, please call (800) 728-5768.

Credit Union

Employees are eligible for membership in the Georgetown University Credit Union upon employment. The Credit Union has an on-campus location and direct deposit and low interest loans are available. For additional information about the hours of operation and services offered by the Credit Union call (202) 687-4841.

Yates Field House

An on-site athletic and recreational complex is available to staff and their families with a low-cost membership fee. For more information you can contact Yates Field House at (202) 687-2400.

Metro Check

The Metro Check program has been established to assist employees who commute to and from work by public transportation. This voluntary benefit is offered on a pre-tax basis, and employees may deduct a maximum of up to $110 per month for commuting expenses.

What is covered?

• Metro Rail and Metro Bus
• Marc Train
• Transfers

The Parking Office can be reached at (202) 444-3802. They can assist you with Metro Check, as well as pre-tax parking rates and lot assignments.

The Benefits Department

MedStar constantly seeks to improve employee benefits. This document is intended to be a brief overview of your benefits.

The Benefits Department is located on the 4th floor at 2000 N. 15th Street, Arlington, VA 22201.

Send Us Your Inquiries

By phone . . . . . . . . . . (703) 558-1300
By fax . . . . . . . . . . . . . . . . . . . . (703) 558-1302
By e-mail . . . . . . helpme@gunet.georgetown.edu

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