

Welcome to Pyramid!

Benefits Overview

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HR Generalist Central/West Inpatient & Schools



Benefits Overview

- **Pay Schedule**
- **Paid Days Off**
- **401K**
- **Perks & Discounts**
- **Medical, Dental, Vision**
- **ADP & policy review**
- **Relias**

2020 Pay Schedule

2020 Pay Schedule

Starting Pay Period	Ending Pay Period	Pay Date	
12/15/2019	12/28/2019	1/3/2020	
12/29/2019	1/11/2020	1/17/2020	
1/12/2020	1/25/2020	1/31/2020	No Benefits
1/26/2020	2/8/2020	2/14/2020	
2/9/2020	2/22/2020	2/28/2020	
2/23/2020	3/7/2020	3/13/2020	
3/8/2020	3/21/2020	3/27/2020	
3/22/2020	4/4/2020	4/10/2020	
4/5/2020	4/18/2020	4/24/2020	
4/19/2020	5/2/2020	5/8/2020	
5/3/2020	5/16/2020	5/22/2020	
5/17/2020	5/30/2020	6/5/2020	
5/31/2020	6/13/2020	6/19/2020	
6/14/2020	6/27/2020	7/3/2020	
6/28/2020	7/11/2020	7/17/2020	
7/12/2020	7/25/2020	7/31/2020	No Benefits
7/26/2020	8/8/2020	8/14/2020	
8/9/2020	8/22/2020	8/28/2020	
8/23/2020	9/5/2020	9/11/2020	
9/6/2020	9/19/2020	9/25/2020	
9/20/2020	10/3/2020	10/9/2020	
10/4/2020	10/17/2020	10/23/2020	
10/18/2020	10/31/2020	11/6/2020	
11/1/2020	11/14/2020	11/20/2020	
11/15/2020	11/28/2020	12/4/2020	
11/29/2020	12/12/2020	12/18/2020	

Pay

- **Tracking Hours**

- Different tracking methods by location (ADP, timecard)

- **Payroll Clock-In**

- Ex: 8:00am schedule
 - Clock in at 7:53am or 8:07am → 8am Payroll
 - Clock in at 7:52am → 7:45am Payroll
 - Clock in at 8:08am → 8:15am Payroll

- **Attendance Clock-In**

- **Communicate any missed punches to your supervisor**

Benefits –

Pyramid offers employees:

- 401 (k)
- Recruitment Bonuses
- Discounts on AT&T, Verizon, Sprint, education (*Capella University*) fitness clubs & Sherwin Williams paint & more
- Employee Assistance Program
- Free trainings for job enrichment

401 K – Page 19 Benefit Packet

- ✓ Pyramid matches first 1% of contributions at 100%
- ✓ The next 5% is matched at 50%
- ✓ **401K match is currently suspended due to COVID19**
- ✓ Eligible upon completion of 3 months of service on the first of the following quarter:
 - ✓ Entry dates : 1st day of Jan, April, July & Oct.
- ✓ Auto Enrolls at 6%

www.standard.com/retirement

Recruitment Bonus Policy

- ✓ The applicant will identify on their application/resume the employee(s) who referred them
- ✓ If 2 employees referred a new hire, the bonus is split between them
- ✓ Recruitment bonuses paid at 90 days, 6 months & 1 year

FULL TIME	Non-Clinical	Clinical	CRNP / PA	Doctor
90 Days	\$50	\$100	\$500	\$1,000
6 Months	\$50	\$100	\$500	\$1,000
1 Year	\$100	\$200	\$500	\$1,000

PART TIME	Non-Clinical	Clinical	CRNP/PA	Doctor
90 Days	\$25	\$50	\$250	\$500
6 Months	\$25	\$50	\$250	\$500
1 Year	\$50	\$100	\$250	\$500

Internships

Internships at Pyramid Healthcare prepare future graduates for lifelong careers by providing quality hands-on training concentrated around our CORE Values: Integrity, Dedication, Collaboration, Passion. Many of our interns are offered positions even before they graduate; one of our largest Residential treatment facilities' Program Director started with us as an Intern!



Perks and Discounts – Page 22

- Discounts on AT&T, Verizon, Sprint (Scroll down ADP homepage & click each provider to see the discount)
- *Capella University* offers us a discount
- Mt Aloysius tuition discount for employees:
 - 25% discount for RN & BSN programs
 - 20% discount for College of Continuing Studies/Graduate programs
- Coldwell Banker Real Estate – 20% credit of the commission earned on the listing or buying side of a transaction
- Sherwin Williams paint – contact our Purchasing Dept
- <https://pyramidhealthcare.corestream.com>
- ADP Perks → ADP “Myself” tab → Benefits → Lifemart

Employee Assistance Program

Offer virtual, telephonic or face-to-face counseling sessions to help employees with concerns regarding Marital & Family, Child & Spouse, Emotional & Personal issues, Grief & Loss, Alcohol & Drugs, Job Stress, etc...

- Confidential
- Employee + household
 - 4 covered sessions per family member, per situation



Employee Assistance Program

Common Employee Concerns



Children and
Adolescents



Emotional Wellness



Career Counseling



Mood Disorders



Anxiety



Chemical Dependency
(drugs and alcohol)



Life Coaching



Elder Care Services:
concerns about aging
parents



Financial Counseling



Addictions: gambling,
spending, Etc.



Domestic Violence



Grief and Loss



Marital and Family

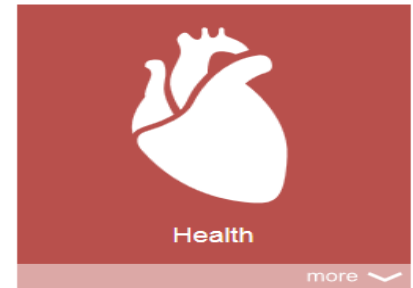
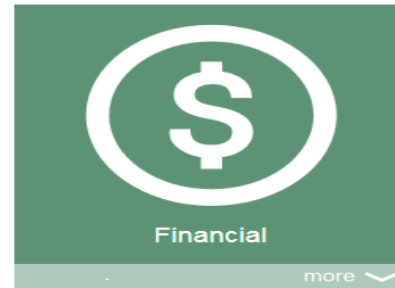


Stress and Time
Management

Employee Assistance Program

**You can access EAP services by phone
at 1-800-543-5080**

**Or via the EAP portal at www.mseap.com
Access Code **PYRHC****



Benefits – Full Time Employees

- Paid Days Off & Extended Sick time
- Excellent benefit choices
 - Medial
 - Dental
 - Vision

Paid Days Off Policy – Full Time

ADP → Resources → Company Information → Company Policies

Company Policies ? ↗

To read and acknowledge a policy, click the link.

POLICY NAME	VERSION
Over Time	5117
Paid Days Off - HFC	7119
Paid Days Off - M&S	7119
Paid Days Off - OBH	7119
Paid Days Off - ORI	83019
Paid Days Off - PHC	83019
Paid Days Off - Walden	7119
Paid Sick Leave - PHC ...	10218
Payment for Training	83017
Payroll Deductions	5117

Please access
your location's
PDO policy on ADP.

Soaring Heights Schools are under
“Educational Facilities Policy”

Paid Days OFF (PDO) – Pyramid

FULL TIME EMPLOYEES: Accrue PDO's at 6.15 hours/pay after 90 days of continuous employment (**20 days/year**). This accrual will increase every 5 years of employment as noted below:

- FT- 8 hours/pay after **five** years of continuous employment
 - FT- 9.54 hours/pay after **ten** years of continuous employment
 - FT- 11.08 hours/pay after **fifteen** years of continuous employment
-
- Your PDO's will max out at 240 hours (30 days). PDO hours will roll over each year but will cap off at this amount.

Paid Days Off Policy – Full Time

Donation of PDO to Co-workers

- ✓ Can be donated to coworkers in times of an emergency and as approved by the Human Resource Department.
- ✓ 8 hour increments
- ✓ Limited to 16 PDO hours per employee per calendar yr.
- ✓ Recipient permitted 120 hours/15 days donated per calendar year.
- ✓ Contact Human Resources for the form

Extended Sick Time “ESD” - Pyramid

FULL TIME EMPLOYEES:

- **Accrue ESD at 4.62 hours/pay after one (1) year of employment. Time can be used after second day of personal illness. The first two days of pay would be deducted from your accrued PDO hours. On the third day of being off of work you will start to use your accrued ESD hours. A written doctor’s note is required and must be signed by an MD or DO. So if you see a PA, you’d still need the MD or DO to sign off on the note.**

Bereavement Policy

- **A maximum of three (3) consecutive working days at regular pay will be paid as bereavement leave associated with the death of a member of an employee's immediate family:**
 - Mother, father, step-mother, step-father
 - Grandmother, grandfather, great-grandmother, great-grandfather
 - Grandchildren, great-grandchildren, step-children
 - Sister, brother, step-brother, step-sister, half-brother, half-sister
 - Spouse
 - Child
 - Includes the same members of the employee's spouse's family

- **PT employees regular pay determined by normal hours**

Benefits – Full Time Employees

Full Time Eligibility

Available 1st day of the month following 60 days of continuous employment

Medical

Vision

Dental

Life Insurance

Enroll on ADP

Workforcenow.adp.com

**Myself → Benefits →
Enrollment**

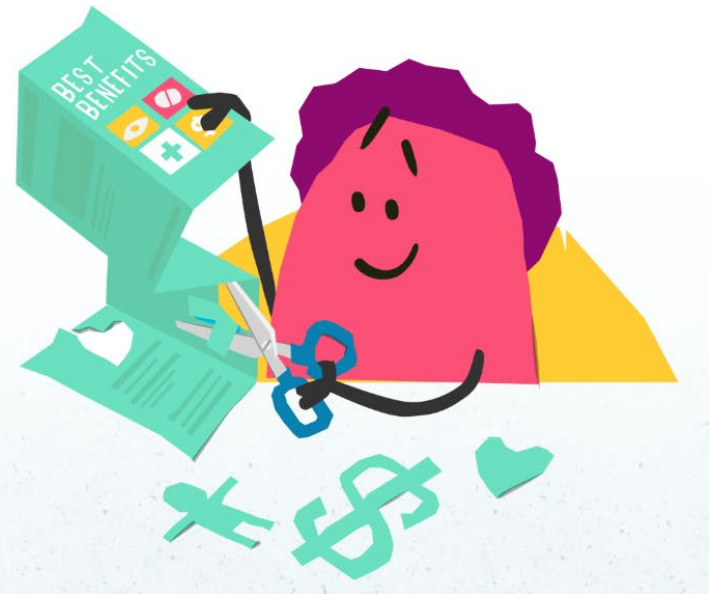
MY ALEX – Page 31 – Benefit Packet



Let's find your best benefits.

ALEX provides a summary of your benefits and is accurate to the best of our knowledge. But you should fully review all of your benefits documents before enrolling. ALEX may provide estimates or suggestions, but only you can elect benefits to best suit your needs. This is not an application for enrollment. By clicking "Get Started," you acknowledge that you understand this and agree to the [Terms of Service](#) and [Privacy Policy](#).

Get Started



WWW.MYALEX.COM/PYRAMID-HEALTHCARE/2019-20



Medical – Page 10 - Benefit Packet

Premium PPO



- ✓ \$1,000 individual, \$2,000 family deductible
- ✓ \$25 primary care office visit copay
- ✓ \$50 specialist office visit copay
- ✓ \$50 Urgent Care copay

Flexible Spending Account (FSA) – Page 13

- ✓ Debit card to use to pay for eligible healthcare expenses
- ✓ Maximum contribution of \$2,700
- ✓ “Use it or lose it” from Aug 1st through July 31st

www.wageworks.com



Value and Base



- ✓ Value - \$5,000 individual, \$10,000 family deductible
- ✓ Base - \$2,500 individual, \$5,000 family deductible

Health Savings Account (HSA) - Page 12

- ✓ Debit card to use to pay for eligible healthcare expenses
- ✓ Maximum contribution of \$3,500 individual, \$7,000 family
- ✓ \$\$ rolls over year to year, even if you leave the company

www.wageworks.com

Prescriptions – Page 11 - Benefit Packet

PRESCRIPTION DRUG PLAN – HIGHMARK

Administered by Express Scripts

If you elect to participate in any of the medical plans, you are automatically enrolled in the prescription drug plan. All three medical plans have the same prescription drug benefits.

DRUG TIER	VALUE AND BASE HEALTH SAVINGS PLAN		PREMIUM PPO PLAN	
	RETAIL (30 DAY SUPPLY)	MAIL ORDER (90 DAY SUPPLY)	RETAIL (30 DAY SUPPLY)	MAIL ORDER (90 DAY SUPPLY)
Generic Drugs	\$8 after ded.	\$16 after ded.	\$8	\$16
Preferred Brand	\$45 after ded.	\$90 after ded.	\$45	\$90
Non-Preferred Brand	\$96 after ded.	\$190 after ded.	\$96	\$190
Specialty	50% for formulary & non-formulary \$500 maximum per prescription after deductible	50% for formulary & non-formulary \$1,000 maximum per prescription after deductible	50% for formulary & non-formulary \$500 maximum per prescription	50% for formulary & non-formulary \$1,000 maximum per prescription

Dependent Care FSA

- ✓ **Save money by using pre-tax dollars on the supervised care services required for you to work**
- ✓ **Dependent children must be 12 years old or younger**
- ✓ **Daycare, preschool, summer day camp, before and after school care**
- ✓ **Contact Valerie Hultz to sign up – vhultz@lifemgmt.org**

Dental – Page 17 – Benefit Packet

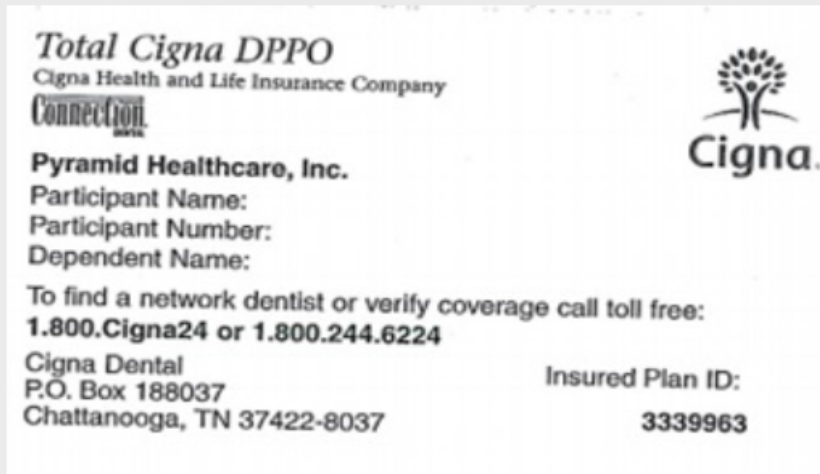
	CIGNA LOW PLAN		CIGNA HIGH PLAN	
	In-Network Advantage & DPPO	Out-of-Network ¹	In-Network Advantage & DPPO	Out-of-Network ¹
Plan Year Deductible	\$75/individual; \$225/family		\$50/individual; \$150/family	
Plan Year Maximum	\$1,500		\$2,000	
Preventive & Diagnostic <i>Exams, Cleanings, Bitewing X-rays (each twice in a calendar year) Fluoride Treatment, Sealants, Space Maintainers (limited to non-orthodontic treatment) Non-Routine X-Rays Emergency Care to Relieve Pain</i>	80%, no deductible	80%, no deductible	100%, no deductible	85%, no deductible
Basic Services <i>Fillings, Extractions, Endodontics (root canal) Periodontics, Oral Surgery Anesthetics, Bridges, Crowns, & Inlays Repairs - Dentures</i>	80% after deductible	80% after deductible	80% after deductible	80% after deductible
Major Services <i>Crowns (Inlays/Onlays) Stainless Steel/Resin Crowns Bridgework Dentures, Implants (High Plan Only)</i>	50% after deductible	50% after deductible	50% after deductible	50% after deductible
Orthodontia Benefits	Not covered		Not covered	

Dental – Page 17 – Benefit Packet

Dental Cards

Cigna dental does not mail ID cards. Please use the following process to print out your information after you are enrolled into a plan:

1. Log on to www.mycigna.com
2. Set up a profile
3. Use group number 3339963
4. Search by last and first name
5. Click on blue ID number
6. Print document



Total Cigna DPPO
Cigna Health and Life Insurance Company
Connection
Pyramid Healthcare, Inc.
Participant Name:
Participant Number:
Dependent Name:
To find a network dentist or verify coverage call toll free:
1.800.Cigna24 or 1.800.244.6224
Cigna Dental
P.O. Box 188037
Chattanooga, TN 37422-8037
Insured Plan ID:
3339963



Find this on ADP!

Resources → Company
Information → Forms
Library

Vision – Page 17 – Benefit Packet

National Vision Administrators (NVA)

	In-Network	Out-of-Network
Exams <i>(every 12 months)</i>	\$10 copay	Up to \$30 Reimbursement
Frames <i>(every 12 months)</i>	Up to \$150 retail allowance (20% discount off balance)	Up to \$30 Reimbursement
Lenses <i>(every 12 months)</i> Single Lined Bifocal Lined Trifocal Lenticular	\$10 copay	Up to \$25 Reimbursement Up to \$35 Reimbursement Up to \$45 Reimbursement Up to \$60 Reimbursement
Contact Elective Evaluation/Fitting	Up to \$150 retail allowance Daily wear: 100% Covered Extended wear: 100% Covered specialty: Covered 100% after \$20 copay	Up to \$75 retail allowance Daily wear: \$20 Extended wear: \$30 Covered specialty: \$30

Voluntary Benefits – Page 16 & 21

- ✓ Voluntary Long Term Disability
- ✓ Voluntary Short Term Disability (STD)
- ✓ Accidental Injury Insurance
- ✓ Critical Illness Insurance
- ✓ Hospital Indemnity Insurance

Benefits Advocate

Ask Your Advocate

Helping you make the most of your
healthcare benefits.

CONTACT INFORMATION

Pyramid Healthcare Advocate Center
Toll Free (844) 343-2612
bac.pyramidhc@ajg.com



Gallagher

Insurance | Risk Management | Consulting



ADP Portal

You may use ADP for:

- **Requesting time off**
- **Logging your hours (some jobs)**
- **Review your timecard**
- **View PDO accruals**
- **Review/Access company policies**
- **Change your address/contact information/direct deposit**

ADP Portal



Access from Pyramid Intranet
or workforce.adp.com

English (US) ▾

Welcome to ADP

User Login [Admin Login](#)

User ID
jotto@pyramidhc

Password

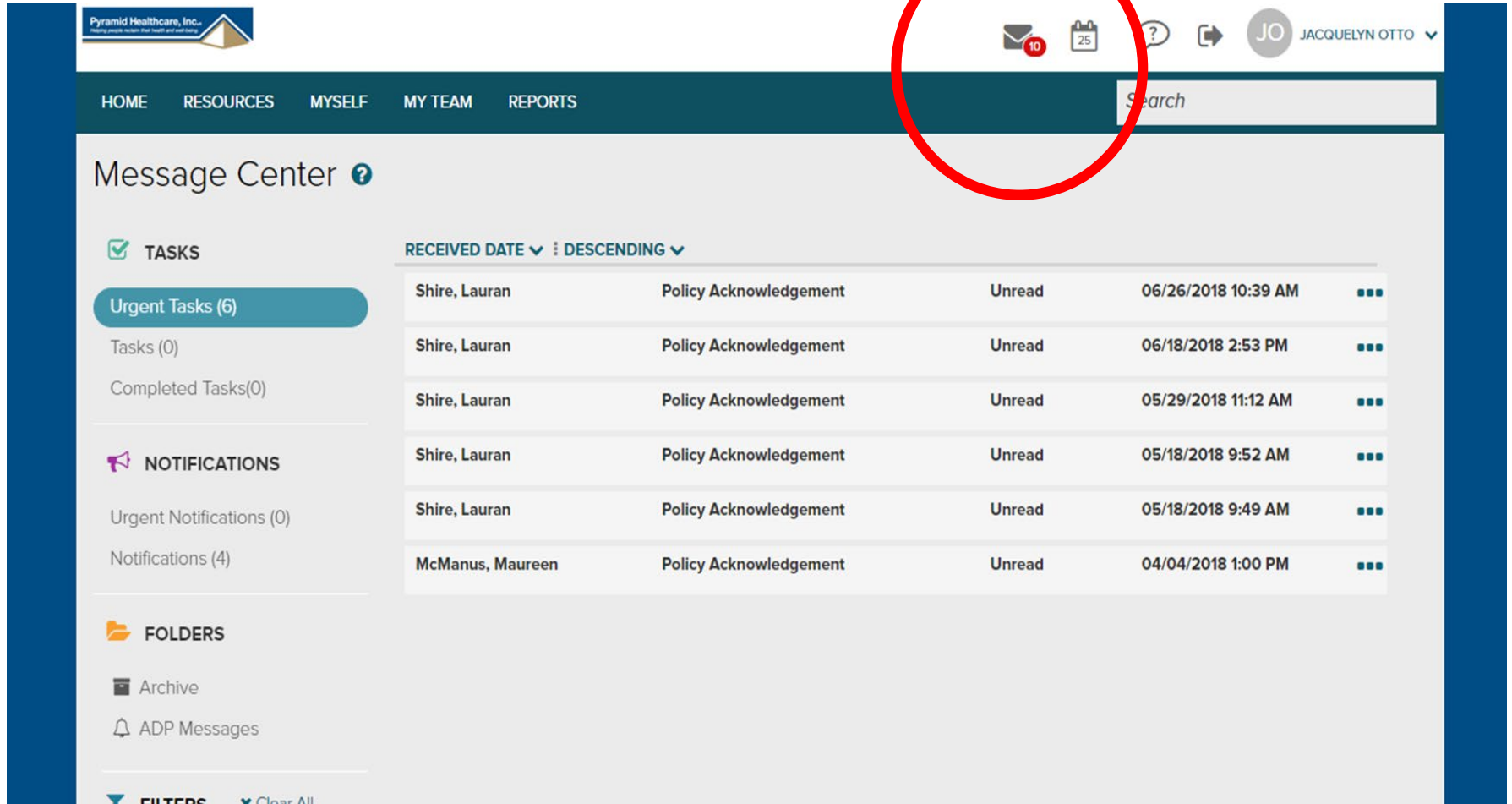
[Forgot Your User ID/Password?](#)

[LOG IN](#)

First Time User?
[REGISTER HERE](#)

[Help Getting Started](#)

ADP Portal – Message Center



Pyramid Healthcare, Inc. Making people realize their health and well-being

HOME RESOURCES MYSELF MY TEAM REPORTS Search

Message Center ?

TASKS

Urgent Tasks (6)

Tasks (0)

Completed Tasks(0)

NOTIFICATIONS

Urgent Notifications (0)

Notifications (4)

FOLDERS

Archive

ADP Messages

FILTERS Clear All

RECEIVED DATE ▾ : DESCENDING ▾

Shire, Lauran	Policy Acknowledgement	Unread	06/26/2018 10:39 AM	...
Shire, Lauran	Policy Acknowledgement	Unread	06/18/2018 2:53 PM	...
Shire, Lauran	Policy Acknowledgement	Unread	05/29/2018 11:12 AM	...
Shire, Lauran	Policy Acknowledgement	Unread	05/18/2018 9:52 AM	...
Shire, Lauran	Policy Acknowledgement	Unread	05/18/2018 9:49 AM	...
McManus, Maureen	Policy Acknowledgement	Unread	04/04/2018 1:00 PM	...

ADP Portal – Company Policies



HOME RESOURCES MYSELF MY TEAM REPORTS

Search

Company Policies

POLICY NAME	VERSION	REQUIRED	ACKNOWLEDGED	ACKNOWLEDGE DATE	VIEWED	UPLOADED BY
Age Limits	83017	Yes	<input checked="" type="checkbox"/>	12/27/2017 12:39:37 PM	<input checked="" type="checkbox"/>	Pyramid Healthcare, Inc
Anniversary Date	5117	Yes				Pyramid Healthcare, Inc
Appraisal Initial Emplo...	5117	Yes				Pyramid Healthcare, Inc
Attendance and Punct...	5117	Yes				Pyramid Healthcare, Inc
Bereavement Leave	5117	Yes				Pyramid Healthcare, Inc
Categories of Employ...	5117	No				Pyramid Healthcare, Inc
Cellular Phone Usage	5117	Yes				Pyramid Healthcare, Inc
Changes in Employee...	5117	Yes				Pyramid Healthcare, Inc
Communication	5117	Yes				Pyramid Healthcare, Inc



Attendance & Punctuality Policy

Clearview Pyramid Acquisition Company, LLC.

POLICY/PROCEDURE

Section:	Administration
Policy Name:	Attendance and Punctuality
Policy Number:	10,001

Issued By:	Human Resources
Date Issued:	07/01/99
Date Reviewed/Revised:	06/10/03; 01/05/15; 1/10/17, 5/1/17; 2/25/19

PURPOSE: To promote satisfactory attendance and promptness; to control absenteeism, thus helping maintain effective staffing levels for client safety and operational productivity.

POLICY: The Company considers unnecessary and excessive absenteeism or tardiness a serious matter and one that interrupts departmental routines, the workloads of other staff members, and the Company's ability to provide effective services.

- ✓ Arrive on time to perform the necessary duties and responsibilities of job
- ✓ Absences will be considered excused if they are scheduled in advance and approved by Management.
- ✓ 3 paths of discipline – You can be at various levels discipline levels between paths

Attendance & Punctuality Policy

- **Late Arrivals / Early Departures:**

Unexcused within a one year look back period handled as follows:

- | | |
|---|-------------------------------------------------------------------|
| 1 | 5 lates/early outs = Verbal Warning |
| 2 | 3 more lates/early outs following verbal = Written Warning |
| 3 | 2 more following Written = Written Warning w/suspension |
| 4 | Any additional = Termination |

Attendance & Punctuality Policy

■ Call Offs:

- Unreported absence is considered a serious infraction of the Company's rules and standards of conduct.
- Notify your supervisor if you can't report for work at the regularly scheduled time.

Unexcused call offs within a one year look back period:

1	5th absence = Verbal Warning
2	6th absence = Written Warning
3	7th absence = Written Warning w/suspension
4	8th absence = Termination

Attendance & Punctuality Policy

■ Call Offs:

The following individual infractions will trigger issuance of at least a Written Warning:

- 1 Calling off on a day when PDO has already been denied**
- 2 Calling off when you have signed up for an overtime shift**
- 3 Per Diem staff refusing two consecutive shifts that fall within their availability**
- 4 Two unexcused absences within first 90 days of employment**

Attendance & Punctuality Policy

- **No Call / No Show:**
 - Voluntary abandonment of job, and employment termination, if staff does not report to work for two consecutively scheduled shifts and fails to notify their immediate supervisor or other designated individual (see Termination of Employment policy)
 - Any individual day that an employee is a no-call no-show, that infraction will proceed to the next level of discipline.
 - Ex. Employee has a verbal warning for attendance, then a no-call no-show will proceed to a Written Warning

ADP Portal – Company Policies

■ Harassment Policy

- Any form of harassment directed at employee's race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, marital status, citizenship, genetic information, or any other characteristic protected by law, is a violation of this policy and will be treated as a serious matter, with disciplinary repercussions up to and including termination.
- For the purposes, the term “harassment” includes, but is not necessarily limited to: Slurs, jokes, other verbal, graphic or physical conduct relating to an individual's race, color, religious opinions, or affiliations, national origin, age, veteran status, or physical or mental handicap.

ADP Portal – Company Policies

■ **Drug Free Workplace Policy**

- Pyramid Healthcare is committed to satisfying the needs of its customers and at the same time, cares about the well-being of each of its employees. The abuse of drugs, alcohol and/or other controlled substances by employees is a concern, because such behavior is detrimental both to the Company's business objectives and, more important, harmful to the health and welfare of the employee involved as well as his or her coworkers, patients, families, and guests.
 - 1. To establish and maintain a healthy and safe working environment for all employees;
 - 2. To ensure to our customers the reputation of the Company and its employees as good, responsible citizens;
 - 3. To reduce accidental injury to person or property;
 - 4. To reduce absenteeism, tardiness, and indifferent job performance;
 - 5. To comply with the terms and specifications of our customer's contracts.



ADP Portal – Company Policies

■ **Drug Free Workplace Policy**

- As required by this policy, employees may be subject to drug and/or alcohol testing in the following situations:
 - Pre-employment Testing
 - Reasonable Suspicion Testing
 - Post-Accident Testing
 - Return to Duty and Follow Up Testing
 - Random Testing

ADP Portal – Company Policies

■ **Ethics Policy**

- All information concerning clients must be held in strict confidence.
- All employees' private, as well as professional, lives are expected to be conducted in a manner consistent with the responsible image that the company wants to project to clients, visitors, and community.
- The company is proud of the reputation which its employees have developed for courtesy, friendliness, and quality client care; Employees who do not conduct themselves in such a manner as to maintain this reputation may be subject to strict disciplinary measures.

ADP Portal – Company Policies

■ **Ethics Policy**

- The company recognizes that there are times when peers, friends, families, or neighbors of employees seek treatment. In these circumstances, the policy of the company is that the relationship remain of the nature it was prior to admission.
 - Staff shall not be allowed to be involved in the treatment process of a friend, peer, family member or neighbor.
 - Establishing a personal relationship with a client (or former client) is forbidden
 - Professional and personal relations are not to be mixed
 - If an employee chooses to become personally involved with a client (or former client) the employee will be expected to resign his or her position with the company immediately

Relias Learning

When To Use Relias:

Assigned trainings

- Human Resources will assign required trainings upon hire and throughout employment
- You will receive an email or will be notified by your supervisor when a training is assigned with the training topic and a completion due date

Optional trainings

- Relias offers additional trainings for professional development and continued education credits
- Please speak with your supervisor about any option elective courses you wish to complete

Relias Online Training Portal

You will receive an email from Relias Learning with your username and password.

The screenshot displays the Relias Online Training Portal interface. At the top left is the Pyramid Healthcare, Inc. logo. In the top right corner, there is a 'Learner' dropdown menu and a user profile icon. A dark green sidebar on the left contains navigation links: OVERVIEW, Assignments, Licenses & Certifications, HELP, Connect, and Resources. The main content area is divided into two sections. The 'Learning Summary' section shows a Compliance Rate of '-', an Average Grade of 100%, and a total of 3 courses taken (1 Assigned, 2 Electives). A green 'Print Transcript' button is located below this summary. The 'Transcript' section features a search bar for completed assignments, filter options for Type (All Types), Date Type (Completed on Range), and Certificates (All Certificates), along with date range selection fields. Below the filters is a table of completed assignments.

Title	BrainSparks	Grade	Due Date	Completed
2019 Danger Zone 0.5 hours	N/A	100%		7/11/2019
Welcome to Relias 0 hours	N/A	100%	8/1/2019	5/23/2019

Trouble with Relias?

Contact: Renee Toney

HR Coordinator / Relias Guru

rtoney@pyramidhc.com

Take Aways

- **401K – 1st of the quarter following 90 days of employment**
 - Elect beneficiaries
 - Auto enrolls at 6% - if you want to adjust % or opt out
- **Full Time Medical, Dental, Vision, Voluntary Benefits – 1st of the month following 60 days of employment**
 - Elect benefits on ADP
 - For FSA or HSA, go to Wageworks to complete registration for your card
- **Depending on where you work, you may have a different PDO policy. Please read PDO policy on ADP.**

Take Aways

- **ADP – Register as a new user on ADP**
 - Double check your contact information, tax withholdings
 - Read company policies

- **Relias – Check your email for your Relias login credentials**
 - For continuing education credit, input your license
 - All new hires have onboarding trainings assigned on Relias
 - If you have any current trainings like CPR, Mandated Reporter, ect – send to Renee Toney