

# Benefits Guide



 **Harmony**  
Senior Services  
Family Serving Families

Apply now by visiting [HarmonySeniorServices.com/careers](https://www.harmonyseniorservices.com/careers)

## BENEFITS AT HARMONY

- Outstanding advancement opportunities
- Ongoing career development
- Ongoing training
- Full and Part-time comprehensive health/dental/vision programs
- Full suite of employee volunteer benefits
- Company-paid life insurance
- Disability insurance
- Suite of paid time off benefits

## PROFESSIONAL DEVELOPMENT

- Executive Director Professional Development Training Program
- Medical Technicians certification
- Apprenticeship Program for all associates
- Mentor Program for all associates

Scan Here to Apply Now





# Join Our FAMILY

**Begin your journey with Harmony and join one of the leaders in the senior living industry.**

Your Harmony opportunity begins with a commitment to our belief that we are a Family Serving Families company, which is rooted in the traditions and values of our founders. Our Harmony mission is to provide each resident, family member and associate with the same care, compassion and respect we would our own family.

## VACATION

Harmony feels that it is important for associates to take time off. Vacation is available to full time associates and is earned as follows:

### 1-4 years:

10 days (80 hours) are earned  
*(5 days may be taken after 6 months of continuous employment for a total of 10 days first year.)*

### 5-9 years:

15 days (120 hours) are earned

### 10 or more years:

20 days (160 hours) are earned

## SICK LEAVE

To assist our associates during time of illness, sick time accrual is available to full time associates. Accrual of five (5) days or 40 hours of paid sick time per year will begin on your hire date and can be used after 90 days of continuous service. Accrued sick time up to (5) days or 40 hours can be rolled into the following year.



## PAID HOLIDAYS

One paid day off will be granted to all eligible employees (full time) for each of the following holidays:

- New Year's Day
- Memorial Day
- Fourth of July
- Labor Day
- Thanksgiving
- Christmas

## ADP RETIREMENT PLAN

Harmony Senior Services offers a 401(k) Retirement Plan through ADP Retirement. Once associates meet eligibility, associates are auto-enrolled into the plan at 2% of their income, pre-taxed. This percentage will increase 1% every January 1st to a maximum of 10%.



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## HEALTH SAVINGS ACCOUNT (HSA)

**Health Care HSAs** help you pay for qualified medical expenses for you, your spouse, and your dependent children (regardless of whether or not they are enrolled in your medical plan as long as they are included as dependents on your tax return). Examples of qualified medical expenses include medical and prescription copays, dental care, prescription sunglasses, hearing aids, and prescribed OTC medications. Contributions are made into the account by a payroll deduction and are limited to the maximum amount each year. You must have the money in your account to reimburse yourself; you cannot exceed the amount in your account. As you incur expenses, simply use your debit card to pay or submit a paper claim for reimbursement. Please note that health insurance premiums paid for by an employer plan or for other health insurance coverage are not eligible for reimbursement.

## MEDICAL (FSA)

**Flexible Spending Accounts** allow you to reduce your taxable income by setting aside pre-tax dollars from each paycheck to pay for eligible out-of-pocket health care and dependent care expenses for you and your family. There are two types of FSAs: Health Care FSA and Dependent Care FSA. You can elect one or both of these.



## DEPENDENT CARE (FSA)

**Dependent Care FSAs** help you pay for the cost of day care for your dependents so you and your spouse can work. Eligible expenses include:

- Care for your dependent child who is under the age of 13 whom you can claim as a dependent for tax purposes
- Care for your dependent child who resides with you and who is physically or mentally incapable of caring for him/herself
- Care for your spouse or parent who is physically or mentally incapable of caring for him/herself. If the situation is educational in nature (i.e. Kindergarten), the expense cannot be reimbursed. An individual day care provider must be a non-dependent relative over the age of 19 and must claim the income on their tax return. Your annual contribution amount is deposited into your account and only the amount you have contributed to date, less any previous reimbursements, will be available to you. You may only receive reimbursements for services already incurred.



# Insurance

## MEDICAL

Harmony offers medical plans with Anthem:

### VIRGINIA EMPLOYEES

**Anthem Healthkeepers HMO  
30/2000**  
\$30 co-pay  
\$2,000 individual deductible  
20% after deductible  
Max out of pocket \$7,500

**Anthem Healthkeepers HMO  
25/500**  
\$25 co-pay  
\$500 individual deductible  
20% after deductible  
Max out of pocket \$6,000

**Anthem HSA 3200**  
\$3,200 individual deductible  
\$6,400 family deductible  
100% after deductible  
Max out of pocket \$6,500

### NON-VIRGINIA EMPLOYEES

**Anthem KeyCare 30**  
\$30 co-pay  
\$2,000 individual deductible  
20% after deductible  
\$4,000 family deductible

**Anthem KeyCare 25**  
\$25 co-pay  
\$500 individual deductible  
20% after deductible  
\$1,000 family deductible

**Anthem HSA 3200**  
\$3,200 individual deductible  
\$6,400 family deductible  
100% after deductible  
Max out of pocket \$6,500

## GUARDIAN VISION

We have one vision plan with Guardian. It offers you discounted Rates on Special Services. In addition to your standard eye glass coverage, you will also have access to various discounts.

## ANTHEM DENTAL

\$1500 max \$50 deductible

**Coverage**  
100/100/60/50%



# Associate Discount PROGRAM

Harmony Senior Services associates are also offered the LifeMart Associate Discount Program. LifeMart offers both national and local discounts from brands you know and love. They provide savings on real life needs such as:

- Child Care
- Education
- Senior Care
- Gyms
- Nutrition Plans
- Furniture & Appliances
- Car Buying
- Automotive Services
- Financial & Legal Products
- Travel
- Car Rentals
- Hotels
- Computers
- Cell Phones
- Theme Park Tickets
- Movie Tickets
- Clothing
- Flowers
- Gifts
- Restaurants
- Nationwide Local Deals
- Grocery Coupons

## WASHINGTON NATIONAL SUPPLEMENTAL PLANS

We offer a variety of supplemental plans through Washington National:

- Accident Plan
- Cancer Plan
- Critical Illness Plan
- Universal Life
- Hospital Indemnity Plan
- Term Life Insurance



## EMPLOYEE WELLNESS & EAP

Gaurdian Employee Assistance Program

Our Employee Assistance Program offers services to help promote well-being and enhance the quality of life for our associates and their family. Support and guidance is available for assistance with family and personal challenges online or via phone.

## TELEHEALTH & MOBILE APPS

[Anthem LiveHealth Online](#) or [Sydney App](#) plans give you the ability to access care from anywhere via a telephonic or video connection. This is a great alternative when the only option for care is the ER, or when you just aren't well enough to leave the couch. Make sure to register ahead of time, before you need care.



### 1.800MD

A national telehealth company specializing in convenient, quality medical care. With board-certified physicians in all 50 states, those in need can obtain diagnosis, treatment and a prescription, when necessary, through the convenience of a telephone and digital communications.