

<b>What is it? And when do I get it?</b>	<b>Am I eligible?</b>	<b>How do I get it?</b>
<b>Health Insurance</b>		
<p>Saratoga Hospital's health plans are an Exclusive Provider Organization (EPO) providing benefits through a domestic network of hospital facilities and providers and a non-domestic local and national network. Refer to the Courtesy Discount Policy in the Admin. III Manual Policy # 6.5 for a current list of providers in the domestic network. The plan is administered by CDPHP. <b>Two plan options available: \$250 or \$500 deductible. Refer to plan summaries. The health plan includes a benefit for diabetic monitoring equipment under durable medical equipment.</b></p> <p>Coverage is effective the 1<sup>st</sup> of the month following date of hire.</p> <p>Coverage is available for dependent children to the end of the month in which they turn 26.</p> <p>***Plan provides Domestic Partner Benefits.</p>	<p>PT and FT employees budgeted @ a minimum of 36 hours for 12 hr employees and 37.5 for all other employees per pay period.</p>	<p>Complete enrollment paperwork within 31 days of hire or status change.</p>
<b>Prescription Insurance</b>		
<p>Prescription plan through EnvisionRxOptions for all prescriptions including diabetic medications and supplies and women's contraceptives. Co-pay structure is as follows:</p> <ul style="list-style-type: none"> <li>• \$10 generic</li> <li>• \$40 brand</li> <li>• \$55 non-formulary brand</li> <li>• Specialty drug co-pay is 25% of cost to a max of \$150</li> </ul> <p>To be eligible, you <b>must</b> be enrolled in health plan.</p> <p>Our plan offers a mail order option through Envision Pharmacies that can save you significant dollars on co-pay costs. The plan also provides an option to refill maintenance medications for 90 days at retail locations.</p> <p>Coverage is effective the 1<sup>st</sup> of the month following date of hire.</p> <p>Coverage is available for dependent children to the end of the month in which they turn 26.</p> <p>***Plan provides Domestic Partner benefits.</p>	<p>PT and FT employees budgeted @ a minimum of 36 hours for 12 hr employees and 37.5 for all other employees per pay period.</p>	<p>Complete enrollment paperwork within 31 days of hire or status change.</p>
<b>Dental Insurance</b>		
<p>Comprehensive dental insurance plan offered through Delta Dental provides cleanings and x-rays once every six months as well as additional coverage for fillings, extractions, orthodontia, implants, etc.</p> <p>Coverage is effective the 1<sup>st</sup> of the month following date of hire.</p> <p>Coverage is available for dependent children to the end of the month in which they turn 26.</p> <p>***Plan provides Domestic Partner benefits.</p>	<p>PT and FT employees budgeted @ a minimum of 36 hours for 12 hr employees and 37.5 for all other employees per pay period.</p>	<p>Complete enrollment paperwork within 31 days of hire or status change.</p>

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<b>Vision Insurance</b>		
<p>Comprehensive vision plan through Davis Vision offers annual eye exam @ \$10 co-pay, lens purchase every year, frame purchase every two years.</p> <p>Coverage is effective the 1st of the month following date of hire.</p> <p>Coverage is available for dependent children to the end of the month in which they turn 26.</p> <p>***Plan allows coverage for domestic partners.</p>	<p>PT and FT employees budgeted @ a minimum of 36 hours for 12 hr employees and 37.5 for all other employees per pay period.</p>	<p>Complete enrollment paperwork within 31 days of hire or status change.</p>
<b>Flexible Spending Accounts (FSA)</b>		
<p>Our FSA, administered through Lifetime Benefits Solutions offers two accounts options:</p> <ol style="list-style-type: none"> <li>1. Healthcare account for unreimbursed medical expenses up to \$2,600.</li> <li>2. Dependent care account for childcare costs up to \$5,000.</li> </ol> <p>Amounts are withheld on a pretax basis.</p> <p>Plan offers a "debit" card to provide more ease of use and less claim paperwork.</p> <p>Plan offers a grace period allowing expenses incurred between January 1<sup>st</sup> and March 15<sup>th</sup> of the following calendar year to be paid with prior year funds.</p>	<p>PT and FT employees budgeted @ a minimum of 36 hours for 12 hr employees and 37.5 for all other employees per pay period.</p>	<p>Complete enrollment paperwork within 31 days of hire or status change.</p>
<b>Company Paid Life Insurance</b>		
<p>Term life insurance purchased by the hospital through Unum Insurance Co. equal to one times the employee's base annual salary up to \$200,000 for hospital employees.</p> <p>Benefit begins the 1st of the month following 3 months of employment.</p>	<p>FT employees only budgeted @ 72 hours or more per pay period.</p>	<p>No enrollment paperwork required. Benefit is automatic. Must complete beneficiary form.</p>
<b>Company Paid Long Term Disability Insurance</b>		
<p>Purchased by the hospital through Unum Insurance Company.</p> <p>This benefit provides 60% of the employee's monthly salary up to a maximum benefit of \$10,000 following a 90 day wait period.</p>	<p>Salaried employees</p>	<p>Benefit is automatic for eligible employees.</p>
<b>Employee Assistance Program (EAP)</b>		
<p>EAP is paid for by the hospital to provide employees with 24/7 free and confidential support service designed to help the employee and/or their immediate family with any issues, concerns or problems affecting their lives.</p>	<p>All employees.</p>	<p>Contact the EAP directly. The telephone number is 793-9768 OR contact Human Resources for more information.</p>
<b>Personal and/or Educational Leave of Absence</b>		
<p>Eligible employees may request a personal leave of absence of up to thirty (30) days.</p>	<p>All employees who have completed their 6 month introductory period.</p>	<p>Leave request must be submitted in writing to Manager/Director.</p>
<b>Leave of Absence under the Family Medical Leave Act (FMLA)</b>		
<p>Eligible employees can receive up to 12 weeks of leave in a rolling twelve month period for:</p> <ol style="list-style-type: none"> <li>1.) Their own serious health condition that makes them unable to perform their job</li> <li>2.) To care for a spouse, parent or child with a serious health condition</li> <li>3.) To care for the employee's child after birth or placement for adoption or foster care</li> <li>4.) For incapacity due to pregnancy, prenatal care or child birth</li> <li>5.) Because of a qualifying exigency as a result of your spouse, son or daughter or parents are on active duty or call to active duty in support of a contingency operation</li> <li>6.) Because you are the spouse, son or daughter, parent or next of kin of a covered service member with a serious injury or illness</li> </ol>	<p>All employees who have worked for the organization for at least 12 months and who have worked at least 1,250 hours in the immediately preceding 12 months of the need for leave.</p>	<p>Contact Human Resources for the necessary paperwork.</p>

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<b>NYS Disability</b>		
This statutory benefit is coordinated through the Unum Insurance Co. and provides a benefit of 50% of the employee's average weekly wage up to a maximum of \$170 per week for a period of up to 26 weeks for any non-work related injury or illness including disability due to pregnancy. Benefits begin on the 8 <sup>th</sup> day.	All employees.	Contact Human Resources for the necessary paperwork and information to initiate a claim.
<b>Workers Compensation</b>		
This statutory benefit is coordinated through PMA Insurance and provides a benefit of two-thirds of the employee's average weekly wage up to a maximum of \$864.32 per week (7/01/16 – 6/30/17) for absences due to a work related injury.	All employees.	Contact the Employee Health Dept. for the necessary paperwork and information to initiate a claim.
<b>Paid Time Off CLT and CAT</b>		
Each eligible employee accrues time each pay period in two separate banks; Combined Leave Time (CLT) and Catastrophic Sick Time (CAT). CLT is used for all vacation, sick, personal and holidays. CAT is used for extended illnesses beyond 3 consecutive days. Time is accrued based on hours worked up to a maximum each pay period. The maximum accrual increases over time based on the employee's length of service. Employees are offered quarterly options to cash in or deposit into their retirement account some of their accrued CLT.	PT and FT employees budgeted @ a minimum of 36 hours for 12 hr employees and 37.5 for all other employees per pay period.	Benefit is automatic for eligible employees.  New hires cannot use accrued time during their first six months of employment.
<b>Bereavement</b>		
Bereavement time is a benefit providing paid time off for up to five consecutive days following the death of certain family members.	PT and FT employees budgeted @ a minimum of 36 hours for 12 hr employees and 37.5 for all other employees per pay period.	Benefit is provided through the payroll process upon notification by the employee to their Manager/Director.
<b>Holidays</b>		
Saratoga Hospital observes specified national holidays in a manner consistent with the requirements of our 24 hour a day – 7 days a week commitment to our patients. The obligation to work on holidays is shared among the individual department's work force. Some departments are able to close, or reduce staffing, on the recognized holidays as follows:  <ul style="list-style-type: none"> <li>• New Year's Day           • Independence Day   • Thanksgiving Day</li> <li>• President's Day         • Labor Day            • Christmas Day</li> <li>• Memorial Day</li> </ul>		
<b>Shift Differential</b>		
The Hospital pays the following shift differentials: Evening Shift*           12% Night Shift*             20% Weekend                 10% In Charge                \$0.75 per hr On Call                    \$2.50 per hr *The differential is paid if you work a minimum of 4 hours on an evening or night shift.	Certain positions are eligible for this benefit.	Contact Human Resources to determine if your position is eligible.

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<b>Retirement Plan</b>		
<p>All employees are automatically enrolled in our 403 (b) retirement plan for 2% of their gross compensation after the first 30 days of employment. Employees can contribute up to \$18,000 each year into their 403(b) account. Employees age 50 and over can contribute an additional \$6,000 annually.</p> <p>The hospital contributes an amount equal to 2.75% of each eligible employee's annual compensation into their account as well as contributing a match amount which varies based on the employee's length of service for those employees deferring at least 2% into the plan.</p> <p>Employees also have an option to contribute to their retirement account on a post-tax basis to a Roth account.</p> <p>Changes to bi-weekly contributions or account allocations can be done by calling Transamerica Retirement Services at 1-800-755-5801 or by going online at saratogahospital.trsuretire.com (inhouse) or <a href="http://www.trsuretire.com">www.trsuretire.com</a>.</p>	<p>The employee must have reached age 21 during the plan year and must have worked a minimum of 975 hours during the plan year to receive the employer match.</p>	<p>Employees are automatically enrolled 30 days after their date of hire.</p> <p><b>Employees not wishing to contribute to the plan must call Transamerica or opt out online.</b></p>
<b>Voluntary Supplemental Term Life Insurance</b>		
<p>Voluntary benefit offered through Unum Insurance Co. allowing employees to purchase additional term insurance up to \$300,000 for themselves and \$100,000 for spouses or domestic partners.</p> <p>Benefit begins the 1st of the month following 3 months of employment OR following company underwriting approval.</p>	<p>PT and FT employees budgeted @ a minimum of 36 hours for 12 hr employees and 37.5 for all other employees per pay period.</p>	<p>Can enroll at any time by completing enrollment paperwork and personal health application.</p> <p>If enroll within 31 days of date of hire or status change, no personal health application is required.</p>
<b>Voluntary Supplemental Whole Life Insurance</b>		
<p>Voluntary benefit offered through New York Life Insurance Co. allowing employees to purchase whole life insurance coverage.</p>	<p>PT and FT employees budgeted @ a minimum of 36 hours for 12 hr employees and 37.5 for all other employees per pay period.</p>	<p>Enrollment is done annually in November only.</p>
<b>Indexed Universal Life Insurance</b>		
<p>This plan provides portable life insurance coverage through Penn Mutual for employees and their spouses. The interest earned on the cash value of the policy is based on the Standard and Poor's 500 index using both an upside and downside cap. The plan provides the option for a monthly retirement income stream through the use of the loans option drawn against the policy death benefits.</p>	<p>PT and FT employees budgeted @ a minimum of 36 hours for 12 hr employees and 37.5 for all other employees per pay period.</p>	<p>Can enroll at any time by contacting the plan representative and completing the necessary enrollment paperwork.</p>
<b>Voluntary Short Term Disability Insurance</b>		
<p>Voluntary benefit offered through the Unum Insurance Co. providing a weekly payment of 50% of an employee's average weekly wage, following a one week waiting period, up to a maximum benefit of \$2,000 (including what is paid under NYS Disability).</p> <p>Benefit begins the 1st of the month following 3 months of employment OR following company underwriting approval.</p>	<p>PT and FT employees budgeted @ a minimum of 36 hours for 12 hr employees and 37.5 for all other employees per pay period.</p>	<p>Can enroll at any time by completing enrollment paperwork and personal health application.</p> <p>If enroll within 31 days of date of hire or status change no personal health application is required.</p> <p>Enrollments are subject to approval by the carrier.</p>

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<b>Voluntary Long Term Disability Insurance</b>		
<p>Voluntary benefit offered through the Unum Insurance Co. providing a monthly payment of 50% of an employee's average monthly wage, following a six month waiting period, of up to a maximum benefit of \$10,000.</p> <p>Benefit begins the 1st of the month following 3 months of employment. OR following company underwriting approval.</p> <p>Salaried employees should take note that this voluntary benefit does <b>not</b> provide additional benefits above the employer paid long term disability benefit provided through UNUM Insurance Co.</p>	<p>FT employees budgeted @ 72 hours or more per pay period</p>	<p>If enroll within 31 days of date of hire or status change no personal health application is required.</p> <p>After 31 days from date of hire or status change can only enroll during annual open enrollment period in November each year.</p> <p>Enrollments are subject to approval by the carrier.</p>
<b>Voluntary Cancer Indemnity and Critical Care Plan</b>		
<p>This voluntary cancer and critical care protection plan provided through AFLAC Insurance offers two plans providing financial assistance for when a covered person is first diagnosed with cancer or critical illness to help cover costs such as transportation, travel, lodging, household costs and other living expenses.</p>	<p>PT and FT employees budgeted @ a minimum of 36 hours for 12 hr employees and 37.5 for all other employees per pay period.</p>	<p>Can enroll at any time by contacting the plan representative and completing the necessary enrollment paperwork.</p>
<b>Voluntary Accident Indemnity Plan</b>		
<p>This voluntary accident indemnity plan provided through AFLAC Insurance offers payment of benefits to you for help with expenses incurred due to an injury. The plan is designed to provide cash benefits through the different stages of care, regardless of the severity of the injury. There are no deductibles or copayments, no lifetime limit, no network restrictions and no coordination of benefits regardless of any other insurance.</p>	<p>PT and FT employees budgeted @ a minimum of 36 hours for 12 hr employees and 37.5 for all other employees per pay period.</p>	<p>Can enroll at any time by contacting the plan representative and completing the necessary enrollment paperwork.</p>
<b>Voluntary Hospital Advantage Plan</b>		
<p>AFLAC Hospital Advantage: This plan offers multiple options and levels and includes hospital confinement benefits, major diagnostic exams, surgery, ambulance transportation, no precertification or network requirements. Different levels of coverage to suit your needs and budget guaranteed-renewable options and one rate for all ages. <b><u>This plan could be used to help offset expenses for co-pays, deductibles, and emergency room co-pays.</u></b></p>	<p>PT and FT employees budgeted @ a minimum of 36 hours for 12 hr employees and 37.5 for all other employees per pay period.</p>	<p>Can enroll at any time by contacting the plan representative and completing the necessary enrollment paperwork.</p>
<b>Voluntary Legal Plan</b>		
<p>This voluntary benefit offered through MetLaw and Hyatt Legal Plans offers eligible employees an opportunity for affordable legal assistance involving court appearances, document review and preparation, wills, family and real estate matters, identity theft, etc. at a low bi-weekly cost.</p> <p>Once enrolled the employee must remain in the plan for the entire plan (calendar) year.</p>	<p>PT and FT employees budgeted @ a minimum of 36 hours for 12 hr employees and 37.5 for all other employees per pay period.</p>	<p>Must enroll within 31 days of date of hire or status change or during annual open enrollment period in November for coverage beginning January 1st.</p>
<b>YMCA Membership</b>		
<p>The hospital pays \$200 towards the eligible employee's membership cost to one YMCA; Saratoga Regional, Glens Falls, Greater Glensville branch of Capital District YMCA or Southern Saratoga.</p>	<p>PT and FT employees budgeted @ a minimum of 36 hours for 12 hr employees and 37.5 for all other employees per pay period.</p>	<p>Contact Human Resources to obtain the necessary documentation to provide the YMCA to obtain the hospital discount.</p>

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<b>Tuition Assistance</b>		
<p>This benefit provides advance payment of tuition costs for eligible employees to specified annual limits based on the employee's status.</p> <p>Part time employees receive up to \$1,500 and full time employees receive up to \$3,000 per school year.</p> <p>Employee is obligated to repay tuition assistance if withdraws or fails the course or leaves the organization before the completion of one year of service following the end of the course. Read policy in its entirety for complete information on eligibility and all requirements including grades, loan repayment and collection process.</p>	<p>PT and FT employees budgeted @ a minimum of 36 hours for 12 hr employees and 37.5 for all other employees per pay period following 6 months of employment.</p>	<p>Complete tuition assistance request form and submit with copy of invoice to Human Resources.</p>
<b>Empire State College</b>		
<p>Empire State College offers a discount of their orientation fee when the discount code is applied with submission of online admissions application. An additional discount of \$100 will also be applied upon first term enrollment</p>	<p>All employees</p>	<p>Discount information and code available in the Employee Center on the hospital intranet or through Human Resources.</p>
<b>Excelsior College</b>		
<p>Excelsior College offers reduced tuition and fees to employees who enroll in undergraduate programs – except for the Nursing Program Associate's Degree. Employees who enroll in the graduate programs are eligible for a 15% reduction in tuition costs. The reduced tuition offered applied to the employee's spouses and domestic partners.</p>	<p>All employees</p>	<p>To receive the tuition reduction employees <u>must</u> enroll through the online portal located in the Employee Center on the hospital intranet.</p>
<b>Sage College Corporate Discount</b>		
<p>Russell Sage College offers an additional discount of up to 20% off tuition costs for graduate and evening program students.</p>	<p>All employees</p>	<p>The Sage Student Tuition Sponsorship Agreement must be completed and submitted to Human Resources for signature and submission to Sage. Sage requires form to be submitted before the end of the add/drop period for the semester.</p>
<b>RN Scholarship Program</b>		
<p>Saratoga Hospital provides financial support for selected candidates who are pursuing a bachelors, masters, or associate degree in nursing through an accredited program. Financial support will cover tuition, books, and educational fees. Employees will be required to continue employment (while attending school) in their current position or a similar position (PCA, ER Tech, ICCU Tech, Patient Care Tech, LPN or CNA). Upon graduation, employees who receive scholarship funding will be expected to continue employment for a 3 year period.</p>	<p>PT and FT employees with at least one year of continuous service and performance evaluations in the meets expectations category and above.</p>	<p>Application material is provided annually in the spring through Human Resources.</p>
<b>Voluntary 529 College Savings Program</b>		
<p>New York's 529 College Savings Program Direct Plan provides a flexible, convenient, and low-cost way to save for college. The program features a wide range of investment choices, tax-free withdrawals when used for qualified higher education expenses, and contributions that are tax-deductible (up to certain limits) for New York State residents. This may be set up as a direct deposit feature.</p>	<p>All employees</p>	<p>For more information go to <a href="http://www.nysaves.org">www.nysaves.org</a>.</p>



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<b>Courtesy Discount</b>		
Eligible employees and their dependents receive 100% courtesy discount on medically necessary outpatient treatments up to \$150 per visit and up to \$1,000 for each inpatient visit. Domestic partners of employees will also receive the discount provided they are insured under the hospital's group health benefit. Discounts are applicable following payment from their insurance carrier. This benefit does not apply to services received at Malta Medical Emergent Care. Benefit begins after 90 days of employment.	PT and FT employees budgeted @ a minimum of 36 hours for 12 hr employees and 37.5 for all other employees per pay period.	Inform registrar taking admission information when registering for services.
<b>Direct Deposit</b>		
This voluntary program allows employees to directly deposit their paycheck into one or more accounts at various financial institutions. Employees can access copy of their pay stub in UltiPro showing all payroll information.	All employees	Complete the Direct Deposit Authorization form. Allow up to two pay periods for direct deposit to become effective.
<b>Christmas Club</b>		
This voluntary program is set up through direct deposit to The Adirondack Trust Co. A check is issued to the employee in October. Employees who contribute for the entire year receive a one week match from the bank.	All employees	Can enroll at any time. Complete Christmas Club application form.
<b>Wellness Committee</b>		
The Wellness Committee encourages employees, volunteers and medical staff to improve and maintain a healthy work life balance. The Committee supports employee's efforts by offering a variety of programs on fitness, nutrition and health related education.  CDPHP has partnered with the hospital to assist our wellness mission through their Life Points program. This program rewards participating Life Points employees with incentives when they participate in healthy behaviors. If you participate in a CDPHP Medical Plan through the hospital or your spouse's employer, you are eligible to participate in Life Points. By participating in Life Points, employees can earn an additional \$365 dollars towards purchases of their choice.	All employees	Sign up for various activities and programs when announced by Wellness Committee or by contacting the Employee Health Department for information.  Enroll in Life Points program by going online to <a href="http://www.cdphp.com">www.cdphp.com</a>
<b>Employee Activities</b>		
The hospital offers a full range of family oriented recreational activities through our Employees Activities Committee including our annual picnic, annual holiday party, and various bus trips to baseball games, concerts and shopping.	All employees	Sign up forms are distributed by Human Resources or through the Volunteer Dept.
<b>Service Star of the Month</b>		
Each month the organization recognizes an employee who has been nominated by their peers for their outstanding efforts and contributions. Employees receive a certificate highlighting their reward, some great gifts and cash!  One Service Star of the Year is selected from those awarded throughout the year and the winner is announced at an annual dinner honoring all the nominees.	All employees	Nomination forms are completed and deposited confidentially in the Service Star of the Month box at their site or can be sent to the Education Department who oversees the Service Star Review Committee.
<b>Employee Recognition Dinner</b>		
Each year the hospital recognizes employees for their service to the hospital. The service milestones start at 5 years and continue to the most senior employee.	All employees when achieving service milestones.	Benefit is automatic.
<b>Valentine's Day Candy</b>		
Each year in February, the hospital recognizes the commitment of all employees and volunteers to providing outstanding care to our patients through this tasty token of appreciation.	All employees and volunteers.	Benefit is automatic.

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<b>Hospital Week</b>		
Each year in May, the hospital celebrates the outstanding efforts of all employees and volunteers through a series of department recognition events. Additionally each employee and volunteer receives a complimentary meal.	All employees and volunteers.	Benefit is automatic.
<b>Food Co-Op</b>		
Each month employees can purchase bulk foods through one of the hospital's vendors. Delivery is made on a specific date to the hospital and employees must pick up their order by a specified time.	All employees	Complete and return the order form by the required date. The form is available in the hospital cafeteria or by calling the Nutritional Service Office.
<b>Discounted Auto and Homeowners Insurance</b>		
This voluntary benefit is offered by Liberty Mutual Insurance Company.	All employees	Can enroll at any time by contacting the plan representative and completing the necessary enrollment paperwork.
<b>Discounted Cell Phone Rates</b>		
This voluntary benefit is offered by Verizon, Sprint and CRWireless (Cingular/AT&T).	All employees	Can enroll at any time by contacting the plan representative and completing the necessary enrollment paperwork.
<b>Credit Union and Bank Discounts</b>		
Various financial institutions offer discounted service costs, free checking, and other benefits to employees. Currently Sunmark FCU, SEFCU and Hudson River Credit Union offer various products to employees.	All Employees	Can enroll at any time by contacting the plan representative and completing the necessary enrollment paperwork.
<b>BJ's Wholesale Club Memberships</b>		
Employees can purchase a discounted 13 month membership for two people for \$37.45 per year (BJ's Inner Circle Membership) or \$80.25 per year (BJ's Perks Rewards Membership)	All employees	Obtain the necessary paperwork from HR or print out from SaraNet Employee Center. Return completed form with payment payable to BJ's to Human Resources.
<b>Discounted Movie Tickets</b>		
Employees have the opportunity to purchase discounted movie tickets that can be used at any Regal for \$8.50 or Bow Tie movie theater for \$7.00.	All employees	Tickets are purchased through the Human Resources office.
<b>Summer Fun Discounts</b>		
Employees have the opportunity to purchase discounted tickets to The Great Escape and Water Safari in season.	All employees	Tickets are purchased through the Human Resources office.
<b>Downtown Business Association Discounts</b>		
Employees have the opportunity to receive discounts on goods and services through the Downtown Business Association of which the hospital is a member.	All employees	Contact Human Resources to obtain the discount card and list of participating businesses.

*Please remember that Saratoga Hospital benefit plans are defined in legal documents such as insurance contracts and summary plan descriptions. If a question arises about the nature and extent of plan benefits or if there is conflicting language, the formal language of the plan documents govern, not the informal wording provided in this benefit summary. Therefore, none of the language in this summary will be deemed to grant any broader benefits than those stated in official plan documents. Employees may request copies of the summary plan descriptions or other documents from Human Resources.*