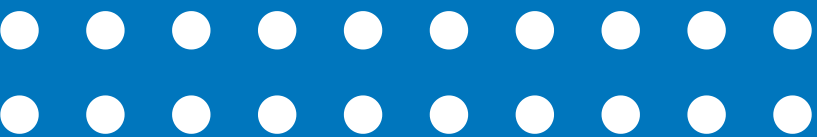


# 2025 Recruitment Guide

Prospective Employees

Effective January - December 2025



# Hi there!



## We're thrilled you're considering joining our team.

At American Society of Health System Pharmacists, your health and wellbeing are a top priority. When you are thriving mentally, physically, and financially, you are your best self in and out of the office. That is why we offer a comprehensive suite of perks and benefits designed to support your total health and wellbeing.

### Eligibility for Benefits

You are eligible to enroll in benefits if you are a regular full-time employee who is actively working at least **30 hours** per week. Coverage begins on the first day of the month following date of hire.

**Have a family?** You can also cover your spouse and children to age 26.

### Time Away From Work

Vacation is provided to employees, depending on their tenure with ASHP and full-time, part-time or hourly status.

Sick and personal leave are provided to full-time employees.

ASHP offers **12 paid holidays** throughout the year, including 2pm closure the day before the holiday.

### Medical Coverage (CareFirst BlueCross BlueShield)

Choose from three medical plans through **CareFirst BlueCross BlueShield**.

	BlueChoice HMO	BlueChoice Advantage	BluePreferred PPO
<b>Annual deductible</b>	<b>\$0</b> individual <b>\$0</b> family	<b>\$500</b> individual <b>\$1,000</b> family	<b>\$250</b> individual <b>\$500</b> family
<b>Out-of-pocket maximum</b>	<b>\$2,000</b> individual <b>\$4,000</b> family	<b>\$4,500</b> per person <b>\$9,000</b> family	<b>\$2,000</b> individual <b>\$4,000</b> family
<b>Doctor visits</b>	<b>\$20</b> PCP <b>\$30</b> specialist	<b>\$10</b> PCP <b>\$20</b> specialist	<b>\$10</b> PCP <b>\$10</b> specialist
<b>Emergency Room</b>	<b>\$50</b> copay	<b>\$200</b> copay after the deductible	<b>\$50</b> copay after the deductible
<b>Inpatient</b>	<b>\$300</b> copay / admission	<b>\$300</b> copay /day after the deductible, up to \$1,500 / admission	<b>Covered at 100%</b> after the deductible
<b>Your cost (semi-monthly)</b>			
Employee Only	\$59.52	\$68.26	\$98.50
Employee + Spouse	\$273.80	\$313.99	\$465.69
Employee + 1 Child	\$226.24	\$259.39	\$353.52
Employee + Family	\$357.12	\$409.55	\$656.69

### Critical Illness - MetLife

Critical Illness coverage through MetLife pays you a cash benefit to help with your expenses— your deductible or copays, transportation, groceries and more – if you or a covered family member is diagnosed with a covered critical illness. The money is yours to use as you choose. Employees can elect benefit amount of **\$15,000 or \$30,000**. Spouse and children are eligible for **50%** of the employee election. Cost is based on employee age and election amount.

# For healthy eyes and smiles, keep yourself protected with coverage.

We protect what matters - from mental health to dental and vision plans.

## Dental (Humana) & Vision (VSP) Coverage

Care for your smile and your eyes with regular check-ups. Need braces or glasses? We have coverage for those too.

	Dental Plan	
Humana	In-Network	Out-of-Network
<b>Deductible</b>	\$50 individual \$150 family	
<b>Annual maximum</b>	\$1,500	
<b>Preventive services</b>	100% covered	90% covered
<b>Basic services</b>	80% covered	60% covered
<b>Major services</b>	50% covered	40% covered
<b>Orthodontic services</b> (adults and children)	50% covered \$1,500 lifetime max	
<b>Your cost (semi-monthly)</b>		
Employee only	\$0.00	
Employee + Spouse	\$11.76	
Employee + 1 Child	\$8.27	
Employee + Family	\$18.17	

	Vision Plan	
VSP	In-Network	Out-of-Network
<b>Exam</b>	\$10 copay	Reimbursed up to \$45
<b>Lenses</b>	\$20 copay	Reimbursed up to \$30, \$50, \$65, \$50
<b>Frames</b>	\$200 allowance	Reimbursed up to \$70
<b>Contact lenses</b>	\$200 allowance	Reimbursed up to \$105
<b>Service frequency</b>	Once every 12 months	
<b>Your cost (semi-monthly)</b>		
Employee only	\$6.19	
Employee + Spouse	\$10.42	
Employee + 1 Child	\$10.42	
Employee + Family	\$17.15	



## Mental Health is Health Care - AllOne Health

Our **no-cost, confidential** Employee Assistance Program (EAP) provides up to **3 face-to-face** (or virtual) visits per issue each year with a licensed counselor.

Just need some guidance? You can also access financial and legal resources, family and community support, and so much more. Confidentially, and at **no cost to you**.

## Flexible Spending Accounts (FSAs)

We believe in helping you take advantage of pre-tax savings for eligible expenses.

Determine your per paycheck contribution in the beginning of the year, and then spend those funds on qualified health expenses or dependent care expenses.

## Voluntary Accident Plan - MetLife

The Accident coverage pays you a cash benefit to help with your expenses if you or a covered family member suffer an accident. The money is yours to use as you choose, and will vary based on the type of injury and care needed. Coverage is available for you and your eligible dependents.

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# Wherever you are in your life, we're here to support you.

From A to Z - we got you covered and offer various additional benefits.

## Financial Protection - Lincoln Financial

If you're not able to work, how will the bills get paid? We make sure you're protected with **company-provided disability coverage**. In most cases, you'll receive **60% of your weekly earnings up to \$12,000 per week** for up to **90 days** you're unable to work, then **60% of your monthly earnings up to \$12,000 per month** if you're still unable to return to work.

We also provide **2x your earnings up to \$500,000** Life and AD&D insurance at no cost, providing peace of mind and ensuring your family is protected.

Voluntary Life and AD&D is available for purchase if you need additional coverage for you and your family. You can choose from **\$10,000 to \$500,000** in increments of **\$10,000, not to exceed 5x your earnings**. If you elect coverage for yourself, you can choose from **\$5,000 to \$150,000** in increments of **\$5,000** for your spouse. And for your children, you can choose **\$1,000 to \$10,000** in **\$1,000** increments.

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## Retirement Plan

Enrollment in the plan is allowed as soon as employee has reached age 21 and has completed at least 12 months of service and 950 hours. The plan's enrollment dates are January 1 and July 1 of each year. Contributions are made based on an employee completing 950 hours and ASHP's Board approval. Currently **ASHP contributes 6%** of an employee's eligible earnings. Employees are fully vested in the ASHP contributions after 6 years.

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## Savings and Investment Plan 401(k)

Enrollment in the plan is allowed as soon as employee has reached age 21 and then eligible to enroll as soon as administratively possible. The company match does not start until the employee has completed a full 6 months of employment. Employees may save up to the IRS maximum per year. Employees are 100% vested in their savings, accrued interest and ASHP's match on their savings.



## Legal Resources

You have the option to purchase a Legal Plan through Legal Resources. **Cost for you + your Family: \$20/month**. This plan provides 100% coverage on a broad range of legal services, including but not limited to:

- Family Law
- Elder Law
- Wills/Estate Planning
- Real Estate
- Identity Theft

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# Taking care of our employees is our priority through these benefits.

## Employee Certification Reimbursement

ASHP will reimburse up to \$1,500 of fees for a preparation course, instructional materials and examination associated with a job-related employee certification.

## Tuition Assistance

If you want to improve your professional career, ASHP will reimburse 50% of the cost of job-related college courses with tuition reimbursement - up to \$5,250 per year.

## Professional Development

ASHP encourages professional development and offers opportunities for career enhancing aims such as paid ASHP and ASAE memberships, job-related training, free webinars, First Aid and CPR/AED certification, and mental health first aid.

## Annual Discretionary Bonus Eligibility

Based on organization-wide financial, membership and strategic goals, staff may be eligible for an annual bonus if approved by the ASHP Board of Directors.

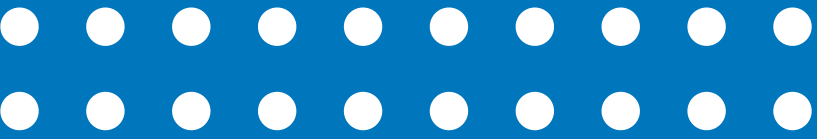


## Additional Work/Life Benefits

ASHP offers a variety of additional voluntary and work/life benefits to help support you and your family.

- Relaxed dress code
- Onelife Fitness corporate membership rates
- Free access to onsite exercise facility
- Capital BikeShare annual membership fee reimbursement
- Numerous social functions
- Success sharing bonus program
- Puppy Pawties

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