Dear Bon Secours Employees, Retirees and Volunteers:

Did you know that you’re as vital to the mission of Bon Secours as our patients? We know you work hard to provide good help every day and in so many ways. That’s why we have designed benefits that actually make a difference in your life.

This booklet combines traditional benefits, such as medical and dental insurance, with work-life benefits. We also list local merchants who generously provide discounts to Bon Secours employees, retirees and volunteers in Richmond. When contacting the merchants, mention that you’re with Bon Secours. New this year is our Human Resources Operations Center (HROC) and AskHR online service, where you can find much of the information you need and get questions answered about your benefits.

Keep in mind that this booklet contains just the basics. You’ll want to follow up with contacts provided for more information.

We are proud to have an award-winning workplace culture. Because of your commitment to our ministry, our workplace has been honored as a Best Place to Work in Virginia, a Gallup Great Workplace, a Working Mother Best Company and a Best Employer for Workers over 50 by AARP, among many others.

We urge you to be aware of these award-winning benefits and make full use of them. And, thank you once more for the good help you provide.

Sincerely,

Jim Godwin
Vice President
Human Resources
Bon Secours Virginia Health System
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**NOTE:** All benefits listed in this book were accurate at time of publication. Situations arise regularly that may change benefits. Please communicate directly with the contacts listed for each benefit to confirm the program and assistance.
**Education/Career Development**

We are proud to invest in the resources necessary to liberate the potential in every individual who has been called to serve in this ministry. We encourage you to take every opportunity available to increase your skills and enhance your professional and personal abilities.

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**Referral Program**

Bon Secours is always looking for talented people to join our ministry. Each year, thousands of people apply at careers.bonsecours.com because an employee told them about Bon Secours. Some positions are eligible for a referral bonus up to $1,000. Visit AskHR/talent management employee referral program for more information. To share job openings with your network or encourage a friend to apply, go to careers.bonsecours.com.

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**Education Programs**

**Education**

Bon Secours Richmond shows its commitment to the professional development of its employees through a vast assortment of educational opportunities, including: online learning management system, computer training, new employee and new leader orientation, career and personal development, School at Work, and much more. Classes accommodate employees throughout our health system, regardless of shift work, location and time. From IRIS or www.bshsi.org, go to ezAccess/AskHR Call the Human Resources Operations Center (HROC) locally 804-887-7600 or toll-free 1-855-336-7600

**ESOL**

Employees interested in taking English language classes can be referred to off-site resources. HealthStream

**General Educational Development (GED)**

Employees interested in completing the requirements to earn a GED can be referred to off-site classes and resources. HealthStream

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**Career Development**

**Employee Recognition**

We host an annual awards dinner where our employees are honored and given various gifts based upon length of service.

**Job Posting**

Bon Secours jobs are posted for three days. Employees can join the talent community at www.careers.bonsecours.com to receive email alerts when a particular job is posted.
**Nurse Externship Program**
Summer Nurse Externships are offered to nursing students in their senior year. The program is eight to 12 weeks, depending on the session selected. Students must attend an accredited RN school of nursing, complete junior-level studies, hold current certifications in AHA or ARC health care provider CPR, commit to the entire summer program, submit completed nurse externship and employment applications, and submit two nursing instructor references. The application deadline is in January and acceptance is announced in March.

www.careers.BonSecours.com

**Nurse Preceptor Program**
All newly hired nurses are provided with an experienced preceptor during the orientation period. A preceptor class is optional for all new nurse preceptors. Participants must be selected by their manager as a potential preceptor for their unit.

Contact the Clinical Education department at your facility

**School at Work**
This program is designed to help employees move ahead in their professional development track with a focus on math, communications and computer skills, along with health care-specific topics.

Bon Secours Institute

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**Scholarships/Financial Aid**

**Scholarships**
Bon Secours Memorial College of Nursing offers its students a variety of scholarship opportunities.

Please contact The Office of Financial Aid at 804-627-5329 for inquiries

**Tuition Prepayment**
Tuition prepayment is offered, including book fees, to employees making less than $11.22 per hour after 90 days of employment. Employees with PRN status are not eligible for prepayment.

From IRIS or www.bshsi.org, go to ezAccess/AskHR
Call the Human Resources Operations Center (HROC) locally 804-887-7600 or toll-free 1-855-336-7600

**Tuition Reimbursement**
PRN employees qualify for the benefit if they have averaged at least 16 hours of work per pay period for the six pay periods immediately preceding the submission of the complete Tuition Assistance Application. Full-time employees are eligible for $5,000 undergrad and graduate. Part-time and PRN are eligible for $2,500 annually undergrad and graduate. PRN employees must work an average of 16 hours per pay period during course dates to be eligible for reimbursement. Book fees are reimbursed by providing receipts.

From IRIS or www.bshsi.org, go to ezAccess/AskHR
Call the Human Resources Operations Center (HROC) locally 804-887-7600 or toll-free 1-855-336-7600

**Schools/Colleges**

**Bon Secours Memorial College of Nursing**
Students can prepare for licensure as a registered nurse and receive a solid foundation to complete their Bachelor of Science in Nursing degree. Bon Secours employees and their immediate family members are eligible for a tuition discount.

For admissions information, please call 804-627-5300
School of Medical Imaging
The 18-month program is designed to prepare students to take the national registry examination in Radiologic Technology established by the Joint Review Committee on Education in Radiologic Technology and American Registry of Radiologic Technologists. The program is accredited by the Joint Review Committee in Radiologic Technology and State Council of Higher Education for Virginia. Courses are comprised of both classroom and clinical education activities.

www.bonsecours/somi, 804-627-5408
Bon Secours employees are eligible for tuition reimbursement and a work-back loan. See Tuition Reimbursement entry for more information or contact Melanie Arcibal for details on the work-back loan program for the Bon Secours Memorial College of Nursing or School of Medical Imaging.
804-627-5385

Great for Career Growth!
Bon Secours Virginia provides an assortment of financial benefits for employees and their families. From banking discounts to insurance, employees are given the tools they need to help put their families on a stronger financial footing.

### Banking Services

**Bank of America**
Bank of America at Work® offers you reliable and secure financial solutions for every stage of life including convenient checking and savings accounts, rewarding credit cards, and competitive home and auto loans. Plus, Merrill Edge offers you streamlined investment services and financial education.

Visit [http://bankofamerica.com/bankatwork](http://bankofamerica.com/bankatwork)

**BB&T**
Discounts on select financial services.
804-418-8801

**New Generations Credit Union**
Memorial Regional Medical Center employees are eligible to join New Generations Federal Credit Union.
804-359-8754

**Richmond Heritage Credit Union**
Richmond Community Hospital employees are eligible to join the Richmond Heritage Federal Credit Union.
RHFCU, 5001 Nine Mile Road, Richmond, VA 23223, 804-233-8872

**SunTrust Bank**
SunTrust offers premier employee banking benefits that provide an exclusive suite of industry-leading accounts and personalized service from a team dedicated to helping you make progress toward your financial goals and feel more confident about your financial well-being.
[www.suntrust.com/suntrustatwork](http://www.suntrust.com/suntrustatwork), 804-385-2153

**Virginia Credit Union**
Bon Secours employees are eligible to join and take advantage of money-saving banking services and loans at VACU and shared branches.
Vacu.org, (804) 323-6800
Insurance

Accidental Death & Dismemberment Coverage
This benefit is available for full- and part-time employees. Sign up is during Open Enrollment.
From IRIS or www.bshsi.org, go to the Benefits page on ezAccess/AskHR, or call the Human Resources Operations Center (HROC) locally 804-887-7600 or toll-free 1-855-336-7600

Critical Illness Insurance
Employees have access to critical-illness insurance. Sign up is during Open Enrollment.
From IRIS or www.bshsi.org, go to the Benefits page on ezAccess/AskHR, or call the Human Resources Operations Center (HROC) locally 804-887-7600 or toll-free 1-855-336-7600

Dental/MetLife
Employee insurance covers preventive care, six-month check-ups, and basic and major restorative work for full- and part-time employees through MetLife Dental.
From IRIS or www.bshsi.org, go to ezAccess/AskHR Call the Human Resources Operations Center (HROC) locally 804-887-7600 or toll-free 1-855-336-7600; Direct to MetLife 1-800-942-0854; Plan number: 302109

Disability (Long Term)
Long-term disability is provided to full-time employees after the new hire waiting period through Prudential. The benefit is employer paid.
From IRIS or www.bshsi.org, go to the Benefits page on ezAccess/AskHR, or call the Human Resources Operations Center (HROC) locally 804-887-7600 or toll-free 1-855-336-7600

Disability (Short Term)
A voluntary, short-term disability program is provided through AFLAC. The benefit is employee paid.
From IRIS or www.bshsi.org, go to the Benefits page on ezAccess/AskHR, or call the Human Resources Operations Center (HROC) locally 804-887-7600 or toll-free 1-855-336-7600

Health Insurance
Virginia’s Family Access to Medical Insurance Security (FAMIS) helps families provide health insurance for their children. Pregnant women can also be covered.
From IRIS or www.bshsi.org, go to the Benefits page on ezAccess/AskHR, or call the Human Resources Operations Center (HROC) locally 804-887-7600 or toll-free 1-855-336-7600

Liberty Mutual
Bon Secours Virginia employees may receive discounts on insurance for home, renters, auto, boat, motorcycle, etc.
From IRIS or www.bshsi.org, go to the Benefits page on ezAccess/AskHR, or call the Human Resources Operations Center (HROC) locally 804-887-7600 or toll-free 1-855-336-7600

Life Insurance
Full- and part-time employees are eligible for life insurance that is one times their base annual salary. Options to increase coverage are available to all employees (Evidence of Insurability may be required.). Medical Group physicians are covered under a separate benefit. The insurance is provided through Prudential.
From IRIS or www.bshsi.org, go to the Benefits page on ezAccess/AskHR, or call the Human Resources Operations Center (HROC) locally 804-887-7600 or toll-free 1-855-336-7600

Life Insurance for Dependents and Spouses
Coverage is available at group rates provided through Prudential for full- and part-time employees.
From IRIS or www.bshsi.org, go to the Benefits page on ezAccess/AskHR, or call the Human Resources Operations Center (HROC) locally 804-887-7600 or toll-free 1-855-336-7600
Medical/Aetna or Optima-HMO
Employee insurance covers hospitalization, outpatient care, sick office visits and prescription drug cards to full- and part-time employees. Bon Secours Richmond pays about 80 percent of full-time employees’ health insurance.  
From IRIS or www.bshsi.org, go to the Benefits page on ezAccess/AskHR, or call the Human Resources Operations Center (HROC) locally 804-887-7600 or toll-free 1-855-336-7600

Whole Life
Sign up during Fall Open Enrollment.  
From IRIS or www.bshsi.org, go to the Benefits page on ezAccess/AskHR, or call the Human Resources Operations Center (HROC) locally 804-887-7600 or toll-free 1-855-336-7600

Vision
Bon Secours Virginia employees and their families may be eligible for comprehensive vision and optical coverage. Under the medical plan, ophthalmologists may treat conditions of the eye not treated with corrective lenses. Specific coverage depends upon elected medical plan and diagnosis. Under a vision plan, optometrists may perform routine eye care. Services include but are not limited to: annual exams, frames and lenses, contact lenses, and refractive eye surgery. Coverage options differ depending on vision plan elected.  
From IRIS or www.bshsi.org, go to the Benefits page on ezAccess/AskHR, or call the Human Resources Operations Center (HROC) locally 804-887-7600 or toll-free 1-855-336-7600

Money-Saving Support

Commuter Resources
For information on commuting services, employees can visit: www.virginiadot.org/travel/

Direct Deposit
Convenient direct deposit is available for our employees. Sign up using ezAccess, which can be accessed through the Intranet.

Fuel Relief
Bon Secours Richmond offers a website, www.bonsecours.com/saveonfuel, as a one-stop location for employees to find a variety of assistance on fuel, home heating and related environmental issues.

Loan Payback Program
Bon Secours Virginia offers assistance in paying back federal student loans ($15,600 for for students in Bon Secours Memorial College of Nursing or $11,700 for Bon Secours School of Medical Imaging students) to those graduates who obtain a position with a Bon Secours Virginia facility. Melanie Arcibal, 804-627-5385

Tax Counseling and Preparation Assistance
Employee Assistance Program, 804-342-1501
Avis Gates, avis_gates@bshsi.org

Good help!!
Retirement

Pension/Retirement Plan
Retirement benefit that provides flexibility as you save for your future. The plan is administered by Fidelity. Pre-tax contributions to your 403b/401k plan account. From IRIS or www.bshsi.org, go to ezAccess/AskHR
Call the Human Resources Operations Center (HROC) locally 804-887-7600 or toll-free 1-855-336-7600

Retirement Planning
Lifestyle Planning workshops are offered addressing the social and financial aspects of retirement are offered free to employees and their spouses.
Samara Musselman, samara_musselman@bshsi.org
Avis Gates, avis_gates@bshsi.org

Enjoy life!
Health/Wellness

Bon Secours Virginia is committed to providing exceptional benefits to match the exceptional care provided to our patients and our ministry.

Annual, Two-part Health & Wellbeing Assessment (PHA)
In-person biometric screening and online health and wellbeing assessment with your personalized wellness site. www.bonsecourswellness.com

Blood Donations
Hospital-sponsored drives allow employees to donate blood. Go to the calendar at www.bonsecourswellness.com

Bon Secours 24/7
Convenient virtual 24/7 medical visits are now available to Bon Secours employees and their dependents. And, if you are covered by a Bon Secours Medical Plan, your copay for a 24/7 virtual visit is just $5!
Once you have enrolled in Bon Secours 24/7, you will be able to connect with a medical provider anytime for a live health visit via your phone, tablet or personal computer. Please go to Bonsecours247.org for frequently asked questions and a complete list of medical conditions eligible for virtual visits. If you have technical questions about the web site and its functionality please call 1-855-247-2990 or email BonSecours247@americanwell.com. Contact HROC at 1-855-336-7600 if you have questions about your insurance coverage.

Cafeteria/Morrisons
There are on-site cafeterias at our hospitals, and employee discounts are offered to those with an ID badge.

Employee Wellness Services
Employees are strongly encouraged to use Wellness Services to improve their health and well-being. Offerings at each hospital site include pre-employment screenings and evaluations, health resources and tools, programs, online classes, traditional classroom instruction, and occupational health. www.bonsecourswellness.com

Employee Wellness newsletter
This electronic newsletter comes out on the first Wednesday of the month.

Ergonomic Assessments
Employee Wellness offers assessments of work stations and work-oriented tasks.
Memorial Regional, 804-764-6414;
Richmond Community, 804-545-3539;
St. Francis, 804-594-7565;
St. Mary’s, 804-281-8395; Windsor, 804-627-5147

Fresh Vegetable Delivery/ Seasonal Roots
Would you enjoy fresh farmers market goods, such as produce, meat, dairy and baked goods from local farms delivered to your front door? Seasonal Roots offers a convenient and user-friendly online ordering experience for all customers and the option for members to customize their baskets each week. Membership to Seasonal Roots supports safe, sustainable, responsible growing practices and local, family-owned farms and small businesses. If you’d like more information on our partnership with Seasonal roots or for information on how you can get started, email BSV-EmployeeWellness@bshsi.org

Good Health Clinic
Provides service to all Bon Secours employees and their immediate family, as well as Bon Secours retirees and volunteers. There is a $10 copay for each visit for those with Bon Secours’ Insurance Plan. www.bsvagoodhealthclinic.com
Healthy Food Options
There are onsite cafeterias offering healthy choices such as low-sugar drinks and no fried foods at our hospitals, and employee discounts are offered to those with an ID badge.

Medical Spending Account
We offer full- and part-time employees the opportunity to set aside tax-free dollars for out-of-pocket medical expenses reimbursement.
Sign up is in the fall during FSA Open Enrollment. From IRIS or www.bshsi.org, go to ezAccess/AskHR Call the Human Resources Operations Center (HROC) locally 804-887-7600 or toll-free 1-855-336-7600

Mychart
Employees and family members have direct access to Electronic Medical Records and much more through mychart. With a mychart account you can view lab results, medications and immunizations, summaries of visits, as well as request prescription refills, schedule appointments, and send messages to your doctor. Sign up at the Good Health Clinic, or visit mybonsecours.com to receive a personal access code

Pastoral Counseling
Pastoral counseling is available at hospital facilities to all employees who wish to speak to an ordained minister. 804-287-PRAY (7729)

Prescription Drug Plan
Pharmacy and mail-order program provides Rx coverage to full- and part-time employees. This vendor changes on Sept. 1, 2016 to CVS Caremark for those enrolled in Aetna health insurance. From IRIS or www.bshsi.org, go to ezAccess/AskHR Call the Human Resources Operations Center (HROC) locally 804-887-7600 or toll-free 1-855-336-7600

Programs for Everyone
We offer various programs throughout the year, such as Walktober, Harvest Your Health Fairs, Wellness Wednesday Webinars, Maintain, Don’t Gain, Commitment Week and much more. The “Top 5” is emailed the first of each month and includes details of current programs and initiatives. Employee Wellness, www.bonsecourswellness.com

Simply Fresh Campaign
This campaign aims to transform our food environment with “the taste of good health”. Check out meals in the cafes labeled FIT, which are moderate in calories, fat and sodium and also the monthly wellness offerings. And be sure to check out the Meals in Minutes blog for more ideas and recipes.

Weight Management
Employee Wellness Services has personalized programs to help employees lose weight. For more information, contact BSV-EmployeeWellness@bshsi.org

Wellness incentives
If you participate in the Bon Secours medical plan, you can earn Health Reimbursement Account (HRA) incentives. These incentives provide hundreds of dollars that you can spend on qualified health expenses.

Health Club Memberships
Bon Secours Richmond provides corporate discounts at many local gyms. Bring your badge to prove employment when you sign up. Go to www.bonsecourswellness.com for a complete list of participating fitness centers and health clubs.
Bon Secours Virginia’s family of employees should feel their families are supported by the health system. Bon Secours offers discounts on camps for children, money for college, parental leave, adoption assistance and much more.

### Bon Secours Child Care

#### On-Site Child Care
Through our Family Centers, child care is available for children 6 weeks or older based on need and availability.
- Memorial Regional, **804-559-0647**
- St. Francis, **804-594-4990**
- St. Mary’s, **804-285-0444**

#### Back-up/Drop-In Child Care
When regular child care falls through, we provide alternative child care help through our Family Centers.
- Memorial Regional, **804-559-0647**
- St. Francis, **804-594-4990**
- St. Mary’s, **804-285-0444**

#### Holiday Breaks Camp
Bon Secours Family Centers plan special camp activities for school-age children over winter and spring breaks.
- Memorial Regional, **804-559-0647**
- St. Francis, **804-594-4990**
- St. Mary’s, **804-285-0444**

### Summer Camp
Bon Secours Family Centers make space available for employees’ children and grandchildren to participate in organized fun and educational activities during the summer.
- Memorial Regional, **804-559-0647**
- St. Francis, **804-594-4990**
- St. Mary’s, **804-285-0444**

### College Assistance

#### Amber Nease Scholarship
Rising college freshmen and sophomores who have volunteered their time at Bon Secours Virginia facilities are eligible for this scholarship. The scholarship was created in memory of Amber Nease, a former teen volunteer. Bon Secours Family Center, avis_gates@bshsi.org, **804-594-4990**

#### Next Generation Scholarship
Eligible children, grandchildren and legal dependents of Bon Secours employees can apply to receive a $1,000 scholarship to assist with tuition for college and/or career training.

**Who is eligible?**
- Children, grandchildren and dependents of all employees who have been employed at Bon Secours Health System for one year or more and are in good standing at the time the application is submitted.
- High school seniors or those enrolled in an undergraduate college or technical institute.
- Applicants with a grade point average of 3.0 or better.

From IRIS or [www.bshsi.org](http://www.bshsi.org), go to ezAccess/AskHR. Call the Human Resources Operations Center (HROC) locally **804-887-7600** or toll-free **1-855-336-7600**.

For Richmond Employees of Bon Secours Virginia Health System  13
Virginia College Savings Plans
The Commonwealth of Virginia has several options available to help you save for your children’s or grandchildren’s college educations. Go to www.virginia529.com. Payroll deductions are available to employees. Bon Secours Virginia Payroll, 804-627-5095

Dependent Care
Adoption Assistance
Adoption benefit provides up to $3500 for full-time and $1750 for part-time employees to provide support for approved adoption expenses. Review adoption assistance policy. From IRIS or www.bshsi.org, go to ezAccess/AskHR Call the Human Resources Operations Center (HROC) locally 804-887-7600 or toll-free 1-855-336-7600

Dependent Care Spending Account
Employees set aside tax-free dollars to be reimbursed for out-of-pocket child care expenses. This benefit is for full- and part-time employee. From IRIS or www.bshsi.org, go to ezAccess/AskHR Call the Human Resources Operations Center (HROC) locally 804-887-7600 or toll-free 1-855-336-7600

Dependent Care Resource & Referral Program
Provided through the Bon Secours Richmond Family Centers, employees are provided with resources and referrals to various community child care and eldercare programs. Samara Musselman, 804-594-4990

Eldercare (Brightstar)
Brightstar provides care for sick dependent adults in your home for up to 10 days per year. Bon Secours covers 50 percent of the hourly fee for a CNA or an RN (depending on care needs) and the employee pays the remaining 50 percent. Employees must provide their Lawson ID number. Brightstar, 804-378-8686

GrandPartners
An eldercare and intergenerational program for employees’ parents or grandparents held at the Bon Secours Family Center at St. Francis. St. Francis, 804-594-4990

Parenting Classes
Commonwealth Parenting offers classes such as welcoming home your baby, ages and stages, parenting preschoolers, and many other helpful classes for parents. Discounted assessments and testing services are included. 804-545-1272

Parenting Information
Love and Learn offers parenting information, assistance and classes for employees. www.bonsecoursloveandlearn.com, 804-340-BABY (2229)

Richmond Community Hospital Child Care Option
Convenient child care for Richmond Community employees is available at the Robert L. Taylor Child Care Center, 929 North 29th Street. 804-565-5880
Sick Child Care (Brightstar)
Brightstar provides care for sick dependent children in your home for up to 10 days per year. Bon Secours covers 50 percent of the hourly fee for a CNA or an RN (depending on care needs) and the employee pays the remaining 50 percent. Bon Secours employees must provide their Lawson ID number.
*Brightstar, 804-378-8686*

Sick Child Care (Rainbow Station)
Through the Rainbow Station Get Well Place, Bon Secours Richmond makes provisions for working parents with sick children. Bon Secours Richmond pays the registration fee for employees to pre-register. Contact the Bon Secours Family Centers for more information.
*Memorial Regional, 804-559-0647; St. Francis, 804-594-4990; St. Mary’s, 804-285-0444*

Windsor Child Care Option
The Learning Experience offers a discount to any Bon Secours Richmond employee but is especially convenient to the Windsor office. Employees may receive up to 10 percent off and waived extended care fees. The child care center accepts children 6 weeks to 6 year olds.
*804-264-3054*

**Family Support**

Birth or Adoption of a Child
For the birth or adoption of a child, Bon Secours provides full-time employees 40 hours of paid leave and part-time employees 20 hours of paid leave. This paid leave is available to mothers, fathers and adoptive parents and is in addition to the employee’s accrued PTO or sick time. Once all paid time is exhausted, the remainder of the employee’s FMLA (Family and Medical Leave Act) entitlement is unpaid, up to 14 weeks total of paid and unpaid leave. FMLA is traditionally a 12-week leave, but Bon Secours Virginia allows for an additional two weeks if employees want more time with their new child. To check all regulations and eligibility:
*From IRIS or www.bshsi.org, go to ezAccess/AskHR Call the Human Resources Operations Center (HROC) locally 804-887-7600 or toll-free 1-855-336-7600*

Caring For CareGivers
This benefit provides opportunities for personal time off for caregivers, and includes resources, referrals, classes and support groups for employees caring for elderly relatives.
*Employee Assistance Program, 804-342-1501*

Crisis Fund for Employees
Employees may receive a grant to assist with a financial crisis.
*Employee Assistance Program, 804-342-1501*

Employee Assistance Program (EAP)
The EAP is designed to keep the whole person healthy. Complete well-being involves care and attention to our physical bodies, emotional states and our relationships. EAP’s professional counselors offer crisis assistance and counseling to employees and their family members. Support is available for individual stress and help coping with crisis/trauma on the job.
*Employee Assistance Program, 804-342-1501, or toll-free 1-844-371-5676*
Family and Medical Leave Act (FMLA)
Employees may be eligible for leave of absence for employee or immediate family member based on legal requirements. From IRIS or www.bshsi.org, go to ezAccess/AskHR. Call the Human Resources Operations Center (HROC) locally 804-887-7600 or toll-free 1-855-336-7600.

Flexible Schedules
Schedules may be adjusted for schoolwork. Employees can move from full-time to part-time to PRN and back in most job categories. Job sharing, compressed work weeks, per diem and nine-month arrangements also can be considered, as departments can accommodate. Individual Managers; Human Resources.

Lactation Rooms and Coaching
Private rooms are available for nursing mothers at the three Family Centers and at each hospital. Contact your manager to determine if there is an additional lactation room at your location. Lactation coaching for mothers experiencing difficulty or who have questions, is also available. A Woman’s Place, 4121 Cox Road, Suite 110, Glen Allen, VA 23060, 804-545-1665.

Lactation Support
Employees may purchase a Medela Pump In Style personal-use breast pump at wholesale from A Woman’s Place. 804-545-1665.

Leave of Absence (LOA)
Employees may be eligible for leave of absence for employee or immediate family member based on policy guidelines. From IRIS or www.bshsi.org, go to ezAccess/AskHR. Call the Human Resources Operations Center (HROC) locally 804-887-7600 or toll-free 1-855-336-7600.

Legal Services
Employees have access to the Legal Services Program (LegalEASE). From IRIS or www.bshsi.org, go to ezAccess/AskHR, or call the Human Resources Operations Center (HROC) locally 804-887-7600 or toll-free 1-855-336-7600.

Military Leave/Support
Employees who participate in military service are granted time off and provided re-employment rights. Supplemental pay is provided when employees’ military pay is less than their civilian pay, subject to certain eligibility requirements and limits. Under the Family and Medical Leave Act (FMLA) an eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service member who is recovering from a serious illness or injury sustained in the line of active duty is entitled to up to 26 weeks leave in a 12-month period to care for the service member. Also under FMLA, eligible employees are entitled to up to 12 weeks of leave because of “any qualifying exigency” arising because the spouse, son, daughter, or parent of the employee is on active duty, or has been notified of an impending call to active duty status, in support of a contingency operation. From IRIS or www.bshsi.org, go to ezAccess/AskHR. Call the Human Resources Operations Center (HROC) locally 804-887-7600 or toll-free 1-855-336-7600.
Paid Time Off (PTO)
Paid time off for personal, vacation, sick or holidays is available upon employment for full- and part-time employees. From IRIS or www.bshsi.org, go to ezAccess/AskHR. Call the Human Resources Operations Center (HROC) locally 804-887-7600 or toll-free 1-855-336-7600.

Safe Harbor
Safe Harbor is a shelter for women and children experiencing domestic violence. www.safeharborshelter.com, 804-249-9470.

Senior Connections
Referrals available for employees on senior programs and care options. 24 East Cary St., 804-343-3056.

Senior Navigator
Bon Secours Richmond partners with this online resource to offer information and referrals for older employees and their elderly relatives. www.seniornavigator.com.

Values in Action
Through our Bon Secours Family Centers, our holiday assistance program is available for employees experiencing financial hardship. Employees who need help or employees and departments that want to sponsor families with Christmas gifts, should call: Memorial Regional, 804-559-0647; St. Francis, 804-594-4990; St. Mary’s, 804-285-0444.
Your Discounts

Bon Secours Virginia enjoys a strong reputation in our community and has established connections with local merchants who are excited to offer discounts for you and your family. Please take advantage of the savings they offer.

AT&T Wireless
AT&T offers Bon Secours employees a 25 percent discount on all qualified monthly wireless plans.
To register for the discount:
• Go to https://www.wireless.att.com/business/enrollment, if you are already an AT&T customer to get your employee discount;
• Bring proof of employment (e.g., a recent pay stub), and reference FAN 3032308 to sign up in person at a local store; or
• Go to www.wireless.att.com/business If you are not already an AT&T customer and want to sign up.

New Balance Richmond
Bon Secours employees receive a 10 percent discount at New Balance Richmond, 11341 West Broad Street, Glen Allen, VA 23060. Store employees will fit every customer properly. New Balance offers shoes and pressure-relief insoles perfect for medical professionals who are on their feet all day.
804-955-4801

Peoples Income Tax
Peoples Income Tax offers a 20 percent discount on tax preparation to all Bon Secours employees who bring in a W-2. Peoples will provide a tax preparation estimate for free and offer a VIP loyal client discount when you return for services the following year.
For more information, please call 804-204-1040 for an appointment at a location near you.
www.peoples-tax.com
Some restrictions apply.

RideFinders
RideFinders is a nonprofit program servicing the Richmond area that helps match people who want to carpool or vanpool and live and work near each other for free.
RideFinders, 804-643-7433

Chiropractic
Employees are eligible for discounts on chiropractic services at Health First Chiropractic.
Dr. Cherine Van Wagner, 11391 Nuckols Road, Glen Allen, VA 23059, 804-564-6120

Costco
Employees are eligible for membership to the wholesale shopping club through Bon Secours Virginia.
Contact your local Costco

The Jefferson Hotel
The Jefferson Hotel offers a preferred room rate for Bon Secours and its vendors at $239/night for a grand premier room.
101 West Franklin St., Richmond, VA 23220
www.jeffersonhotel.com, 804-788-8000

The Kilmarnock Inn
The Kilmarnock Inn offers a 20 percent discount and includes breakfast.
34 E Church St, Kilmarnock, VA 22482
804-435-0034

Sona MedSpa – Midlothian
Employees receive a 10 percent discount on select services.
www.sonamedspa.com/midlothian, 804-608-8800

SmartSavings
Offers specials and discounts that employees won’t find anywhere else.
Sylvan Learning Center
Bon Secours employees receive $50 off the initial assessment fee at Sylvan. Sylvan provides additional help with school work and supplemental instruction for students K-12.
Richmond 804-744-8002 sylvansouthside@gmail.com
Chesapeake 757-548-1247 success@sylvanchesapeake.com
Newport News 757-873-2181 greg.perry@sylvanlc.com
Virginia Beach 757-302-5148 sylvan_hilltop@yahoo.com

The Tides Inn
The Tides Inn offers discounted rates Sunday-Thursday.
480 King Carter Dr, Irvington, VA 22480
1-844-244-9486

Vector Security
Employees are eligible for discounts on two types of monitoring packages.
The basic package offers a touchscreen system with cellular communication chip (no landline needed). Monthly rate for service is $39.95 and includes 24 hour monitoring and our security care plus service plan.
The Interactive and Automation Package includes a touchscreen system with cellular communication chip (no landline needed). Monthly rate for service is $49.95 and includes 24 hour monitoring and our security care plus service plan, 2-way voice, interactive smart phone app, and basic automation service.
Offer is for new installations only. Vector donates $100 to the Bon Secours Richmond Health Care Foundation for each employee household that signs up with the company, and employees must identify themselves at the time of sale to take advantage of the offer and the donation.
A 36-month monitoring agreement with approved credit is required on either package.
Mark Audet, 1-800-848-7476, ext 2143
or meaudet@vectorsecurity.com

Verizon Discounts
With the Verizon Connection Program, employees may receive 22 percent off cellular service on select calling plans that are $34.99 or higher. Account must in employee’s name. If not, it can be changed at a local Verizon Wireless Retail store, or by logging on to http://www.verizonwireless.com/b2c/employee/salp.jsp or calling Customer Care at 1-800-922-0204.
For Bon Secours Health System employees to get discount:
1. Use your work email address to register for your employee discount at verizonwireless.com/renewdiscounts
2. Enter your work email address and select “Check for Discounts.”
3. You will immediately receive an email. Click the “Get Started” button in the email to continue the registration process.
4. Click on the “Enroll Now” button on bottom left side of page under Existing Verizon Wireless customer. Or, go to Bon Secours’ intranet, find the “Verizon Wireless” section and click on the “Enroll Now” button on the bottom left side of page under Existing Wireless Customer.

For Richmond Employees of Bon Secours Virginia Health System
Vision

**Pearle Vision**
Bon Secours employees receive a **30 percent discount** at Pearle Vision centers. *Call your local retail store.*

**Virginia Eye Institute**
Employees receive 30 percent off eyeglasses, sunglasses and accessories, including over-the-counter readers, chains, cases, etc. In addition, there is 10 percent off the purchase of contact lenses. Available to employees and family, including spouses and dependent children. VEI discount program cannot be combined with other vision/optical insurance plans or other discounts/promotions. *Many locations from the Tri-Cities to Richmond and New Kent. Visit the location near you. [www.vaeye.com](http://www.vaeye.com)*
How to Access the Benefits Enrollment Tool:

From BSHSI.org
1. Go to bshsi.org and click on ezAccess/AskHR at the top of the page.
2. Log in using the same BSHSI credentials assigned to you for your computer and email (for security purposes, you will need to enter your two-factor authentication code. If you have any troubles with logging in, please contact 804-627-5070).
3. When you reach the ezAccess/AskHR home page, under My Benefits Enrollment, click on the “New Hire Enrollment” if you are a new employee or “Change in Work Status” if you are a current employee who has experienced a status change.
4. You are now ready to make your enrollment elections.

From Work, Use IRIS (the BSHSI intranet)
1. Click on “ezAccess/AskHR” under Quick Links.
2. Log in using the same BSHSI credentials assigned to you for your computer and email.
3. When you reach the ezAccess/AskHR home page, under My Benefits Enrollment, click on the “New Hire Enrollment” if you are a new employee or “Change in Work Status” if you are a current employee who has experienced a status change.
4. You are now ready to make your enrollment elections.

Helpful Contact Information

AskHR
Your customized benefits can be found online via ezAccess/AskHR on IRIS, Bon Secours’ intranet or www.bshsi.org.

Bon Secours Employee Wellness Services
Memorial Regional, 804-764-6414
Richmond Community, 804-545-3539
St. Francis, 804-594-7565
St. Mary’s, 804-281-8395
Windsor Office Park, 804-627-5147
www.bonsecourswellness.com

Bon Secours Family Centers
Memorial Regional, Samantha Kennedy, director; 804-594-4990
St. Francis, Samara Musselman, administrative director; 804-594-4990
St. Mary’s, Donna Shifflett, director; 804-285-0444

Bon Secours Memorial College of Nursing
804-627-5300

Bon Secours Institute
Go to IRIS, Bon Secours’ intranet, and visit Bon Secours Institute under Bon Secours Virginia Human Resources. 804-281-0261

Employee Assistance Program
804-342-1501

Human Resources Operations Center (HROC)
Bon Secours Human Resources representatives can answer your benefits questions at 804-887-7600 (locally) or toll-free 1-855-336-7600

School of Medical Imaging
804-627-5408

Need Assistance?

BSHSI Log In Credentials: Contact eISSC
866-809-9259
804-627-5070
eissc@bshsi.com

Navigation Assistance: Contact HROC, Monday, Tuesday, Thursday, Friday from 8 - 5 and Wednesday from 9:30 - 5.
1-855-336-7600
804-887-7600
To provide compassionate, quality healthcare services to those in need, including the poor and dying, for the purpose of alleviating human suffering and bringing people to wholeness in the midst of pain and loss.

— Mission of Bon Secours Virginia