Statement of Benefits for Full-Time Administrators
(Includes confidential administrative members in the President’s & Vice Presidents’ offices)

Updated 07/2020

- **Medical Insurance** *(UPMC Consumer Advantage – HRA PPO - Premium Network)* Contribution amount is 10% of the actual premium for the level of coverage selected. The College pays the $1,250/$2,500 annual deductible. Coverage begins on the date of hire.
  - Opt out of medical coverage for $75 cash payment per pay ($1,950 per year)

- **Dental Coverage** *(UPMC Dental Advantage)* Premium fully paid by the College. Coverage begins on the date of hire. Employee may elect to upgrade coverage level as follows:
  - Employee plus Spouse - $14.87/pay
  - Employee plus Child(ren) - $16.75/pay
  - Family Coverage - $36.48/pay

- **Vision Coverage** *(UPMC Vision Care - Prime)* Premium fully paid by the College. Coverage begins on the date of hire. Employee may elect to upgrade coverage levels as follows:
  - Family Coverage - $5.18/pay

- **Short Term Disability** *(OneAmerica - 67% of weekly pay, maximum of $1,800 per week)* Premium fully paid by the College.

- **Long Term Disability** *(OneAmerica – 66⅔% of monthly pay, maximum of $7,800 per month)* Premium fully paid by the College.

- **Life Insurance** *(OneAmerica - 2 times annual salary)* Premium fully paid by the College.

- **Voluntary Insurance** *(Colonial Life)* Employees may voluntarily obtain various insurances and FLEX spending plans offered by an outside vendor. The full cost of any insurance selected is paid by the employee.

- **Retirement Benefits** *(TIAA-CREF)* Pennsylvania Highlands Community College will contribute 10% of the full-time employees’ base salary. The employee must contribute 2% of base salary. Voluntary contributions over 2% can be elected by the employee to the maximum allowed by law.

- **Workers’ Compensation** – Premium fully paid by the College.
• **PTO (Paid Time Off)** – Administrative employees will accrue a total amount of paid time off based on the following:

<table>
<thead>
<tr>
<th>Years of Service</th>
<th>Number of Hours</th>
<th>Hours accrued per bi-weekly pay</th>
<th>Days accrued per year</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 – 10</td>
<td>232</td>
<td>8.923</td>
<td>29</td>
</tr>
<tr>
<td>10+</td>
<td>272</td>
<td>10.462</td>
<td>34</td>
</tr>
</tbody>
</table>

Administrative employees can accrue up to a maximum amount of 272 hours for 0-10 years of service and 312 hours for 10+ years of service. Any employee accruing the maximum amount of PTO will have to use time before any additional hours will accrue.

Vice President employees will accrue a total amount of paid time off based on the following:

<table>
<thead>
<tr>
<th>Years of Service</th>
<th>Number of Hours</th>
<th>Hours accrued per bi-weekly pay</th>
<th>Days accrued per year</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 – 10</td>
<td>272</td>
<td>10.462</td>
<td>34</td>
</tr>
<tr>
<td>10+</td>
<td>312</td>
<td>12.00</td>
<td>39</td>
</tr>
</tbody>
</table>

Vice President employees can accrue up to a maximum amount of 312 hours for 0-10 years of service and 352 hours for 10+ years of service. Any employee accruing the maximum amount of PTO will have to use time before any additional hours will accrue.

• **Bereavement Leave** – 5 days - immediate family; 3 days - near relative; 1 day - other relative

• **Jury Duty Leave** – Jury Duty service will be paid by the College upon approval from the President with the submission of a jury duty summons and verification of attendance.

• **Family and Medical Leave** – The College will comply with the Family and Medical Leave Act which grants up to 12 weeks of leave (or 26 weeks of military caregiver leave) during a 12 month period to eligible employees.

• **Military Leave under USERRA** – The College will comply with the regulations of the Uniformed Services Employment and Reemployment Rights Act (USERRA) of 1994 and any applicable laws in Pennsylvania as they relate to military/uniformed service.

• **11 Paid Holidays**
  - Independence Day
  - Labor Day
  - Thanksgiving Day
  - Day after Thanksgiving
  - Christmas Day
  - New Year’s Day
  - Memorial Day
  - Four (4) additional holiday observances to be determined based on the academic calendar.

• **Holiday Break** – The College closes for a holiday break from December 24th through January 1st. Full-time employees will be paid for this time, which includes the holidays of Christmas Day and New Year’s Day.
• **Summer Schedule** – For ten (10) weeks in the summer, the College is closed on Fridays. The normal workweek for full-time employees is Monday through Thursday for nine (9) hours each day. Full-time employees will continue to be paid on a 40-hour per week basis.

• **Health Activity Reimbursement** – $150 reimbursement per calendar year toward a membership in a health club or fitness center or health improvement class approved by the College.

• **Professional Development** – Employees who have been employed by the College for 6 months may attend off-site seminars, conferences or workshops annually that will be paid for by the College. All requests for professional development are subject to review & approval based on the College’s annual budget established for these programs.

• **Tuition Waiver Policy** – Full time administrators, spouses and dependents (IRS rules) of full-time administrators receive a waiver of tuition for a maximum of sixty-eight (68) credits per individual. Dual enrollment credits qualify & are included in the sixty-eight credit (68) maximum.

• **Administrative Tuition Reimbursement** – Employees who are completing bachelor, graduate or doctoral credit coursework & have been employed at the College for a minimum of twelve (12) months may request reimbursement of up to 50% on a course by course basis per guidelines in the Employee Handbook. All requests require pre-approval and approved requests will be placed in the funding pool. The amount reimbursed is based on available funds and the number of employees requesting reimbursement.