

Statement of Benefits for Full-Time Administrators

(Includes confidential administrative members in the President's & Vice Presidents' offices)

Updated 07/2021

- **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.
 - Employee Only - \$32.93/pay
 - Employee plus Spouse - \$88.84/pay
 - Employee plus Child(ren) - \$79.35/pay
 - Family Coverage - \$102.07/pay
 - 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:

Years of Service	Number of Hours	Hours accrued per bi-weekly pay	Days accrued per year
0 – 10	232	8.923	29
10+	272	10.462	34

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:

Years of Service	Number of Hours	Hours accrued per bi-weekly pay	Days accrued per year
0 – 10	272	10.462	34
10+	312	12.00	39

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 for immediate family; 3 days for a near relative; 1 day for 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.