

Statement of Benefits for Full-Time Support Staff

(Support Staff – includes all full-time support personnel belonging to the PA Federation of Teachers Support Staff Bargaining Unit)

Updated 07/2022

- **Medical Insurance** (*UPMC Consumer Advantage – HRA EPO - Premium Network*) Contribution amount is 11% of the actual premium for the level of coverage selected. The College pays the \$1,250/\$2,500 annual deductible. Coverage begins on the 1st of the month following 30 calendar days of employment.
 - Employee Only - \$37.05/pay
 - Employee plus Spouse - \$99.96/pay
 - Employee plus Child(ren) - \$89.29/pay
 - Family Coverage - \$114.84/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 1st of the month following 30 calendar days of employment. 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 1st of the month following 30 calendar days of employment. Employee may elect to upgrade coverage levels as follows:
 - Family - \$5.18/pay
- **Short Term Disability** (*OneAmerica- 67% of weekly pay, maximum of \$1,000 per week*) Premium paid by the College. Coverage begins on the 1st of the month following 30 calendar days of employment.
- **Long Term Disability** (*OneAmerica - 66⅔% of monthly pay, maximum of \$6,000 per month*) Premium paid by the College. Coverage begins on the 1st of the month following 30 calendar days of employment.
- **Life Insurance** (*OneAmerica - 2 times annual salary*) Premium paid by the College. Coverage begins on the 1st of the month following 30 calendar days of employment.
- **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.
- **Workers' Compensation** Premium paid by the College.



- **Retirement Benefits** (TIAA-CREF) Pennsylvania Highlands Community College will contribute 8% or 10% of employees' base salary (contribution amount is calculated as 2 times employee contribution). Employee must contribute 4% or 5% of base salary (employee's choice). Voluntary contributions over the selected amount can be elected by the employee to the maximum allowed by law. Retirement benefits begin on the first day of employment.
- **PTO (Paid Time Off)** – Based on years of service & accrues per bi-weekly pay. Accrued PTO cannot be used until the employee has met a 3-month probationary period.

| Years of Service | Number of Hours | Accrual Rate per Bi-Weekly Pay | Total Days Accrued per Year |
|------------------|-----------------|--------------------------------|-----------------------------|
| <1 | 100 | 3.8462 | 12.5 |
| 1 – 4 | 180 | 6.9231 | 22.5 |
| 5 – 9 | 200 | 7.6923 | 25 |
| 10 – 14 | 220 | 8.4615 | 27.5 |
| 15+ | 240 | 9.2308 | 30 |

- **Bereavement Leave** – 5 days for immediate family; 3 days for a near 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 unpaid 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** (Paid Holidays do not begin until the employee has met a 3-month probationary period)
 - 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. 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** – \$175 reimbursement per fiscal year toward a membership in a health club or fitness center.
- **Tuition Waiver Policy** – Full-time support staff, spouses, and dependents (IRS rules) of full-time support staff receive a waiver of tuition for a maximum of sixty-eight (68) credits per individual.