

Statement of Benefits for Part-Time Support Staff

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

Effective 07/2025

- **Retirement Benefits (TIAA-CREF)** – Staff employees are eligible to voluntarily participate in TIAA-CREF. This is voluntary and does not include any contribution by the College.
- **PTO (Paid Time Off)** – Staff members who work more than 500 hours in a fiscal year will receive an annual PTO award in an amount equal to 3% of the total hours worked in the prior fiscal year. The PTO must be used in the fiscal year in which it is awarded, will not roll from one fiscal year to the next, and payout for remaining PTO is not available upon separation from the College.
- **Bereavement Leave** – Five (5) consecutive College days for immediate family; Three (3) consecutive College days for near relatives; One (1) College Day for other relatives.
- **Jury Duty Leave** – Jury Duty service will be paid by the College upon approval from the CHRO 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 (FMLA) which grants up to 12 workweeks of unpaid, job-protected 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.
- **Shift Differential** – All shifts starting after 10:00pm and before 4:00am will receive a shift differential of \$0.50 per hour for the entire shift.
- **Tuition Waiver & Discount** – Part-time support staff may attend credit classes at the College with a full tuition waiver for up to three (3) credits per semester and a 15% tuition discount for additional credits. A part-time staff members spouse and dependent children (as defined by the Federal Income Tax definition of “dependent children”) will receive a 15% tuition discount for any credit courses taken at the College. This tuition discount does not apply to dual enrollment classes.

Additional Perks

- Employee Appreciate Events
 - Employee Picnic



- Employee Recognition
 - Holiday Party
 - Ice Cream Socials
- Dress Down Days
- Employees are eligible to receive discounts & perks from various providers such as Dell, Microsoft, Southern New Hampshire University, etc.
- Pennsylvania Highlands Community College is a **qualified employer** and participates in the **Public Service Loan Forgiveness** (PSLF) program. For more information on PSLF, visit www.StudentAid.gov/publicservice.