



**HUMAN RESOURCES**  
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## Statement of Benefits for Full-Time Administrators

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

Effective 07/2025

- **Medical Insurance** (UPMC Consumer Advantage – HRA EPO - 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 through its HRA. Coverage begins on the date of hire.
  - Employee Only - \$38.25/pay
  - Employee plus Spouse - \$103.19/pay
  - Employee plus Child(ren) - \$92.17/pay
  - Family Coverage - \$118.55/pay
  - Opt-out of medical insurance for an additional \$100 cash payment per pay (\$2,600 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 - \$15.78/pay
  - Employee plus Child(ren) - \$17.77/pay
  - Family Coverage - \$38.70/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 - \$5.50/pay
- **Short Term Disability** (Mutual of Omaha – 67% of weekly pay, maximum of \$1,800 per week) Premium fully paid by the College.
- **Long Term Disability** (Mutual of Omaha – 66 2/3% of monthly pay, maximum of \$7,800 per month) Premium fully paid by the College.
- **Life Insurance** (Mutual of Omaha – 2 times annual salary) Premium fully paid by the College.
- **Voluntary Insurance** (Mutual of Omaha) Employees may voluntarily obtain various supplemental insurances offered by an outside vendor. These options are 100% paid by the employee.
- **Voluntary Pet Insurance** (Met Life) Employees may voluntarily obtain pet insurance offered by an outside vendor. This option is 100% 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.
- **PTO (Paid Time Off)** – Administrative employees will accrue a total amount of paid time off based on the following:

Years of Service	Hours accrued per bi-weekly pay	Number of hours accrued (days)	Maximum Accrual Hours (days)
0 – 10	8.923	232 (29 days)	272 (34 days)
10+	10.462	272 (34 days)	312 (39 days)

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

Years of Service	Hours accrued per bi-weekly pay	Number of Hours Accrued (days)	Maximum Accrual Hours (days)
0 – 10	10.462	272 (34 days)	312 (39 days)
10+	12.00	312 (39 days)	352 (44 days)

Any employee accruing the maximum amount of PTO will have to use time before any additional hours will accrue.

Full-time Administrators working a standard schedule of less than 40 hours per week or less than 12 months per year will receive a pro-rated amount of PTO based on their individual schedule.

- **Community Service/Volunteer Paid Time Off** – Employees will receive eight (8) hours of community service leave annually. Any remaining community service leave will be forfeited at the end of the fiscal year. Leave must be approved by the employee's supervisor and must be related to a College or College Foundation event, a College sponsored event/activity, or fulfill the responsibilities of a community service board related to College work.
- **Bereavement Leave** – Five (5) days for immediate family; Three (3) days for a near relative; One (1) day for other relative.
- **Jury Duty Leave** – Jury Duty service will be paid by the College at the employee's normal rate of pay upon 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.
- **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 24<sup>th</sup> through January 1<sup>st</sup>. 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.
- **Paid Break** – Employees receive a daily 30-minute paid break.
- **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 may be permitted to attend off-site seminars, conferences, or workshops 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** – 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.

### **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 Verizon, 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](http://www.StudentAid.gov/publicservice).