

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)

Effective 07/2025

- **Medical Insurance** (*UPMC Consumer Advantage – HRA EPO - Premium Network*) Contribution amount is 12% 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 - \$45.90/pay
 - Employee plus Spouse - \$123.83/pay
 - Employee plus Child(ren) - \$110.61/pay
 - Family Coverage - \$142.26/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 Plus*) Premium fully paid by the College. Coverage begins on the date of hire. Employee may elect to upgrade coverage levels as follows:
 - Family - \$5.50/pay
- **Short Term Disability** (*Mutual of Omaha - 67% of weekly pay, maximum of \$1,800 per week*) Premium paid by the College.
- **Long Term Disability** (*Mutual of Omaha - 66⅔% of monthly pay, maximum of \$7,800 per month*) Premium paid by the College.
- **Life Insurance** (*Mutual of Omaha - 2 times annual salary*) Premium paid by the College.
- **Voluntary Insurance** (*Mutual of Omaha*) Employees may enroll in supplemental policies from a menu of benefit options. These options are paid 100% 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 9% 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.
- **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.



- **Paid Break** – Employees receive a daily 30-minute paid break.
- **PTO (Paid Time Off)** – Based on years of service. PTO hours will begin to accrue on the first full pay period following full-time appointment.

Years of Service	Number of Hours Accrued Per Year	Hours accrued per bi-weekly pay	Total days accrued per year
Less than 1 year	100	3.8462	12.5
1 – 4 years	180	6.9231	22.5
5 – 9 years	200	7.6923	25
10 – 14 years	220	8.4615	27.5
15 or more years	240	9.2308	30

- **Community Service Leave** – Employees will receive eight (8) hours of community service leave annually which can be used in one-hour increments. Leave must be approved by the employee's supervisor & used to volunteer at a College sponsored event/activity that occurs during the staff member's normally scheduled work hours.
- **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 & 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 & Reemployment Rights Act (USERRA) of 1994 & 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. Employees will be paid for this time, which includes the holidays of Christmas Day & 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.

- **Professional Development** – Support Staff 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 support staff, their spouses, & their dependent children (as defined by the Federal Income Tax definition of “dependent children”) may enroll in credit classes at Pennsylvania Highlands Community College, including dual enrollment classes, with a 100% tuition waiver for a maximum of sixty-eight (68) credits per individual.

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.