

Statement of Benefits for Part-Time Administrators

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

Effective 07/2025

- **PTO (Paid Time Off)** – Administrative employees 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) 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 employees' normal rate of pay for the normal number of hours worked on the day(s) missed.
- **Retirement Benefits (TIAA-CREF)** Employees may voluntarily contribute to the College's retirement plan to the maximum allowed by law. There is no contribution 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.
- **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.

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.

