

Employee Benefits at a Glance

July 2019 - June 2020

Benefits	Who Pays	When you are eligible	What you receive
Medical Benefits	Allied Services & You	First of the month after 60 Days	<p><u>Health Coverage:</u> Various plans to choose from for part-time and full-time employees:</p> <ul style="list-style-type: none"> • Highmark Blue Cross Blue Shield PPO Plan • Qualified Consumer Driven Health Plans (QCDHP) with Health Savings Account option
Dental and Vision Benefits	Allied Services & You	First of the month after 60 Days	Free single vision and single basic dental coverage provided for full-time employees. Family coverage with small contributions. Part-time rates pro-rated.
Other Insurance	Allied Services	First of the month after 60 Days	<ul style="list-style-type: none"> • Basic Life - 1 X your annual salary • Long-Term Disability
	You	First of the month after 60 Days	<ul style="list-style-type: none"> • Short-term Disability • Supplemental Life (Emp & Dependents) • Accidental Death and Dismemberment • Critical Illness, Accident, & Hospitalization
	Allied Services	Immediately	Malpractice insurance
Paid days off	Allied Services	Accrual begins immediately; may be used after 90 days of employment	<ul style="list-style-type: none"> • <u>Vacation - 10 days</u> Additional 5 days after 5 years Additional 5 days after 15 years Maximum bank accrual 1 ½ times accrual rate. Pro-rated for part-time status.
			<ul style="list-style-type: none"> • <u>Personal Days - 5 days</u> Maximum accrual in bank is 60 hours. Pro-rated for part-time status.
			<ul style="list-style-type: none"> • <u>Holidays - 6 paid holidays per year</u> If you work on the actual holiday you are compensated time and 1/2 plus you get an additional day to use within 6 months. Pro-rated for part-time status.
			<ul style="list-style-type: none"> • <u>Sick Days - 5 per year</u> Unlimited accrual Pro-rated for part-time status.
Bereavement Leave	Allied Services	First of the month after 90 days	<ul style="list-style-type: none"> • Benefit eligible employees are eligible for 1 to 3 days of leave.
Vacation Trade In	Allied Services	During open enrollment	<ul style="list-style-type: none"> • You can trade in up to 40 hours of vacation time and receive a lump sum check in July.
Retirement (401K)	Allied Services & You	Eligible employees upon hire	<ul style="list-style-type: none"> • Through Lincoln Financial Group • Immediate vesting of your contributions • Full vesting of employer contributions after three years of vesting services • 50% employer match on the first 4% of your salary you contribute. (After one year of eligible employment)

Cafeteria (Food Services)	You	Immediately	Employee discount with ID badge
Continuing Education	Allied Services	Immediately	Various programs throughout the system
Credit Union	You	Immediately	Penn East Federal Credit Union; Savings, secured signature loans
Differential	Allied Services	Immediately	Night, evening, weekend differentials according to job location and classification
Direct Deposit	You	Immediately	Paycheck deposited directly to your checking or savings account
Education	Allied Services	After one of year service-full time	Tuition assistance for full-time employees, \$3,000 per fiscal year
Employee Activities	Allied Services & You	Immediately	Various parties, team sports, membership cards and discounts to attractions
Employee Assistance	Allied Services	Immediately	Free referral and counseling services for employees
Employee Discounts	You	Immediately	Over 60 participating businesses
Student Loan Repayment Program	Allied Services	Immediately	Up to \$20,000 for RN; Up to \$10,000 for LPN; paid out over 4 year period.
Nursing Scholarships	Allied Services	After one of year full-time service	\$2000 per year with a 1 year return work commitment; multiple scholarships are available per person.
403(b) Retirement Plan	You	Immediately	You can contribute to a 403(b) plan to save for your retirement.
Health Savings Account	You	When enrolled in a qualified high deductible insurance plan	Allows for pre-tax contributions to pay for qualified health expenses. HSAs may only be opened by eligible employees enrolled in a Qualified Consumer Driven Health Plan (QCDDHP). You may contribute up to the IRS limits. For CY 2019 they are \$3,550 for single and \$7,100 for family.
Medical Flexible Spending Account	You	After one (1) year of continuous service.	Your Flexible Benefits Plan offers you the opportunity to pay for certain health expenses on a pre-tax basis through a Medical Spending Account.
Dependent Spending Account	You	First of the month after 90 days	You can pay for dependent care expenses on a pre-tax basis up to \$5000 a year.