



## FULL-TIME STAFF

Holy Family University is proud to provide high quality, comprehensive benefits, in support of the diverse needs of our employees, and essential in recruiting and retaining outstanding faculty and staff.

BENEFIT	DESCRIPTION
<b>MEDICAL INSURANCE</b> Independence Blue Cross	<b>Employee &amp; University Paid</b> Through PAISBOA Health Benefit Trust 3 Health Plans, administered through Independence Blue Cross, are available: IBC HMO 30/50 IBC HDHP 2500/5000 IBC PPO 20/40 Premiums are paid through pre-tax payroll deductions. Eligibility: 1 <sup>st</sup> of month after date of hire.
<b>DENTAL INSURANCE</b> Delta Dental	<b>Employee Paid</b> Delta Dental Basic Plan and Enhanced Plan. The Enhanced Plan provides for benefits for major services, and orthodontia coverage. Eligibility: 1 <sup>st</sup> of month after date of hire
<b>VISION PLAN</b> Superior Vision	<b>Employee Paid</b> Administered by Superior Vision, offers members benefits including routine eye care, frames, and lenses. Eligibility: 1 <sup>st</sup> of month after date of hire.
<b>FLEXIBLE SPENDING ACCOUNTS</b> Wage Works	<b>Employee Paid</b> <b>Medical FSA</b> - Pre-tax payroll deduction to set aside money to pay for healthcare purchases including medical copays, deductibles, prescriptions drug copays, dental and vision costs, not covered by insurance, as well as other medical FSA eligible purchases.  <b>Dependent Care FSA</b> – Pre-tax payroll deduction to set aside money for reimbursement toward expense paid for qualified dependent care expenses, such as day care, before/after school care, and to care for disabled spouse/parent.
<b>HEALTH SAVINGS ACCOUNT</b> Health Equity	A Health Savings Account (HSA) is a tax-advantaged personal savings or investment account that allows individuals to save and pay for qualified medical expenses, until the HDHP deductible is met and for other medical expenses not covered by your healthcare plan. Funds remaining in the HSA roll over from year to year. <b>* You must elect the IBC High Deductible 2500/5000 plan.</b> <b>According to IRS regulations, it is not permissible to have a HSA and FSA at the same time.</b>
<b>LIFE INSURANCE</b> MetLife	<b>University Paid</b> <b>Life &amp; AD&amp;D Insurance</b> = 1x annual salary rounded up to the nearest \$1,000; an accidental death and dismemberment provision is included (noncontributory). Cap = \$150,000. Grief Counseling, and funeral discounts, planning and support services available with basic life coverage. Eligibility: 1st of month after date of hire.

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<p><b>LIFE INSURANCE (continued)</b> MetLife</p>	<p><b>Employee Paid</b> Supplemental and dependent life insurance options available (contributory). Will preparation and MetLife Estate Resolution Services are included with supplemental life coverage. Eligibility: 1st of month after date of hire.</p>
<p><b>SHORT TERM DISABILITY</b> MetLife</p>	<p><b>Employee Paid</b> Provides income replacement. Employees may elect a weekly benefit amount ranging from \$100 to \$1050, not to exceed 60% of weekly income. Benefit available reduced by paid time off.</p>
<p><b>LONG TERM DISABILITY</b> MetLife</p>	<p><b>University Paid</b> 60% of monthly base salary (noncontributory). Maximum benefit = \$5,000/month, and benefits are payable after 3 months of disability. Eligibility: 1<sup>st</sup> of month after date of hire.</p>
<p><b>PREPAID LEGAL SERVICES</b> Countrywide</p>	<p><b>Prepaid Legal</b> This voluntary benefit is offered and is designed to provide specific legal services when the need arises. <b>ID Theft Protection</b> This voluntary benefit is offered and designed to provide credit monitoring and identity theft insurance.</p>

For more specific information on the above plans, please go to: <https://www.holyfamilybenefits.com>

<p><b>EMPLOYEE ASSISTANCE/WELL-BEING PROGRAM</b> LifeWorks</p>	<p><b>University Paid</b> <b>LifeWorks</b> is an exciting and innovative well-being solution that: Supports employees and their dependents with a confidential Employee Assistance Program (EAP) and well-being resource, available 24/7 by phone, online and by mobile app. Connects employees with information, tips, and updated to support well-being and success at work.</p>
<p><b>PAID TIME OFF:</b></p>	<p><b>Personal:</b> up to 2 days, based on hire date. 2 days if employment starts 7/1 – 12/31 1 day if employment starts 1/1 – 6/30, and then 2 days on 7/1 Eligibility: upon 3-month anniversary.</p> <p><b>Vacation:</b> Vacation time accrues monthly and is cumulative to a maximum of 30 days.</p> <ul style="list-style-type: none"> <li>• 1 - 5 years of employment      10 days/year</li> <li>• 6 - 15 years of employment      15 days/year</li> <li>• 16 + years of employment      20 days/year</li> </ul> <p>Eligibility: Date of hire.</p> <p><b>Sick:</b> 10 days/ year credited annually on anniversary for admin/prof employees and credited each 7/1 for technical staff; sick leave is pro-rated during the first year of employment and is cumulative to a maximum of 75 days. Eligibility: upon 3-month anniversary.</p>

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PAID TIME OFF: (continued)	<p><b>Holidays:</b> New Year's, Martin Luther King Jr. Day, Good Friday, Easter Monday, Memorial Day, Independence Day, Labor Day, Fall Break (1 day) Thanksgiving Day and the day after Thanksgiving Day (2 days) and Christmas Day/Winter Break.</p> <p>Eligibility: Date of hire.</p>
RETIREMENT/SAVINGS	<p><b>403(b) Retirement Plan via TIAA</b></p> <p><b>Retirement Choice</b> – Pre-tax deductions with a University discretionary match. The discretionary match is up to 5% of employee deferrals of base salary. Matching contributions are vested at 100%.</p> <p>Eligibility: Date of hire.</p> <p><b>Retirement Choice Plus</b> – Pre-tax deductions enable employees to contribute to an unmatched retirement savings account. Employees may contribute up to the IRS maximum allowance on a pre-tax basis. This plan does not include an employer match.</p> <p>Eligibility: date of hire.</p> <p>Please visit  <a href="https://www.tiaa.org/public/tcm/holyfamilyuniversity/home">https://www.tiaa.org/public/tcm/holyfamilyuniversity/home</a> for additional investment and plan information.</p>
TUIITION ASSISTANCE	<p><b>Tuition Remission at Holy Family University for a First-Time Undergraduate Degree</b></p> <p>After 3 months of regular full-time employment, tuition remission is available for matriculated students who are a regular full-time employee, a dependent child of a regular full-time employee, and/or a spouse of a regular full time employee, pursuing a first time undergraduate degree. The benefit is a 100% reduction in undergraduate tuition minus any federal and/or state grants available for qualified courses.</p> <p><b>Other Tuition Assistance:</b> The University is a member of the <b>Tuition Exchange (TE)</b>, the <b>Council of Independent Colleges (CIC)</b>, and the <b>Catholic College Cooperative Tuition Exchange (CCCTE)</b> tuition exchange programs. The TE is a reciprocal scholarship opportunity for the dependents of eligible full time employees. The CIC is a network of colleges and universities willing to accept, tuition-free, students from families of full-time employees of other participating institutions. The CCCTE allows for tuition exchange opportunities with other Catholic colleges and universities throughout the United States. Each program has their own rules for application and acceptance.</p>
CREDIT UNION	<p>Freedom Credit Union</p> <p>Eligibility: Date of hire</p>