



## 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.**

### **MEDICAL INSURANCE**

#### **Employee & University Paid**

Through PAISBOA Health Benefit Trust - 3 Health Plans, administered through Independence Blue Cross, are available: IBC HMO 30/50, IBC HDHP Plan, and IBC PPO 20/40. Premiums are paid through pre-tax payroll deductions. Eligibility: 1<sup>st</sup> of month after date of hire.

### **DENTAL INSURANCE**

#### **Employee Paid**

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

### **VISION PLAN**

#### **Employee Paid**

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.

### **FLEXIBLE SPENDING ACCOUNTS:**

#### **Employee Paid**

**Medical FSA** - 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.

**Dependent Care FSA** – 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.

### **HEALTH SAVINGS ACCOUNT:**

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. \* **You must elect the IBC HDHP 2500/5000 plan.**

**According to IRS regulations, it is not permissible to have a HSA and FSA at the same time.**

### **LIFE INSURANCE**

#### **University Paid**

**Life & AD&D Insurance** = 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: 1<sup>st</sup> of month after date of hire.

#### **Employee Paid**

Supplemental and dependent life insurance options available (contributory). Will preparation and MetLife Estate Resolution Services are included with supplemental life coverage. Eligibility: 1<sup>st</sup> of month after date of hire.

### **SHORT TERM DISABILITY**

#### **Employee Paid**

Provides income replacement. Employees may elect a weekly benefit amount ranging from \$100 to \$1150, not to exceed 60% of weekly income.

### **LONG TERM DISABILITY**

#### **University Paid**

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.

**For more specific information, please go to: <https://www.holyfamilybenefits.com/>**



## FULL-TIME STAFF

### EMPLOYEE ASSISTANCE/ WELL-BEING PROGRAM:

#### University Paid

**LifeWorks** 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.

### PAID TIME OFF:

**Personal:** 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

**Vacation:** Vacation time accrues monthly and is cumulative to a maximum of 30 days. Eligibility: date of hire.

- 1 - 5 years of employment 10 days/year
- 6 - 15 years of employment 15 days/year
- 16 + years of employment 20 days/year

**Sick:** 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.

### RETIREMENT/SAVINGS

#### 403(b) Retirement Plan via TIAA.

**Retirement Choice Plus** – Pre-tax deductions enable employees to contribute to an unmatched retirement savings account. Employees may contribute up to their IRS maximum allowance on a pre-tax basis. Eligibility: date of hire. This plan does not include an employer match.

**Retirement Choice** – Pre-tax deductions with a University discretionary match. Currently the discretionary match is up to 5% of employee deferrals of base salary. Matching contributions are vested at 100%. Eligibility: 1<sup>st</sup> of the month after meeting all eligibility criteria.

### TUITION ASSISTANCE

**Holy Family University Tuition Remission:** 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. The benefit is a 100% reduction in undergraduate tuition minus any federal and/or state grants.

**Other Tuition Assistance:** The University is a member of the **Tuition Exchange (TE)**, the **Council of Independent Colleges (CIC)**, and the **Catholic College Cooperative Tuition Exchange (CCCTE)** 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.

### CREDIT UNION

**Freedom Credit Union** Eligibility: Date of hire

The information contained in the benefit overview is meant to provide a brief synopsis of benefits available to full-time staff. In the event there is a discrepancy or error between the synopsis and the plan document/summary plan description or policy, the plan document /summary plan description or policy will prevail. The University reserves the right, in its sole discretion, to add, modify, edit, revoke, suspend, terminate or change any benefits at any time, with or without advance notice.