

Statement of Benefits for Part-Time Administrators

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

Updated 07/2023

- **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.
- **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 (Colonial Life)** 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.

