

Statement of Benefits for Full-Time Support Staff

(Support Staff – includes all full-time support personnel belonging to the PA Federation of Teachers Support Staff Bargaining Unit)

Updated 07/2023

- **Medical Insurance** (UPMC Consumer Advantage – HRA EPO - Premium Network) Contribution amount is 12% of the actual premium for the level of coverage selected. The College pays the \$1,250/\$2,500 annual deductible through its HRA. Coverage begins on the date of hire.
 - Employee Only - \$41.64/pay
 - Employee plus Child(ren) - \$100.33/pay
 - Employee plus Spouse - \$112.33/pay
 - Family Coverage - \$129.05/pay
 - Opt-out of medical insurance for an additional \$100 cash payment per pay (\$2,600 per year)
- **Dental Coverage** (UPMC Dental Advantage) Premium fully paid by the College. Coverage begins on the date of hire. Employee may elect to upgrade coverage level as follows:
 - Employee plus Spouse - \$14.87/pay
 - Employee plus Child(ren) - \$16.75/pay
 - Family Coverage - \$36.48/pay
- **Vision Coverage** (UPMC Vision Care – Prime Plus) Premium fully paid by the College. Coverage begins on the date of hire. Employee may elect to upgrade coverage levels as follows:
 - Family - \$5.18/pay
- **Short Term Disability** (OneAmerica- 67% of weekly pay, maximum of \$1,800 per week) Premium paid by the College.
- **Long Term Disability** (OneAmerica - 66⅔% of monthly pay, maximum of \$7,800 per month) Premium paid by the College.
- **Life Insurance** (OneAmerica - 2 times annual salary) Premium paid by the College.
- **Voluntary Insurance** (Colonial Life) Employees may enroll in supplemental policies from a menu of benefit options. These options are paid 100% by the employee.
- **Retirement Benefits** (TIAA-CREF) Pennsylvania Highlands Community College will contribute 9% of the full-time employees' base salary. The employee must contribute 2% of base salary. Voluntary contributions over 2% can be elected by the employee to the maximum allowed by law.
- **Shift Differential** – All shifts starting after 10:00pm and before 4:00am will receive a shift differential of \$0.50 per hour for the entire shift.
- **Paid Break** – Employees receive a daily 30-minute paid break.



- **PTO (Paid Time Off)** – Based on years of service. PTO hours will begin to accrue on the first full pay period following full-time appointment.

Years of Service	Number of Hours Accrued Per Year	Accrual Rate per Bi-Weekly Pay	Total Days Accrued per Year
Less than 1 year	100	3.8462	12.5
1 – 4 years	180	6.9231	22.5
5 – 9 years	200	7.6923	25
10 – 14 years	220	8.4615	27.5
15 or more years	240	9.2308	30

- **Community Service/Volunteer Paid Time Off** – Employees will receive eight (8) hours of community service leave annually which can be used in one-hour increments. Leave must be approved by the employee's supervisor & used to volunteer at a College sponsored event/activity that occurs during the staff member's normally scheduled work hours.
- **Bereavement Leave** – Five (5) consecutive College days for immediate family; Three (3) consecutive College days for near relatives; One (1) College Day for other relatives.
- **Jury Duty Leave** – Jury Duty service will be paid by the College upon approval from the CHRO with the submission of a jury duty summons and verification of attendance.
- **Family and Medical Leave** – The College will comply with the Family & 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 & Reemployment Rights Act (USERRA) of 1994 & any applicable laws in Pennsylvania as they relate to military/uniformed service.
- **11 Paid Holidays**
 - Independence Day
 - Labor Day
 - Thanksgiving Day
 - Day after Thanksgiving
 - Christmas Day
 - New Year's Day
 - Memorial Day
 - Four (4) additional holiday observances to be determined based on the academic calendar.
- **Holiday Break** – The College closes for a holiday break from December 24th through January 1st. Employees will be paid for this time, which includes the holidays of Christmas Day & New Year's Day.
- **Summer Schedule** – For ten (10) weeks in the summer, the College is closed on Fridays. The normal workweek for full-time employees is Monday through Thursday for nine (9) hours each day. Full-time employees will continue to be paid on a 40-hour per week basis.
- **Health Activity Reimbursement** – \$175 reimbursement per fiscal year toward a membership in a health club or fitness center.
- **Tuition Waiver** – Full-time support staff, their spouses, & their dependent children (as defined by the Federal Income Tax definition of "dependent children") may enroll in credit classes at Pennsylvania Highlands Community College, including dual enrollment classes, with a 100% tuition waiver for a maximum of sixty-eight (68) credits per individual.