

The College recognizes that a comprehensive benefit package providing for health insurance, life insurance, retirement savings plans and leave time is essential to attract and retain employees. Below is a summary of our benefits for full time classified staff.

HEALTH COVERAGE (Blue Cross)

Coverage under the plans described below is provided beginning the first day of the month following employment. Employees contribute a small amount toward the cost of this coverage through payroll deduction.

PPO: Employees may elect to join a Preferred Provider Organization health plan that provides freedom to choose any doctor and provides coverage for preventive and routine care, office visits and emergency and hospital care. With network providers there are no deductibles and you pay only a small co-pay for certain services. Going outside of the network there are more out-of-pocket costs such as deductibles and co-insurance. Also, you may be responsible for amounts in excess of allowed payment for covered services.

POS: This plan requires subscribers to select a Primary Care Physician (PCP) who would make referrals to other providers as deemed necessary. Unlike a HMO, subscribers may go out-of-network and/or self-refer. In those cases, there are more out-of-pocket costs such as deductibles and co-insurance.

PRESCRIPTION DRUG PLAN: This plan utilizes three tiers of drug classifications each with its own associated co-pay. This benefit applies to both retail (30 day or less supply) and mail order (90 day supply).

HEALTH PLAN WAIVER: Employees who can obtain health insurance elsewhere may waive the College's coverage and receive a \$1,500 stipend in lieu of participating in one of the College's plans.

DENTAL COVERAGE

The College provides insurance paying a percentage of costs based on a prevailing rate schedule after a calendar year deductible of \$25 per person (\$75/family maximum) is met.

VISION COVERAGE

The College provides insurance for eye care for the employee and eligible dependents.

HACC PLAN

After one year of continuous service, the College funds \$750 which is placed in a medical flexible spending account. These dollars can be used to pay IRS eligible medical expenses. A debit card is provided to make access to these funds convenient for participants.

OTHER INSURANCES

LIFE INSURANCE: \$50,000 of group term life insurance coverage is provided to full time employees at no cost. Employees may also purchase voluntary coverage for themselves and eligible dependents through payroll deduction.

ACCIDENTAL DEATH & DISMEMBERMENT: \$10,000 of AD&D insurance is provided to full time employees at no cost. Employees may also purchase voluntary coverage for themselves and eligible dependents through payroll deduction.

LONG TERM DISABILITY: This coverage provides income protection to the employee in the event of total disability due to illness or injury. After a 3 month waiting period with approval from the College's carrier, the employee receives a monthly benefit of 60% of salary up to a maximum monthly benefit of \$7,500 (including benefits from Social Security, Workers Compensation and disability income from a retirement plan) provided there is evidence that the disability leave will be longer than six months. This coverage also pays 10% of base salary at time of disability into a TIAA-CREF retirement plan.

TRAVEL/ACCIDENT: Provided by the College upon hire, this insurance covers accidents which may occur while the employee is traveling on College business.

WORKERS COMPENSATION: Provided by the college, this insurance provides financial assistance in the event of an on-the-job injury.

EDUCATIONAL AID

EMPLOYEE AID: After one year of service, an employee who is not designated as "temporary" may request financial assistance for job-related courses at any institution according to established guidelines.

TUITION AID: Full time employees may apply for tuition aid for approved job-related credit or noncredit job-related courses immediately upon hire. After one year of service full time employees, spouses, domestic partners and natural and legally adopted children to the age of 23 may apply for tuition aid for any credit courses offered by the College.

RETIREMENT PLANS

Upon hire, the employee selects one of the following plans. Note that this choice is irrevocable.

TIAA-CREF: This is a defined contribution plan providing monthly income when the employee retires. Vesting is immediate. The employee makes a mandatory contribution of 5% of salary with the college matching at 10%.

PUBLIC SCHOOLS EMPLOYEE RETIREMENT SYSTEM (PSERS): This is a defined benefit retirement plan providing a monthly benefit when the employee retires. A 5 year vesting period is required. This plan also provides for disability payments after vesting under defined conditions. The employee contributes 7.5% with the college contributing at a rate determined by the PA State Legislature.

STATE EMPLOYEES RETIREMENT SYSTEM (SERS): This is also a defined benefit retirement plan providing monthly income upon retirement. A 5 year vesting period is required. This plan also provides for disability payments after vesting under defined

conditions. The employee contributes 6.25% with the college contributing at a rate determined by the PA State Legislature.

SUPPLEMENTAL RETIREMENT PLANS: The employee may elect to contribute additional amounts into a plan either through TIAA-CREF or Fidelity Investments. This is done on a tax deferred basis subject to limits prescribed by law.

LEAVES

SICK LEAVE

- **12 month employees** accrue leave equivalent to 12 days per fiscal year accumulated up to the equivalent of 90 days plus a 90 day bank. One half of accumulated days (excluding bank) is paid upon retirement.
- **41-week employees** accrue leave equivalent to 10 days per fiscal year accumulated up to the equivalent of 90 days, plus a 90 day bank. One half of accumulated days (excluding bank) is paid upon retirement.
- **Family Sick Leave:** Up to 5 sick leave days can be used each year for the routine care of members of the employee's household due to illness or injury.

BEREAVEMENT

The employee may request a leave of up to 5 working days in the event of the death of a relative according to established guidelines.

MILITARY LEAVE

The College pays the difference between military pay and regular salary for National Guard annual training or emergency reserve service (up to 6 months).

JURY DUTY

The College pays the difference between jury duty pay and regular salary.

PERSONAL DAYS

The College provides 3 days (or 22.5 hours) per fiscal year that can be used by 12 month employees for personal business which must be conducted during regular working hours. 9 ½ month and 41 week employees receive 2 personal days. There is an accrual limit of 5 days per fiscal year.

HOLIDAYS AND PAID VACATION

HOLIDAYS

12 month employees receive 12 – 13 paid holidays as designated annually.

41 week employees receive any of those holidays that fall within their normal work calendar.

VACATION

12 month employees accrue vacation as follows:

- 10 days per year from first year of employment through fourth year.
- 15 days per year through tenth year.
- 20 days per year after tenth year.

41 week employees accrue vacation as follows:

- 8 days per year from first year of employment through fourth year.
- 12 days per year through tenth year.
- 16 days per year after tenth year.

NOTE: A six month grace period for use of days beyond the maximum accrual by full time active employees ends December 31st each year. Upon termination from the College the vacation payout would only be the amount in your account, up to a maximum of 2 times your accrual rate.

PAYCHECK NOTES

Direct deposit of your paycheck will be made to a bank of your choice every other week (HACC's pay policy is a two week lag).

The following payroll deductions can be arranged:

- Savings Bonds: the employee may purchase savings bonds (\$100 to \$1,000 denominations).
- Pennsylvania State Employee's Credit Union (PSECU): offers loans at competitive interest rates. Checking accounts, credit cards, ATM cards and other services are also available.
- United Way: the employee may make contributions through pledge or payroll deduction. Participation is encouraged. Broad-based participation of our employees in the annual campaign shows the community WE CARE!
- HACC Foundation: contributions may be made to the Endowment fund through pledge or payroll deduction. Contributions may be unrestricted or, if desired, restricted to a particular use. Pledge cards are available in Mumma Hall, room 260.

FAMILY CARE SPENDING ACCOUNT

An account can be set up for redirection of earnings before federal taxes are deducted for reimbursement of costs for care of family members while the employee is at work.

EMPLOYEE ASSISTANCE PROGRAM (EAP)

Personal counseling is made available to employees and their family members concerning a wide range of issues. A separate brochure describes this program in detail.

INTRODUCTORY PERIOD

The first three months of employment for classified employees are considered an introductory period. During this time, employees are closely evaluated to determine whether continued employment in a specific position or with the College in general is appropriate. The introductory period may be extended in certain circumstances at the discretion of the College.

FURTHER INFORMATION ABOUT THE BENEFITS DESCRIBED IN THIS BROCHURE CAN BE FOUND IN YOUR EMPLOYEE HANDBOOK AND THE PLAN DESCRIPTIONS PROVIDED BY THE HUMAN RESOURCES OFFICE UPON EMPLOYMENT. CALL EXTENSION 3210 IF THESE RESOURCES DO NOT PROVIDE ANSWERS TO YOUR QUESTIONS.

EQUAL EMPLOYMENT/EDUCATIONAL OPPORTUNITY

Statement of Commitment

It is the policy of Harrisburg Area Community College, in full accordance with the law, not to discriminate in employment, student admissions and student services on the basis of race, color, religion, age, political affiliation or belief, gender, national origin, ancestry, disability, place of birth, General Education Development Certification (GED), marital status, sexual orientation, gender identity or expression, veteran status or any legally protected classification. HACC recognizes its responsibility to promote the principles of equal opportunity for employment, student admissions and student services taking active steps to recruit minorities and women.

Inquiries should be directed to the Assistant to the President, One HACC Drive, Harrisburg, PA, 17110 or by phone at (717) 780-2657.

SMOKE FREE ENVIRONMENT

All employee working areas are designated as non-smoking areas for the safety and health of our employees, students and visitors.

SUMMARY OF BENEFITS PROVIDED FOR CLASSIFIED PERSONNEL

Effective January 1, 2010



Harrisburg Area Community College
One HACC Drive
Harrisburg, PA 17110

(717) 780-2367