

HARRISBURG AREA COMMUNITY COLLEGE
BENEFIT SUMMARY
*REGULAR PART TIME EMPLOYEES

- ❖ Beginning July 1, 2003 part-time regular employees working more than 1,000 hours in a calendar year will be eligible to receive two personal days per spring and fall semesters. This leave is non-cumulative. **Part-time administrative and classified staff, and non-teaching adjunct faculty who work 1000 hours or less in a calendar year will receive one personal day per semester.**
- ❖ Eligible to enroll in retirement system offered by the College.
- ❖ You may enroll in a College-approved Supplemental Retirement Annuity.
- ❖ Effective July 1, 2003, part time employees working more than 1,000 hours in a calendar year will be eligible to purchase health care coverage. This coverage would be paid 100% by the employee.
- ❖ Entitlement to the Employee Assistance Program (EAP), a personal consultation service for staff and eligible dependents. The EAP's confidential consultation service helps with issues in family relationships, stress, and parenting, aging loved ones, marital discord and alcohol/drug abuse. Brochures are available in Whitaker Hall, Room 126 or on the Intranet.
- ❖ Use of physical education facilities and programs: fitness center, aerobic classes, swimming pool, basketball courts and racquetball.
- ❖ Use of HACC Library System that includes electronic sources, access to password for PQD Research Library and extended time limit on use of books.
- ❖ Access to training at the Instructional Technology Center.
- ❖ Training on latest software packages as they are released.
- ❖ Tuition Aid for taking HACC Courses:
 - After one year of service to the College, regular part time employees may apply for tuition aid to enroll in one HACC course (credit or job-related [courses related to employee's job at HACC] non-credit) per semester, provided they remain employed with the College.
 - After five years of service by regular part-time employees, the spouses and dependents (biological or legally adopted children up to the age of 23, or any individual who may be claimed as a dependent on an employee's income tax return) of such employees may apply for tuition aid for any credit course offered by the College, provided such employees remain employed with the College.
 - All eligible applicants will be responsible for paying any fees beyond tuition. Eligibility for all applicants is limited to those individuals who reside in the Commonwealth of Pennsylvania.

*Regular Part-time Employees are those employees who:

--work more than 1,000 hours but less than 1,950 hours in a calendar year