

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 fringe benefits for full-time classified personnel:

HEALTH COVERAGE

(Coverage under the plans described below is provided beginning the first day of the month following employment.)

MEDICAL

Employees contribute a small amount towards the cost of this coverage through payroll deduction.

POS

Employees may elect to join a Blue Cross Point of Service (POS) plan that allows subscribers to determine the type of coverage they are to receive at the time services would be requested (point of service). Employees may choose to have their care coordinated by their Primary Care Physician and pay only a small co-pay or they can “self refer” their services or use an out-of-network physician where there are more out-of-pocket costs such as deductibles and co-insurance.

PPO

Employees may elect to join a Preferred Provider Organization (PPO) health plan that provides freedom to choose any doctor and gives coverage for preventive and routine care, office visits, emergency and hospital care, and prescriptions. 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.

HACC Plan Waiver

Employees eligible for College coverage who have other medical coverage may waive the College’s coverage and receive a stipend in lieu of participation in one of the College medical plans.

DENTAL—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

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

SUPPLEMENTAL HEALTH COVERAGE

(Participation in this fund begins after one year of continuous full-time service.)

HACC Plan—Medical Expense Reimbursement

The College funds \$750 for placement in a medical FLEXIBLE SPENDING ACCOUNT. These dollars can be used to pay IRS eligible medical expenses.

LIFE INSURANCE

(Coverage under the plans described below is provided beginning the first day of the month following employment.)

Life Insurance

\$50,000 of group term life insurance coverage is provided for full-time employees by the College. In addition, the employee may purchase optional term coverage by payroll deduction through a plan with the selected College carrier.

Accidental Death and Dismemberment

\$10,000 of accidental death and dismemberment insurance is provided for the employee by the College. Arrangements can be made for the purchase of additional employee coverage and/or coverage of the employee’s immediate family at the employee’s expense.

LONG-TERM DISABILITY INSURANCE

The College furnishes insurance which provides income protection to the employee in the event of total disability due to illness or injury. If the employee becomes totally disabled, after a waiting period of three months and approval by the College’s carrier, the employee receives a monthly benefit of 60 percent of salary up to a maximum monthly benefit of \$7,500 (including benefits from Social Security, Workers Compensation and disability income from State Employees; or Public School Employees’ Plans) provided there is evidence that the disability leave will be longer than six months. The policy also pays 10 percent of base salary at time of disability into a TIAA/CREF retirement plan.

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 employment. After one year of service, full-time employees, spouses and natural and legally adopted children to age 23 may apply for tuition aid for any credit courses offered by the College.

RETIREMENT PLANS

Upon employment, the new employee may choose one of the three following plans. The choice is non-revocable.

TIAA/CREF—this is a defined contribution plan providing a monthly income when the employee retires and immediate vesting. The employee contributes 5 percent and the College contributes 10 percent of the employee’s salary to the retirement fund.

Pennsylvania Public School Employees’ Retirement System—this is a defined benefit retirement plan providing a monthly income when the employee retires. A 5-year vesting period is required. The plan also provides for disability payments after vesting under defined conditions. The employee contributes 7.5 percent; the College contributes a percentage, which is decided by the PA State Legislature annually.

Pennsylvania State Employee’s Retirement System—this is a defined benefit retirement plan providing a monthly income when the employee retires. A 5-year vesting period is required. The plan also provides for disability payments after vesting under defined conditions. The employee contributes 6.25 percent; the College contributes a percentage, which is decided by the PA State Legislature annually.

OTHER RETIREMENT RELATED BENEFITS

Federal Insurance Contribution Act (FICA)

The Federal system provides a monthly income upon retirement or, under specified conditions, in the event of disability, as well as medical coverage. The employee pays 6.2 percent Social Security and 1.45 percent Medicare, and the College (and State) pays 6.2 percent Social Security and 1.45 percent Medicare.

Supplemental Retirement Plans

(Choice of two providers – TIAA/CREF or Fidelity) The employee may elect to contribute additional amounts into a supplemental

retirement savings plan, on a tax deferred basis, up to limits prescribed by law.

TRAVEL ACCIDENT INSURANCE AND WORKERS’ COMPENSATION

Travel Accident Insurance

Provided by the College upon employment, this insurance covers accidents, which may occur while the employee is traveling on College business.

Workers’ Compensation

This insurance provides financial assistance in the event of an on-the-job injury.

LEAVES

Bereavement Leave

The employee may request a leave of up to five 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 six months).

Jury Duty

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

Personal Days

Up to three days (or 22.5 hours) per fiscal year can be used by 12-month employees for personal business which must be conducted during regular working hours. Nine and one-half (9½) month and 41-week employees receive two personal days. (The accrual limit is five days per fiscal year.)

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 five sick leave days can be used each year for the routine care of members of the employee’s household due to illness or injury.

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 equivalent to:

10 working days vacation per year
(accumulative to 25 days)

15 working days vacation after 5 years
(accumulative to 37.5 days)

18 working days vacation after 10 years
(accumulative to 45 days)

20 working days vacation after 15 years
(accumulative to 50 days)

Vacation – 41-week employees accrue vacation equivalent to:

8 working days vacation per year
(accumulative to 20 days)

12 working days vacation after 5 years
(accumulative to 30 days)

14 working days vacation after 10 years
(accumulative to 35 days)

16 working days vacation after 15 years
(accumulative to 40 days)

Note: A six-month grace period for use of days beyond the maximum accrual by full-time, active employees ends December 31 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-\$1,000 denominations) through payroll deduction.

Credit Union

The employee can save through payroll deduction, and loans are available at competitive interest rates. Checking accounts, credit cards, AC cards, and other services are offered at a convenient location adjacent to the campus.

United Way

The employee may make contributions to United Way 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

The employee may make contributions to the Endowment Fund of the HACC Foundation through pledge or payroll deduction. Contributions may be unrestricted or, if desired, restricted to a particular use. Pledge cards are available in Mumma 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)

A separate brochure describes in detail this program that provides personal counseling to employees and their family members.

INTRODUCTORY PERIOD

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

FURTHER INFORMATION about the benefits described 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

Harrisburg Area Community College, in full accordance with the law, does not discriminate in admission or employment on the basis of race, color, religion, age, political affiliation or belief, sex, national origin, ancestry, disability, place of birth, General Education Development Certification (GED), marital status, sexual orientation, gender identity or expression, veteran status, or any other legally protected classification. Inquiries should be directed to the Executive Assistant to the President,

One HACC Drive, Harrisburg, PA 17110, Telephone
(717) 780-2657.

SUMMARY OF BENEFITS

PROVIDED FOR

CLASSIFIED PERSONNEL

Effective January 1, 2009

SMOKE FREE ENVIRONMENT

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



Harrisburg Area Community College
One HACC Drive
Harrisburg, PA 17110
717-780-2367