



FULL-TIME STAFF

Holy Family University is proud to provide high quality, comprehensive benefits, in support of the diverse needs of our employees, and essential in recruiting and retaining outstanding faculty and staff.

BENEFIT	DESCRIPTION
MEDICAL INSURANCE Independence Blue Cross	Employee & University Paid Through PAISBOA Health Benefit Trust 3 Health Plans, administered through Independence Blue Cross, are available: IBC HMO 30/50 IBC HDHP 2500/5000 IBC PPO 20/40 Premiums are paid through pre-tax payroll deductions. Eligibility: 1 st of month after date of hire.
DENTAL INSURANCE Delta Dental	Employee Paid Delta Dental Basic Plan and Enhanced Plan. The Enhanced Plan provides for benefits for major services, and orthodontia coverage. Eligibility: 1 st of month after date of hire
VISION PLAN Superior Vision	Employee Paid Administered by Superior Vision, offers members benefits including routine eye care, frames, and lenses. Eligibility: 1 st of month after date of hire.
FLEXIBLE SPENDING ACCOUNTS Wage Works	Employee Paid Medical FSA - Pre-tax payroll deduction to set aside money to pay for healthcare purchases including medical copays, deductibles, prescriptions drug copays, dental and vision costs, not covered by insurance, as well as other medical FSA eligible purchases. Dependent Care FSA – Pre-tax payroll deduction to set aside money for reimbursement toward expense paid for qualified dependent care expenses, such as day care, before/after school care, and to care for disabled spouse/parent.
HEALTH SAVINGS ACCOUNT Health Equity	A Health Savings Account (HSA) is a tax-advantaged personal savings or investment account that allows individuals to save and pay for qualified medical expenses, until the HDHP deductible is met and for other medical expenses not covered by your healthcare plan. Funds remaining in the HSA roll over from year to year. * You must elect the IBC High Deductible 2500/5000 plan. According to IRS regulations, it is not permissible to have a HSA and FSA at the same time.
LIFE INSURANCE MetLife	University Paid Life & AD&D Insurance = 1x annual salary rounded up to the nearest \$1,000; an accidental death and dismemberment provision is included (noncontributory). Cap = \$150,000. Grief Counseling, and funeral discounts, planning and support services available with basic life coverage. Eligibility: 1st of month after date of hire.

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<p>LIFE INSURANCE (continued) MetLife</p>	<p>Employee Paid Supplemental and dependent life insurance options available (contributory). Will preparation and MetLife Estate Resolution Services are included with supplemental life coverage. Eligibility: 1st of month after date of hire.</p>
<p>SHORT TERM DISABILITY MetLife</p>	<p>Employee Paid Provides income replacement. Employees may elect a weekly benefit amount ranging from \$100 to \$1050, not to exceed 60% of weekly income. Benefit available reduced by paid time off.</p>
<p>LONG TERM DISABILITY MetLife</p>	<p>University Paid 60% of monthly base salary (noncontributory). Maximum benefit = \$5,000/month, and benefits are payable after 3 months of disability. Eligibility: 1st of month after date of hire.</p>
<p>PREPAID LEGAL SERVICES Countrywide</p>	<p>Prepaid Legal This voluntary benefit is offered and is designed to provide specific legal services when the need arises. ID Theft Protection This voluntary benefit is offered and designed to provide credit monitoring and identity theft insurance.</p>

For more specific information on the above plans, please go to: <https://www.holyfamilybenefits.com>

<p>EMPLOYEE ASSISTANCE/WELL-BEING PROGRAM LifeWorks</p>	<p>University Paid LifeWorks is an exciting and innovative well-being solution that: Supports employees and their dependents with a confidential Employee Assistance Program (EAP) and well-being resource, available 24/7 by phone, online and by mobile app. Connects employees with information, tips, and updated to support well-being and success at work.</p>
<p>PAID TIME OFF:</p>	<p>Personal: up to 2 days, based on hire date. 2 days if employment starts 7/1 – 12/31 1 day if employment starts 1/1 – 6/30, and then 2 days on 7/1 Eligibility: upon 3-month anniversary.</p> <p>Vacation: Vacation time accrues monthly and is cumulative to a maximum of 30 days.</p> <ul style="list-style-type: none"> • 1 - 5 years of employment 10 days/year • 6 - 15 years of employment 15 days/year • 16 + years of employment 20 days/year <p>Eligibility: Date of hire.</p> <p>Sick: 10 days/ year credited annually on anniversary for admin/prof employees and credited each 7/1 for technical staff; sick leave is pro-rated during the first year of employment and is cumulative to a maximum of 75 days. Eligibility: upon 3-month anniversary.</p>

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PAID TIME OFF: (continued)	<p>Holidays: New Year's, Martin Luther King Jr. Day, President's Day, Good Friday, Memorial Day, Juneteenth, Independence Day, Labor Day, Fall Break (1 day) Thanksgiving Day and the day after Thanksgiving Day (2 days) and Christmas Day/Winter Break.</p> <p>Eligibility: Date of hire.</p>
PAID PARENTAL/CHILD CAREGIVER LEAVE	<p>The University provides 4 weeks of paid parental/child caregiver leave to employees following the birth of an employee's child, or the placement of a child with an employee in connection with adoption or foster care. This policy runs concurrently with Family and Medical Leave Act (FMLA) leave, as applicable. The paid parental/child caregiver leave must be used within the first three months of birth, adoption or placement of a child.</p> <p>Eligible full-time faculty and full-time and part-time staff must be employed with the university for at least 12 months and have worked at least 1,250 hours during the 12 consecutive months immediately preceding the date the leave would begin.</p>
RETIREMENT/SAVINGS	<p>403(b) Retirement Plan via TIAA</p> <p>Retirement Choice – Pre-tax deductions with a University discretionary match. The discretionary match is up to 5% of employee deferrals of base salary. Matching contributions are vested at 100%. Eligibility: Date of hire.</p> <p>Retirement Choice Plus – Pre-tax deductions enable employees to contribute to an unmatched retirement savings account. Employees may contribute up to the IRS maximum allowance on a pre-tax basis. This plan does not include an employer match. Eligibility: date of hire.</p> <p>Please visit https://www.tiaa.org/public/tcm/holyfamilyuniversity/home for additional investment and plan information.</p>
TUITION ASSISTANCE	<p>Tuition Remission at Holy Family University for a First-Time Undergraduate Degree</p> <p>After 3 months of regular full-time employment, tuition remission is available for matriculated students who are a regular full-time employee, a dependent child of a regular full-time employee, and/or a spouse of a regular full time employee, pursuing a first time undergraduate degree. The benefit is a 100% reduction in undergraduate tuition minus any federal and/or state grants.</p> <p>Other Tuition Assistance: The University is a member of the Tuition Exchange (TE), the Council of Independent Colleges (CIC), and the Catholic College Cooperative Tuition Exchange (CCCTE) tuition exchange programs. The TE is a reciprocal scholarship opportunity for the dependents of eligible full time employees. The CIC is a network of colleges and universities willing to accept, tuition-free, students from families of full-time employees of other participating institutions.</p>



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	The CCCTE allows for tuition exchange opportunities with other Catholic colleges and universities throughout the United States. Each program has their own rules for application and acceptance.
GRADUATE MASTER'S DEGREE TUITION REMISSION	<p>Holy Family University provides Graduate Master's Degree tuition remission to eligible full-time staff to enhance their occupational proficiencies and provide opportunities for personal and professional development.</p> <p>Applies to eligible full-time staff of Holy Family University effective upon completion of 90 days of employment and acceptance in the graduate program/Holy Family University.</p> <p>Tuition remission covers the cost of tuition only, for eligible employees pursuing a master's degree for the first time. Eligible employees may receive tuition remission, for a maximum of 18 credits per academic year.</p>
TUITION DISCOUNT FOR ALPHA HOUSE (Nursery, Pre-K, and Kindergarten)	Holy Family University has established an Alpha House Tuition Discount program for full time, benefit eligible employees. The discount is 50% of the tuition up to a total maximum discount of \$5,000 per year. The discount is based on available capacity for each specific class and is offered on a first apply, first accepted basis.
CREDIT UNION	<p>Freedom Credit Union</p> <p>Eligibility: Date of hire</p>

The information contained in the benefit overview is meant to provide a brief synopsis of benefits available to full-time staff. In the event there is discrepancy or error between the synopsis and the plan document/summary plan description or policy, the plan document/summary plan description or policy will prevail. The University reserves the right, in its sole discretion, to add, modify, edit, revoke, suspend, terminate or change any benefits at any time, with or without notice.