

# SUMMARY OF EMPLOYEE BENEFITS – Fulltime Employees

HACC recognizes that excellence in the performance of the college requires excellence in the performance of its people. HACC offers competitive pay and benefits programs designed to attract and retain people who share this commitment to excellence.

For its benefits eligible employees, HACC provides a comprehensive package of benefit choices at an affordable cost for both the employee and the college. The programs described in this summary are designed to maintain good health, to promote work/life balance, to provide for retirement, to help meet the cost of illness and accident, and to help provide financial security for employees. HACC pays the entire cost for some benefits, others require employee cost-sharing, and some are paid entirely by the employee. To the extent possible, certain benefits are provided on a pre-tax basis.

**MEDICAL & RX** - HACC provides a choice between three Capital Blue Cross medical plans: a Premium PPO plan, High Deductible Health Care plan, and a Pinnacle CareConnect plan. Medical coverage can be elected for the employee, any eligible dependents up to age 26, and domestic partners.

The prescription plan is administered by CVS/Caremark and provides both retail and mail-order benefits.

HACC uses a tiered cost share based on annual salary to determine the employee and employer cost share for the medical/Rx coverage. A cash opt-out stipend is available for those who have alternate non-HACC medical/Rx coverage available.

**DENTAL & VISION** - HACC provides both a dental PPO and a vision PPO plan to employees at no cost. Coverage can be elected for the employee, any eligible dependents up to age 26, and domestic partners.

**FLEXIBLE SPENDING (FSA) and HEALTH SAVINGS ACCOUNTS (HSA)** - HACC provides FSA and HSA programs that enable employees to set aside money on a pre-tax basis to pay for certain eligible health and dependent care expenses. HACC also funds a generous portion of these accounts.

Currently, HACC contributes \$500 to the FSA, and \$1500 single/\$3000 family to the HSA. These funds are provided to help offset medical expenses not covered by the insurance plans.

**RETIREMENT** - HACC requires full-time employees to contribute to the TIAA defined contribution 403(b) retirement plan. This is irrevocable for the duration of HACC employment. HACC will match contributions to the retirement plan based on the current guidelines for that program.

There is also a supplemental TIAA retirement account option into which an eligible employee can defer additional income.



**PAID TIME OFF** - HACC provides paid vacation, personal and sick leave to eligible employees. Paid leave time accrues based on employment classification, work schedule and years of employment.

Other types of paid time off include:

- Holidays
- Bereavement Leave
- Jury Duty
- Military Leave
- Emergency Sick Leave
- Sabbatical
- 4-day summer schedule

**EMPLOYEE ASSISTANCE PROGRAM -**

HACC provides an Employee Assistance Program (EAP) for its employees and family members.

The EAP provides confidential, psychological counseling, work-life balance, and educational wellness programs. Full and part-time employees and their household members are eligible to use the EAP.

**CREDIT UNION MEMBERSHIP -**

employment at HACC enables membership in either the PSECU or Member's 1<sup>st</sup> Federal Credit Unions.

**LIFE /ACCIDENTAL DEATH &**

**DISMEMBERMENT INSURANCE** - A basic benefit amount of \$50,000 in life insurance and \$50,000 AD&D is paid by HACC for each eligible employee. Elections may be made for voluntary employee, spouse and dependent coverage

**LONG-TERM DISABILITY INSURANCE -**

HACC provides a 100% employer paid, long-term disability program. This coverage provides financial stability for eligible employees when, during a long-term serious health condition, they are unable to work. The LTD policy pays up to 60% of base salary,

**EMPLOYEE DISCOUNT PROGRAM -**

HACC makes available to its employees the Youdecide.com employee discount program. Youdecide.com provides a "one-stop shopping" location for HACC employees to access discounts on a wide variety of products and services.

**EDUCATIONAL ASSISTANCE - HACC**

provides assistance to their employees and eligible dependents through two educational aid programs:

Provides tuition assistance for HACC courses for HACC employees and their eligible dependents. Job-related credit and job-related noncredit courses immediately upon employment for employee. After one year of continuous full-time service, full-time employees may submit a request for a tuition waiver for any HACC course; eligible dependents may submit a request for a tuition waiver for credit courses offered by the College.

Employees may request financial assistance for study and other professional development activities related to their current or a potential future HACC position at other educational institutions. Required one year of full-time service prior to application.

These programs have specific eligibility guidelines based on employment status and length of service.

*The information contained in this document is intended to be informational only. It is not intended to provide full details of each benefit program, only a high level summary. It is also not intended to replace the employee handbook or plan documents nor to be construed as a guarantee of continued employment nor does it constitute the terms of an employment contract. Employment with the Harrisburg Area Community College is on an at-will-basis. This means the employment relationship may be terminated at any time by either the employee or the college for any reason not expressly prohibited by law. The college may, at any time, amend, modify, suspend, or terminate any benefit program. The College may also reduce the company's contribution, or increase the employee's contribution, toward the cost of any benefit programs.*

