



ARCHDIOCESAN CATHOLIC CENTER

LAY EMPLOYEE BENEFITS

Rev. December, 2014

GENERAL BENEFITS

Work Hours

The published office hours are 9:00 a.m. to 5:00 p.m. (Monday - Friday). Hourly employees work 7 hours per day or 35 hours per week according to the following staggered schedule:

Schedule A: 8:00 a.m. - 4:00 p.m.

Schedule B: 8:30 a.m. - 4:30 p.m.

Schedule C: 9:00 a.m. - 5:00 p.m.

Lunch for all schedules consists of one hour taken between 11:30 a.m. and 1:30 p.m. Scheduling decisions are based on overall department need and require department head approval.

Rest Periods

Two 15- minute rest periods/breaks are provided each day for all non-exempt, full-time employees. Supervisors are responsible for scheduling rest periods in mid-morning and mid-afternoon.

Parking/Transit Subsidy

The ACC has a limited number of free parking spaces available for on-site employees in the structure south of the building. Assignment of a parking space is not guaranteed and depends upon availability. New employees must apply for a parking space through their department head. An employee I.D. and pass cards are required to enter the parking lot and the building. A \$10.00 fee will be charged for replacement of lost cards.

Employees who use public transit to travel to work are eligible for a transit subsidy of up to \$62.00/month.

Employees who elect to receive the transit subsidy are not eligible for a parking space. Contact Human Resources for more information.

Pay Period

The ACC pays employees according to a bi-weekly pay period schedule. Employees receive their paychecks on the Friday following the bi-weekly pay period **or** every other Friday.

Direct Deposit

For your convenience, we provide a direct bank deposit service. If you are interested, contact the Human Resources Department.

Sick Leave

Regular full-time employees accrue 10 days sick leave a year, at the rate of 5.83 hours per month worked. Sick leave balance is carried over from the previous year and accrues to a maximum of 30 days. Sick leave is provided to protect your income should you have medical necessity.

Jury Duty

Employees will receive full pay, less jury duty fees, for a maximum of five consecutive work days over any one year period.

Vacation

Employees accrue vacation at different rates, depending on number of years at the Archdiocesan Catholic Center:

- 1-5 years: 10 days vacation a year
- Over 5 years: 15 days vacation a year
- 15-20 years: Accrue one additional day per year of service (maximum accrual: 20 days)

Maximum vacation you may accrue is twice your yearly vacation accrual.

Holidays

The following holidays will be observed by the Archdiocesan Catholic Center:

2015 ACC HOLIDAY SCHEDULE

Thursday, January 1, 2015-	New Year's Day
Friday, January 2	
Monday, January 19	Martin Luther King, Jr.
Monday, February 16	Presidents' Day
Friday, April 3	Good Friday
Monday, May 25	Memorial Day
Friday, July 3	Independence Day
Monday, September 7	Labor Day
Wednesday, November 11	Veterans Day
Thursday, November 26	Thanksgiving Day
Friday, November 27	Day After Thanksgiving
Thursday, December 24	Christmas Eve
Christmas Closure December 25 –	
December 31	Christmas Holiday Closure
Friday, January 1, 2016	New Year's Holiday (2016)

Bereavement

Up to 3 days of paid leave may be granted for immediate family members: spouse, parents, spouse's parents, sons, sisters, brothers, daughters, grandparents, and/or an individual living in your household.

Family and Medical Leave

Regular full-time and regular part-time employees who have been employed by the Archdiocesan Catholic Center at least 12 months are eligible for family and medical leave. Contact Human Resources for more details.

INSURANCE BENEFITS

Please consult the *Archdiocese of Los Angeles 2015-2016 Benefits Guide* for details regarding all insurance benefits.

Eligibility

Employees who work 30 hours or more per week on a regular schedule are eligible for the following insurance benefits on the first of the month following one month of continuous employment. For example:

- An employee hired February 4 is eligible April 1.
- An employee hired November 1 is eligible December 1.

Your elections will remain in effect until the next Open Enrollment unless you experience a qualifying “change in status.”

Health Care Options

The Archdiocese offers comprehensive medical, vision, prescription, and behavioral health benefits through three medical plan options:

- Anthem Blue Cross PPO Plan
- Anthem Blue Cross EPO Plan
- Kaiser EPO Permanente Plan

A dental plan is also offered separately. Coverage for medical and dental plans is available to eligible dependents including:

- Your spouse
- Your dependent children, up to age 26, regardless of student status
- Any dependent child who is incapable of self support because of a medical or physical disability that you claim on your federal tax return.

Prescription drug coverage is also available. See www.optumrx.com for details.

Anthem Blue Cross PPO Plan

Annual Deductible: \$500 Individual/ \$1,000 Family

You may use any doctor you wish; you will save money when you use Anthem Blue Cross PPO network providers. To find PPO providers, please call Anthem Blue Cross Member Services at (888) 722-1077 or visit the website at www.anthem.com/ca.

Anthem Blue Cross EPO Plan

Annual Deductible: \$500 Individual/\$1,000 Family

In order for benefits to be paid, you must use Anthem Blue Cross PPO network providers (i.e. physicians, hospitals, surgery centers, labs, etc.). To find health care providers please call Anthem Blue Cross Member Services at (888) 722-1077 or visit the website at www.anthem.com/ca.

Kaiser EPO Permanente Plan

Annual Deductible: None

In order for benefits to be paid, you must use Kaiser doctors and hospitals. For member services please call (800) 533-1833 or visit the website at www.kp.org.

Vision Care Coverage

Vision care benefits are available to employees who enroll in one of the Archdiocesan medical plans. Benefits vary depending on the plan you elect.

Anthem Blue Cross PPO and EPO:

Vision care benefits are administered by HealthSmart. Coverage for vision examination is limited to \$50 per calendar year. See plan booklet for details on coverage for frames, prescription lenses and contact lenses.

Kaiser EPO Permanente Plan:

Vision coverage for examination, frames and lenses (including contact lenses) is provided through Kaiser Permanente only. Vision exam covered at 100% after \$25 copay. See plan booklet for details on coverage for frames, prescription lenses and contact lenses.

Dental Care Coverage

Dental coverage is available in conjunction with medical coverage or as a separate election. The Archdiocese is contracted with Cigna, a dental network. This network is a list of dentists who have agreed to reduce their fees to our members. Call Cigna at 1-800- 564-7642 or go to www.hcpdirectory.cigna.com to find a dentist in the Cigna network.

Annual Deductible: \$ 50.00 Individual
 \$150.00 Family
Annual Maximum Benefit: \$1,500.00 per individual

Employee Assistance Program

This program is offered through Optum to all employees and their families. These services are confidential, free and offer assistance in resolving those problems that may be interfering with your professional and/or personal life. Along with referrals, you may receive up to eight sessions per person per issue to help you deal with a variety of issues that can affect you at work or at home. Call 1-866-248-4104 for services.

Voluntary Term Life/Accidental Death and Dismemberment (AD&D) Insurance

All lay employees who work 20 hours or more on a regular schedule may choose to enroll in the Voluntary Life and AD&D insurance plan.

The benefit options are: 1 x your annual earnings to a maximum coverage amount of \$75,000, 1.5 x your annual earnings up to a maximum coverage amount of \$100,000, or 2 x your annual earnings up to a maximum coverage amount of \$200,000.

Voluntary Disability Insurance

The Archdiocese of Los Angeles offers Voluntary Short Term and Voluntary Long Term Disability insurance plans, through The Hartford, which cover disabilities due to non-work related illnesses or injuries. Long Term Disability Insurance includes Short Term Disability.

Eligibility: All lay employees who work 20 hours or more on a regular schedule. Employees who elect the Voluntary Disability coverage pay the full premium through payroll deductions.

The Archdiocese is a non-profit organization that is EXEMPT from State Unemployment and State Disability Insurance programs. A voluntary

unemployment insurance plan is not available through the Archdiocese.

WORKERS' COMPENSATION

Any work related injury or illness is covered under workers' compensation. As an employee of the Archdiocese you are covered under a self-insured plan approved by the State. The law guarantees you medical care, temporary disability payments, and rehabilitation. You can ensure your rights to these benefits by reporting every injury promptly to your supervisor.

Employees may pre-designate a personal physician, prior to injury, for treatment of work-related illness or injury. Contact Human Resources for details.

ADDITIONAL BENEFITS

Retirement Plan

Employees are eligible for retirement benefits if they are 25 years of age and have worked within 12 consecutive months. Employees are fully vested after 5 years of being participants in the plan. Employees are automatically enrolled upon meeting eligibility requirements. The Archdiocese also contributes a percentage of gross income to Social Security each year. For additional information, please contact Pension Services (866) 907-5472.

Flexible Contributions Account (FCA)

Employees participate, unless voluntarily waived, in our Flexible Contribution Account (FCA) - (IRS - Section 125). You pay medical, dental and life premiums with pre-tax dollars, rather than after-tax dollars.

Tax Deferred Annuity

A Tax Deferred Annuity (TDA) program is available to all Archdiocesan employees. Under the plan, an employee may deduct part of his/her salary for investment into a retirement annuity account. No federal or state taxes are withheld from this money at the time the deductions are made. Payment of taxes is deferred until money is withdrawn from the account.

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