



OFFICE OF HUMAN  
RESOURCES  
AND COMPLIANCE

## 2022-2023 BENEFIT OVERVIEW

### Employees regularly schedule to work 1,000-1,559 hours

<b>The Standard Retirement Services, Inc.</b> <b>Voluntary Retirement Plan</b> All employees except student workers eligible to participate immediately upon commencing employment.							
Pre-tax or post-tax contributions. Two year cliff vesting. Must work a minimum of 1,000 hrs annual to receive Messiah contribution. A year in which 1,000 hrs is not met does not count toward vesting. Nineteen allocation options are offered. Financial advising services through Capital View Wealth Mgmt.	Employee contributes  2.5% 5.0% 7.5%	Messiah contributes  3.0% 6.0% 8.0%					
<b>Health &amp; Medical Insurance</b> Employees scheduled to work 1,000-1,559 hours annually can purchase individual medical at the full cost of the plan chosen.							
<b>Highmark Blue Shield PPO/HRA</b>							
Deductibles* (employee) Individual   \$2,000 Family       \$4,000  100% coverage for in-network expenses after deductible	Copays \$20 PCP \$40 Specialist \$75 Urgent Care \$200 ER  Plan Year 7/1-6/30  Out of Pocket Maximum \$7,350 Individual \$14,700 Family	Prescription Deductible \$100/person Co-pay thereafter Generic Preferred   \$3 Generic Non-Preferred \$15 Brand Preferred     \$35 Brand Non-Preferred \$50	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Employee Cost</th> <th style="text-align: left;">Monthly Cost</th> </tr> </thead> <tbody> <tr> <td style="padding-left: 20px;">Individual</td> <td>\$499.17</td> </tr> </tbody> </table>	Employee Cost	Monthly Cost	Individual	\$499.17
Employee Cost	Monthly Cost						
Individual	\$499.17						
* <b>HRA:</b> The University will fund a Health Reimbursement Account (HRA) to offset the cost for in network services that are subject to the deductible. The employee will be responsible for the first \$2,000/\$4,000 of the deductible and the HRA will cover the remaining \$4,000/\$8,000.							
<b>Highmark Blue Shield High Deductible/HSA</b>							
Deductible Individual   \$3,000 Family       \$6,000  100% coverage for in-network medical expenses after deductible	Employee pays full cost of medical and prescription services until deductible is met.  Plan Year 7/1-6/30  Out of Pocket Limit \$3,850 Individual \$7,700 Family  Out of Pocket Maximums \$6,600 Individual \$13,200 Family	Prescription Co-pay after deductible is met  Generic Preferred   \$3 Generic Non-Preferred \$15 Brand Preferred     \$35 Brand Non-Preferred \$50	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Employee Cost</th> <th style="text-align: left;">Monthly Cost</th> </tr> </thead> <tbody> <tr> <td style="padding-left: 20px;">Individual</td> <td>\$573.42</td> </tr> </tbody> </table>	Employee Cost	Monthly Cost	Individual	\$573.42
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<b>HSA:</b> The University makes an annual contribution to the HSA. Employees may contribute on a pre-tax basis.							
<ul style="list-style-type: none"> <li>• Individual coverage:           \$ 500.00</li> </ul>							
<b>Tuition Reduction for Dependents/Spouses</b>							
This benefit provides tuition assistance for up to a first Bachelor's degree for spouses and dependents attending Messiah University. The benefit is based on completed years of service.							
Completed years 1 2 3	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">% of tuition</th> </tr> </thead> <tbody> <tr> <td style="padding-left: 20px;">16.6%</td> </tr> <tr> <td style="padding-left: 20px;">33.3%</td> </tr> <tr> <td style="padding-left: 20px;">50.0%</td> </tr> </tbody> </table>	% of tuition	16.6%	33.3%	50.0%		
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<b>Benefits</b>	<b>Full Time Employees (Employees work &gt; 1,560 hours per year)</b>
<b>Funeral Leave</b>	<p><u>Immediate Family</u>: up to 5 days per occurrence</p> <p><u>Non-Immediate Family</u>: up to 2 days per occurrence</p> <p><u>Non-Family</u>: up to 1/2 day per occurrence, not to exceed three occurrences (1 ½ work days) annually.</p>
<b>Paid Holidays</b>	<p>Employees regularly scheduled to work 1,000 – 2,080 hrs. eligible for paid holidays that occur during regular work schedule</p> <p>New Year’s Day            Martin Luther King, Jr. Day            Good Friday            Easter Sunday            Memorial Day            Juneteenth            Independence Day            Fall Break (supervisor to assign one day that week)            Thanksgiving Day            Day after Thanksgiving            Christmas Eve Day            Christmas Day            University closed between Christmas and New Year’s Day as announced.</p>

**INFORMATION BELOW PERTAINS TO ADMINISTRATIVE AND STAFF EMPLOYEES ONLY**

<b>Time Off Benefits</b>	<b>Employees who are regularly scheduled to work between 1,000 and 2,079 hours per year.</b>
<b>Sick Leave Staff/Administrative Employees</b>	Pro-rated based on time actually worked, accrued.
<b>Personal Days Staff/Administrative Employees</b>	Pro-rated based on time actually worked. Unused hours do not accrue.
<b>Vacation Staff/Administrative Employees</b>	Pro-rated based on time actually worked, accrued.

Specific details regarding these benefits are printed in the [Policy and Procedure Manual](#) and can be found on the web at <http://www.messiah.edu/info/20591/policies> or are available from the Office of Human Resources. The University reserves the right to alter or eliminate these benefits.