EMPLOYEE BENEFITS SUMMARY

EMPLOYEE CLASSIFICATION
- Regular Full-Time Employees are defined as working 40+ hours per week and 12 months a year.
- Regular Part-Time – Benefit Eligible Employees are defined as working an average of 30 hours or more per week over a 12-month period of time.
- Regular Part-Time Employees are defined as working less than 40 hours per week and 12 months a year.
- Temporary Part-Time Employees are defined as working less than 40 hours per week and/or less than 12 months per year.

RETIREMENT PLAN
WHO IS ELIGIBLE? Full-Time (eligible upon hire), Part-Time – Benefit Eligible, Regular Part-Time and Temporary Part-Time Employees (eligible after 1 year of service if 1,000 hours of work were completed in their first year of service)
- Cost Per Pay – Employee decides on a fixed amount per pay
- 403(b) Carrier – 1st Summit Bank
- 403 (b) Plan Design – Investment choices with Alerus

**Full Time employees eligible for up to a 2% match AFTER 4 years of service.

EMPLOYEE ASSISTANCE PROGRAM (EAP)
WHO IS ELIGIBLE? All Employees
- Provider – Croyle-Nielsen Therapeutic Associates
- Free professional counseling for employees and their family members residing in the same home.
- 6 sessions per year
- Locations – Johnstown: 814-266-3196 • Somerset: 814-701-2898

529 EDUCATION SAVINGS PLAN
WHO IS ELIGIBLE? All Employees
- Cost Per Pay – Employee decides on a fixed amount per pay
- 529 Carrier – 1st Summit Bank
- 529 Plan Design – American Funds

CREDIT UNION MEMBERSHIPS
WHO IS ELIGIBLE? All Employees

G.A.P. Federal Credit Union
- Cost – Free to employees
- Website: gapfcu.org

USSCO Federal Credit Union
- Cost – Free to employees
- Website: usscofcu.org

EMPLOYEE PERKS
WHO IS ELIGIBLE? All Employees

HOLIDAY CLUB
- Employee decides on a fixed amount per pay
- Deductions can be changed on a yearly basis
- Christmas Club accounts though 1st Summit Bank
- Sign up restricted to enrollment period annually in September

GYM MEMBERSHIP
- Location – East Hills Recreation, 101 Community College Way
  (Penn Highlands Community College)
- Cost – $25 per month

MOVIE TICKETS
- Cost – $6.25 per ticket
- Location – Richland Cinemas ONLY
- Tickets available for purchase at Main Office from 8 a.m. to 4 p.m. - see receptionist upon arrival

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