



## AVAILABLE FULL-TIME EMPLOYEE BENEFITS

This summary document lists the available benefits for full-time employees of program hosting funds. The benefits listed below are paid by Nonprofit Partners and are detailed in each provider-specific document.

### UPMC Coverage

- Health coverage for employee, spouse, and dependent(s).
- Dental coverage for employee, spouse, and dependent(s).
- Vision coverage for employee, spouse, and dependent(s).

### Guardian

- Long-term and short-term disability coverage for the employee only.

### Mutual of Omaha

- \$50,000 in life insurance coverage for the employee only. Any questions about billing or specific coverage under UPMC, Guardian, or Mutual of Omaha should be directed to: Kimberly Volk, The Health Insurance Place, [kimberly@aim4ins.com](mailto:kimberly@aim4ins.com), 814-483-6170.

### Flexible Spending Account

- Employee is eligible to elect an annual amount to contribute to an FSA account for themselves and their dependent(s).

### AmeriServ Financial 401(k)

- Employee is eligible after 1,000 hours of work.
- Employees may withhold as much of their semi-monthly pay as they choose, up to the current IRS annual contribution limit.
- Nonprofit Partners will match up to \$5,000 in contributions each fiscal year.



### Vacation Time

- Employee is eligible to use vacation time in accordance with the schedule below, at the completion of their 90-day introductory period.
  - First, second, and third years, 10 days
  - Fourth year, 15 days
  - Fifth year, 16 days
  - Sixth year, 17 days
  - Seventh year, 18 days
  - Eighth year, 19 days
  - Ninth year, 20 days

### Paid Time Off (PTO)

- Employee is eligible for three days of PTO annually, immediately upon hire.

### Holidays

- New Year's Day
- Martin Luther King, Jr. Day
- Good Friday (1/2 day)
- Memorial Day
- Juneteenth
- Fourth of July
- Labor Day
- Columbus Day
- Veterans Day
- Thanksgiving Day
- Thanksgiving Friday
- Christmas Eve (1/2 day)
- Christmas Day