

COMMUNITY FOUNDATION FOR THE ALLEGHENIES
AVAILABLE FULL-TIME EMPLOYEE BENEFITS

This summary document lists the available benefits for full-time employees of the Community Foundation for the Alleghenies, all paid by CFA.

A. UPMC Coverage

1. Health coverage for employee, spouse, and dependent(s).
2. Dental coverage for employee, spouse, and dependent(s).
3. Vision coverage for employee, spouse, and dependent(s).

B. Guardian

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

C. Mutual of Omaha

1. \$50,000 in life insurance coverage for the employee only.

D. Flexible Spending Account (FSA)

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

E. AmeriServ Financial 401(k)

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

F. Vacation Time

1. Employee is eligible to use vacation time in accordance with the schedule below, at the completion of their introductory period (90 days).

-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

G. Paid Time Off (PTO)

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

H. 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