



# COMMUNITY FOUNDATION FOR THE ALLEGHENIES

SERVING BEDFORD, CAMBRIA, SOMERSET, AND INDIANA COUNTIES

## **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. Paid Time Off to Volunteer

1. The Organization believes that by getting involved in the community we can strengthen both individuals and the organizations around us. To that end, employees may take up to 8 hours of paid time off per month to volunteer with nonprofit organizations of their choosing.
2. This time may be used in increments of no fewer than two hours per week. These hours can carry over from week to week but cannot carry over from month to month.

#### I. 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 (floating)
- Veterans Day (floating)
- Thanksgiving Day
- Thanksgiving Friday
- Christmas Eve (1/2 day)
- Christmas Day