

## FULL-TIME EMPLOYEE DEFINITION AND SUMMARY OF EMPLOYEE BENEFITS

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**A full-time employee works at least 30 hours per week and a minimum of 1,560 hours per year.**

Full-time employees are immediately eligible for unemployment insurance, workers compensation insurance and the 403(b) Retirement Plan. For all other benefits, full-time employees are eligible for benefits on the first of the month following 30 days of full-time employment, or on the first of the month following the transition from part-time to full-time employment.

Benefits with employee paid premiums may be elected on a pre-tax or post-tax basis, with the exception of the Voluntary Life Insurance which is always a post-tax deduction.

**The New Hire Status (NHS) Period** is defined as the initial 30 days of **first-time** Diocese of Youngstown employment.

**Unemployment Insurance** (employer paid)

**Workers' Compensation Insurance** (employer paid)

**403(b) Retirement Plan** (employee paid) – **Principal Financial Group** is our provider.

Employees may begin salary deferral contributions **immediately** upon completion and submittal of enrollment forms and beneficiary forms. This can be done online at [www.principal.com](http://www.principal.com), or by completing the electronic forms available on the diocesan website (<https://doy.org/finance/>). The completed forms will then be printed, signed and submitted to the responsible office staff member who will forward on to the Employee Benefits Coordinator for processing. The employee can also send the completed forms to Rose Vocature at the Financial Services Office via the postal mail. This plan allows employee to save money utilizing 'pre-tax' dollars. The employee pre-tax deferrals are tax exempt from federal and state of Ohio income taxes. Post-tax (ROTH) employee deferrals are also available.

On the plan entrance date following the employee's one year anniversary date of employment the employer will match up to 4% of the employee 403(b) contributions. Plan entrance dates are January 1 and July 1 of every year. Both the employee and employer matching contributions are invested in the employee's 403(b) account with Principal Financial Group during the week following each biweekly payroll check date.

**Healthcare Insurance: Medical, Prescription Drug, Dental and Vision** (employee and employer paid)

**Anthem Blue Cross/Blue Shield** is our medical and prescription drug provider. **Guardian** is our dental and vision provider.

This insurance offers employee, spouse (if eligible), children and family options and may be elected or waived within 30 days of the NHS Period. Subsequent to the NHS Period and for current employees, changes in coverage may only be completed because of a qualifying life event or during the annual fiscal open enrollment period.

**Life Insurance** (employer paid) – **Guardian Life** is our provider.

This benefit is 1.5 times the employee annual salary. The insurance benefit is reduced by 35% for an employee ages 65-69, 50% for an employee ages 70-74, and by 75% for an employee ages 75 and older.

**Long-Term Disability** (employer paid) – **Guardian Life** is our provider.

This benefit is 60% of your pre-disability monthly income up to a maximum of \$7,500 after at least 180 days of long-term disability.

**Voluntary Products** (employee paid) – **Guardian Life** is our provider. These benefits offer employee, spouse and children options. **These benefits are portable and/or convertible upon termination of employment.** These benefits may be elected within 30 days of new hire employment or during the annual fiscal open enrollment period. The Voluntary Products include:

- **Voluntary Life Insurance** – During the **NHS Period ONLY** there is a guaranteed issue of \$100,000. Subsequent to the NHS Period benefits may only be elected or changed during the annual fiscal open enrollment period **and** a statement of health is required before approval of any benefit amount.
- **Voluntary Accident Insurance** – Is always a guaranteed issue.
- **Voluntary Critical Illness Insurance** – Is always a guaranteed issue.

**ADDITIONAL NOTES:**

**Benefits Enrollment must be completed within 30 days of initial employment at: [access.paylocity.com](https://access.paylocity.com) in the Bswift module. This website provides a documents library that includes detailed schedules for ALL the benefits listed above.**

Elections of benefits are generally not revocable during the plan year under the Internal Revenue Service Section 125 without a qualifying event.

Paylocity Self Service Portal provides employees direct access to their pay stubs and tax forms (W2s and 1095-Cs). Additionally, employee can submit time off requests, view available time off balances and benefit information, update personal information and view company communications. The employee must register at <https://access.paylocity.com/>. For 24/7 access, download the Paylocity app.

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**Employee signature**

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**Date**

*Employee shall receive a signed copy for future reference.*