Employee Benefits Summary

Medical
- CIGNA Open Access Plus Plan (OAP Plus)
- CIGNA High Deductible Health Plan (HDHP) with Health Savings Account (HSA)

Prescription
- Caremark - prescription coverage is part of the medical plan you elect

Dental
- CIGNA Dental PPO
- United Concordia Dental HMO

Vision
- VSP vision coverage is part of the medical plan. If you do not elect a medical plan, vision coverage may be elected separately.

Employee benefits are offered to you through the Archdiocese of Baltimore and are designed to be competitive, comprehensive and cost-effective.

Term Life Insurance
- 2x annual salary not to exceed $100,000
- 100% employer paid

Supplemental Life Insurance
- May purchase additional life insurance at 2x, 1x or .5x annual salary not to exceed $250,000 combined
- Premiums based on age and amount
- 100% employee paid

Dependent Life Insurance
- Coverage is available for spouse ($10,000) and/or child(ren) ($5,000 each)
- 100% employee paid

Flexible Spending Accounts
- Healthcare and dependent care accounts allow employees to deduct funds on a pre-tax basis to pay for health or dependent care expenses. Employees who enroll in the HDHP/HSA are not eligible to participate in the healthcare FSA plan.

These benefits are effective the first of the month following date of hire. New employees must enroll or waive benefits within 30 days of start date.
Employee Benefits Summary

**Short and Long Term Disability**
- Available after 6 months of employment
- Benefits pay 60% of earnings
- 100% employer paid

**403(b) Retirement Plan (Deferred Contribution)**
- Administered by T. Rowe Price
- Auto enrollment upon hire
- Catholic Charities may make a discretionary contribution for eligible employees (vesting rules apply)

**Employee Assistance Program**
- Business Health Services provides free and confidential wellness, counseling and referrals for employees
- 100% employer paid

**Direct Deposit**
- May have paycheck deposited into maximum of 3 bank accounts

**Credit Union – Atlantic Financial Federal Credit Union**
- Payroll deducted savings and loan opportunities

**Time off Benefits**

**Vacation**
- Vacation time for eligible employees
- Accrues based on length of service
  - Less than 2 yrs: 16 days
  - Beginning 3rd year: 21 days
  - Beginning 7th year: 26 days
- Accruals are pro-rated based on scheduled hours for all employees
- Permitted to carry over 80 hours to the next calendar year

**Sick and Safe Leave**
- Accrual is pro-rated based on scheduled hours
- Our policy adheres to the requirements of the MD Healthy Working Families Act

**Holidays**
- 9 agency-wide holidays
- Pro-rated based on scheduled hours

Please note: the above time off benefits may not apply to employees of Head Start, Villa Maria School or St. Elizabeth’s Union employees.