



EMPLOYEE CLASSIFICATION

- Regular Full-Time Employees are defined as working 40+ hours per week and 12 months a year.
- Regular Part-Time – Benefit Eligible Employees are defined as working an average of 30 hours or more per week over a 12-month period of time.
- Regular Part-Time Employees are defined as working less than 40 hours per week and 12 months a year.
- Temporary Part-Time Employees are defined as working less than 40 hours per week and/or less than 12 months per year.



RETIREMENT PLAN

WHO IS ELIGIBLE? Full-Time (eligible upon hire), Part-Time – Benefit Eligible, Regular Part-Time and Temporary Part-Time Employees (eligible after 1 year of service if 1,000 hours of work were completed in their first year of service)

- Cost Per Pay – Employee decides on a fixed amount per pay
- 403(b) Carrier – 1st Summit Bank
- 403 (b) Plan Design – Investment choices with Alerus

****Full Time employees eligible for up to a 2% match AFTER 4 years of service.**



EMPLOYEE ASSISTANCE PROGRAM (EAP)

WHO IS ELIGIBLE? All Employees

- Provider – Croyle-Nielsen Therapeutic Associates
- Free professional counseling for employees and their family members residing in the same home.
- 6 sessions per year
- Locations – Johnstown: 814-266-3196 • Somerset: 814-701-2898



529 EDUCATION SAVINGS PLAN

WHO IS ELIGIBLE? All Employees

- Cost Per Pay – Employee decides on a fixed amount per pay
- 529 Carrier – 1st Summit Bank
- 529 Plan Design – American Funds



TUITION DISCOUNTS

WHO IS ELIGIBLE? All Employees (must be able to show proof of continued employment)

Seton Hill

- 15% on Adult Degree Programs, MBA and Graduate Education Programs
- Location - 1 Seton Hill Dr., Greensburg, PA 15601
- Website: setonhill.edu

American College of Education

- Discount varies depending on degree
- Online program
- Website: ace.edu



CREDIT UNION MEMBERSHIPS

WHO IS ELIGIBLE? All Employees

G.A.P. Federal Credit Union

- Cost – Free to employees
- Locations – Downtown Johnstown: 814-535-4165
Richland: 814-266-8446 • Carrolltown: 814-344-2155
- Website: gapfcu.org

USSCO Federal Credit Union

- Cost – Free to employees
- Locations – Richland: 814-266-4987 • Moxham: 814- 535-4646
Somerset: 814-445-3997 • Ebensburg: 814-472-0615
- Website: usscofcu.org



EMPLOYEE PERKS

WHO IS ELIGIBLE? All Employees

HOLIDAY CLUB

- Employee decides on a fixed amount per pay
- Deductions can be changed on a yearly basis
- Christmas Club accounts through 1st Summit Bank
- Sign up restricted to enrollment period annually in September

GYM/HEALTH MEMBERSHIP

- Gym: Location – East Hills Recreation, 101 Community College Way (Penn Highlands Community College). Cost: \$15 per month
- Health - People One Health (request brochure from Human Resources)

DISCOUNTS

- Ryan's Artisan Goods, 424 Broad St., Johnstown, PA 15906
- 814 Lanes & Games, 1140 Frances St., Johnstown, PA 15904
- LifeMart via ADP for bigger companies including travel

For more information or questions on any of the benefits listed, please reach out to the Human Resources team.

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