

Alvernia University
Employee Benefits Summary
Full-Time Employees

Unless otherwise noted, all benefits are effective the first of the month following date of hire.

Medical/Rx Insurance

- Currently offering two plans through Aetna (QPOS or Choice POS).
 - Aetna QPOS
 - Employee coverage paid 100% by Alvernia University.
 - This is a referral based medical plan.
 - Aetna Choice – POS
 - This is a buy-up plan (nominal amount).
- Both plans offer:
 - Dependent coverage available at cost to employee.
 - \$20 co-pay for any in-network office visit (Primary and Specialist).
 - \$200 (per person) and \$400 (per family) in-network annual deductible for diagnostic procedures/tests (coverage at 100% after deductible for any covered services).
 - Pharmacy benefits offered through Aetna.
 - Mail Order is also available!

Dental Insurance

- Currently offered by Guardian (PPO Plan).
- Employee coverage paid 100% by Alvernia University.
- Dependent coverage available at cost to employee.
- Preventative care covered at 100%; Basic services at 80%; Major services at 50% - Basic and Major Services have a \$25 per person annual deductible and \$1000 maximum per year.

Vision Insurance

- Currently offered by Highmark Blue Shield (Davis Vision/Fashion Focus – PPO Plan).
- Employee coverage paid 100% by Alvernia University.
- Dependent coverage available at cost to employee.
- Annual standard eye exam covered at 100% in-network as well as a portion of glasses or contact lenses.

Life Insurance

- Employee coverage paid 100% by Alvernia University.
- Coverage amount equals 1x annual salary (up to a maximum of \$50,000).
- Policy includes life and accidental death & dismemberment.

Long Term Disability

- Employee coverage paid 100% by Alvernia University.
- 60% of income after 90 day waiting period.

Flexible Spending Accounts (Section 125)

- Employee deductions taken pre-tax.
- Health Care Reimbursement Account available.
- Dependent Day Care Account available.

Optional benefits via AFLAC and John Hancock

Holidays

- Eligible Immediately – 16 days per year.

Vacation (Non-Faculty Positions only)

- Earned monthly based upon job classification and length of service.
- Eligible first of month following date of hire (first year is prorated).
- Carryover up to 75 hours each year.

Sick

- Earned monthly based upon job classification.
- Eligible first of month following date of hire (first year is prorated).
- Carryover unlimited hours each year.

Retirement Plan

- Alvernia University contributes 5% of salary regardless of employee contributions.
- Alvernia University matches dollar for dollar up to 5% of employee contribution.
- Two funding companies offered (TIAA-CREF and Equitable).

Undergraduate Programs at Alvernia University

- Eligible immediately.
- Full-time employees receive 100%; Part-time employees receive 50%.
- Dependents eligible for same benefits.

Tuition Exchange/Council of Independent Colleges Scholarships

- Dependent children are eligible to apply after 3 years of parent's employment.

Graduate Programs at Alvernia University

- Employees receive 66% tuition discount.
- Dependents receive 20% tuition discount.

Graduate Programs at other Colleges

- Reimbursement available for job-related course work for tuition only at 100% up to \$750 or 80% of cost, whichever is greater (up to 3 courses per fiscal year).

Credit Union

- Employees are eligible to join the CTCE federal credit union at any time after date of hire.

Payroll

- Paid biweekly.
- Direct deposit available.

Questions – Please contact Human Resources at (610) 796-8317 or [human.resources @alvernia.edu](mailto:human.resources@alvernia.edu)