

**Alvernia University**  
**Employee Benefits Summary**  
**Part-Time Employees**

Part-time employees must work 1000 hours per year (20/week) to qualify. Unless otherwise noted, all benefits are effective the first of the month following date of hire.

**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.
- Receive whatever normal work schedule would have been on actual holiday.

**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.
- Part-time employees receive 50% discount.
- Dependents eligible for same benefits.

**Graduate Programs at Alvernia University**

- Employees receive 33% tuition discount.
- Dependents receive 10% tuition discount.

**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)**