

Vacation

Full time Administrative employees with 1 to 6 years of service earn 20 vacation days each year, 5 of which are taken between Christmas and New Year's Day. After 6 years of service, a total of 25 days are granted and after 20 years of service, 30 days are granted.

Full time Support Staff with 1 to 6 years of service earn 15 vacation days each year, 5 of which are taken between Christmas and New Year's Day. After 6 years of service a total of 20 days are granted. For more than 20 years of service 25 days are granted.

There is no formal vacation policy for Faculty.

Employee Assistance Program

The EAP is available for full time employees, their spouses and dependent children. The College provides 3 sessions per year of professional counseling services.

Holidays

New Year's Day; Martin Luther King Day; Good Friday; Memorial Day; Independence Day; Labor Day; Thanksgiving Day and the following day; Christmas Day

Philosophy

Lebanon Valley College recognizes that personnel benefits are an important element in the total compensation package provided to its employees. The College believes that a competitive compensation package is necessary to attract and retain good employees and that this benefits package should be an expression of concern for the health and welfare of its employees.

Dana Leshner
Director of Payroll & Benefits
Administration
Humanities Building Room 108-B
717-867-6417
lesher@lvc.edu

Ann Hayes, PHR
Director of Human Resources
Humanities Building Room 108-C
717-867-6416
hayes@lvc.edu

Charlene Kreider
Assistant for Human Resources &
Payroll
Humanities Building Room 108
717.867.6415
kreider@lvc.edu

Lebanon Valley College



Employee Benefits
Overview
2009

Lebanon Valley College
101 N College Ave.
Annville, Pa. 17003

Benefits Overview

Medical Insurance

The College provides two options of Medical Coverage for full time employees and their dependents:

1. Capital Blue Cross PPO - the 2009 monthly employee contribution for this coverage is \$60.00. Employees may add dependents at their own expense.
2. Keystone Health Central HMO provides an alternative to the PPO program. The College contributes 100% of individual coverage. Dependent coverage may be added at the employee's expense.

Complete program descriptions and additional costs for dependent coverage are available in the Payroll & Benefits Office.

For qualified employees not enrolled in either plan, the College provides year-end reimbursement equal to 30% of the College's contribution.

Section 125 Plan

The College offers a modified cafeteria plan under Section 125 of the Internal Revenue Code. Employees may elect to deduct Health Care premiums on a pre-tax basis, as well as establish a Medical Reimbursement Account and a Dependant Care Account.

Retirement Plan

Participation in the College's Retirement Plan through TIAA-CREF is voluntary. If an employee contributes a minimum of 5% of gross base salary on a monthly basis, the College will contribute 9%. The retirement plan is fully vested in the name of the employee.

Group Life Insurance

All full time employees are covered by a group term life insurance plan and accidental death & dismemberment plan. Employee's who are younger than age 55 and earn at least \$25,000 per year, are insured at an amount equal to their annual salary up to \$50,000. Employees who earn less than \$25,000 and are younger than age 55 are insured for \$25,000. Benefits are reduced at age 55.

Short Term Disability

Employees may use short term disability for extended absences of 3 consecutive days or more for medical reasons requiring hospitalization, or out-patient care and recovery. Schedule of benefit is dependent upon length of service

Long Term Disability

Available after 1 year of service, and begins after 6 months of disability. Benefit amount is 60% of base salary up to \$7,500 per month. There are limited benefits for psychiatric disorders.

Pregnancy Leave

After 2 years of continuous full time service, the College provides 8 weeks of paid leave commencing with the birth of a child. After 1 year of continuous service the College provides 4 weeks of paid leave.

Adoption Leave

After 2 years of continuous service the College provides 4 weeks of paid leave for the primary care giver.

Sick Leave (non faculty)

The College provides 10 days per year. Five days may be used to care for an ill family member. Up to 2 days may be used as personal days (Sick leave does not accrue)

Tuition Remission

100% of Lebanon Valley College tuition is provided for the employee with no waiting period. 100% of Lebanon Valley College undergraduate tuition is provided for a spouse and/or dependent children after a 2-year waiting period.

Tuition Exchange

Up to 100% of tuition (determined by the exchange institution) is available for dependent children at participating exchange schools after 5 years of service. Restrictions apply. More info and a list of participating schools can be found at www.tuitionexchange.org.