ST. FRANCIS CONVENT
BENEFITS SUMMARY

❖ **MEDICAL INSURANCE** – Administered by United Healthcare (UHC)
  Benefits are effective the first day of the month following 30 days of employment (from date of hire).
  ▪ **Option 1**: Choice Plus Premier PROformance - Traditional Copay Plan
  ▪ **Option 2**: Choice Plus HSA Plan (HDHP)

❖ **HRA** – A Health reimbursement Arrangement, is a benefit funded by St. Francis Convent, Inc. that reimburses employees for out-of-pocket healthcare expenses incurred. Must be enrolled in one of the medical plans to be eligible for reimbursement.

❖ **DENTAL INSURANCE*** – Administered by Delta Dental of WI
  Benefits are effective on the first day of the month following 30 days of employment (from date of hire).

❖ **FSA** – St. Francis Convent is pleased to offer the options of health care, limited purpose, and dependent care flexible spending account (FSA).
  Benefits are effective the first day of the month following 30 days of employment (from date of hire).

❖ **VOLUNTARY BENEFITS** - Administered by Guardian Life
  Benefits are effective the first day of the month following 30 days of employment (from date of hire).
  ▪ Voluntary Life and Accidental Death & Dismemberment
  ▪ Voluntary Short-Term Disability: Benefit duration is 13 weeks.
  ▪ Voluntary Accident
  ▪ Voluntary Critical Illness

❖ **RETIREMENT*** – Administered by Mutual of America Life Insurance Company
  **403(b) Thrift Plans:** Roth (post tax) and Traditional Plan (pre-tax)
  There is no minimum service requirement to make salary reduction contributions to this plan. Employer contribution: Eligible after 1 year of service and completed 1,000 hours.

❖ **PTO** – Paid Time Off

❖ **HOLIDAYS** – 6 paid holidays annually

*Part-time employees working between 20-29 hours per week are eligible for the dental plan, PTO, paid Holidays and 403(b) only.