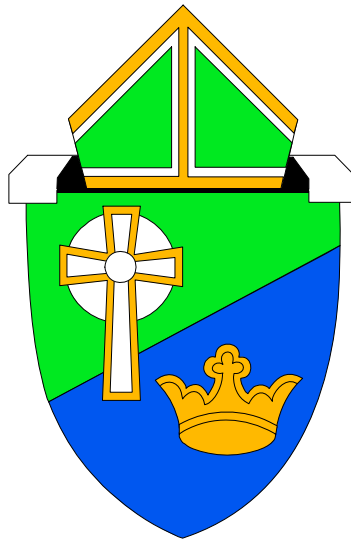


Diocese of Charlotte



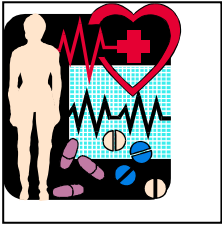
Employee Benefits

Full-time Employees

7/1/11

Health, Life and Disability Programs:

Health Insurance – *United Healthcare Insurance Company*



Full-time employees are eligible for health insurance the first of the month following two months of employment. The group plan also includes prescription, dental and vision coverage. The employee and employer share the cost of individual insurance. Additional coverage is available: Employee/Child, Employee/Children, Employee/Spouse, and Family. The employee pays for any dependent insurance. *Please contact the Human Resources Office at 704-370-6299 for an enrollment form. The completed enrollment form must be returned to the Human Resources Office within 31 days of the original eligibility date.*

Health insurance coverage may be continued for up to eighteen months at the employee's expense after termination of employment or reduction of hours. Dependent coverage may also be continued after loss of eligibility. The employee must complete a "Request for Continuation of Group Health Insurance" form before coverage ends.

Life Insurance – *The Hartford*

\$10,000 term life insurance is provided for all full-time employees beginning the first of the month following two months of employment. The employer pays the premium for this insurance. (The amount of coverage is reduced at age sixty-five.) *Please contact the Human Resources Office at 704-370-6299 for an enrollment form.*

Employees may purchase supplemental life insurance in increments of \$10,000 up to a maximum of \$150,000. The premiums for supplemental life insurance are age-based and are paid by the employee. Evidence of insurability may be required by the insurance company.

Dependent life insurance is also available. The employee pays a flat rate of \$4.06 per month, which provides \$5,000 coverage for spouse and \$1,000 coverage for children.

Employees may purchase insurance to supplement the \$5000 dependent basic life benefit in \$5,000 increments up to 50% of the employee supplemental life benefit with a maximum of \$75,000. The premiums for supplemental life insurance are age-based and are paid by the employee. Evidence of insurability may be required by the insurance company.

Long Term Disability – *The Hartford*



Long Term Disability Insurance is provided for all full-time employees beginning the first of the month following two months of employment. This benefit pays 60% of an employee's salary in case of injury or illness after a ninety-day elimination period. Monthly payments continue for an approved disability until the employee is no longer disabled or reaches age sixty-five. In disability cases, the employee or the supervisor should contact the Employee Benefits Office for information and an application.

Short Term Disability – Colonial Life

Short Term Disability coverage will be available to employees working **at least 20 hours per week**. Individual policies provide supplemental income if an employee becomes unable to work due to a covered accident or illness. This benefit is designed to cover the elimination period (90 days) before our current long-term disability insurance becomes available (for full-time employees). The monthly premium is withheld from an employee's paycheck on a post-tax basis.

Flexible Spending Account – Ameriflex

Full-time employees are eligible to enroll in the Flexible Spending Account program. Funded by a pre-tax payroll deduction, the individual FSA may be used to pay for out-of-pocket health care or dependent care expenses. Enrollment in the FSA plan is permitted each year on July 1. Employees must re-enroll each year during Open Enrollment for this benefit.

Retirement Planning:



Tax-Sheltered Annuity – MetLife

All regular full-time and part-time employees are eligible to participate in the Tax Sheltered Annuity Program after ninety days of employment. Employees may enroll by contacting **MetLife** directly at **704-839-3755**.

An employee may contribute up to 96% of his/her salary, not exceeding the IRS maximum limit; the employer matches 25% of the contribution up to 4% of employee's yearly salary. An employee is 100% vested for matching contributions after two years of employment.

Lay Retirement Program – Wells Fargo

All regular full-time and part-time employees who work at least 1000 hours in a calendar year are eligible for the Lay Retirement Program. An employee becomes a participant in the program on the first of the month following one year of employment, and is vested after five years of employment. The employer makes contributions on behalf of the employee to the plan.

The plan is designed to pay a monthly benefit at retirement age (sixty-five or older). If a vested employee dies before retirement age the plan pays a death benefit to the employee's beneficiary. *Beneficiary designation forms are maintained by the Human Resources Office.*