

## Benefits for Chancery Employees

The Chancery of the Catholic Archdiocese of Seattle is the executive office of the Catholic Church in Western Washington. It is located at 710 Ninth Avenue in Seattle. The Archdiocesan offices at the Chancery support the ministry of the Archbishop and his pastoral leadership with parishes and faith communities. Each office has responsibility for particular aspects of the Archbishop's work.

The Chancery of the Catholic Archdiocese of Seattle provides a variety of fringe and insurance benefits for its employees.

**The benefits listed below apply to all regular full-time and part-time employees working a minimum of thirty (30) hours per week on a regular, continuous basis:**

**Medical Plan** Employees can choose the appropriate plan to meet their needs. A contribution to dependent premiums is made by the Archdiocese. Employees can waive medical coverage **only if they are already covered by another plan**. This is the **only** benefit that may be waived.

**Health Savings Accounts (HSA)** For employees participating in the Consumer Driven Health Plan, a Health Savings Account (HSA) is available and acts like a "healthcare 403(b)" in which both the employee and employer can make pretax contributions to the employee's account. In addition, the employee can use the money in their account to pay for IRS approved healthcare expenses, including deductibles, copayments and coinsurance.

**Flexible Savings Account (FSA)** Like health savings accounts, FSAs are intended to help reduce out-of-pocket healthcare expenses. FSAs can also be used to reduce dependent care expenses. The money contributed to a flexible spending account comes straight from the employee's paycheck and is not taxed.

**Dental and Vision Plans** The employee dental/vision premium is paid for by the Archdiocese. Dependent premiums are paid by the employee. The dental plan is through Delta Dental Service. The vision plan is through Vision Service Plan (VSP).

**Paid Parental Leave** Up to 12 weeks of leave for mothers and up to 6 weeks for fathers for bonding due to birth or adoption of a child.

**The benefits listed below apply to all regular full-time and part-time employees working a minimum of twenty (20) hours per week on a regular, continuous basis:**

**Vacation Leave** Employees accrue three weeks (15 days) of vacation leave per year of full-time, continuous employment through 10 years. Beginning with the 11th year of employment vacation leave increases to 4 weeks (20 days). Part-time employees accrue vacation on a prorated basis according to the number of hours normally worked per week.

**Sick Leave** Employees accrue sick leave at the rate of one day per month up to a maximum of 520 hours. Eligible part-time employees accrue sick leave on a prorated basis.

**Holidays** The Chancery observes 13 holidays per year.

**Family and Medical Leave (FML)** This is unpaid leave from work for employees due to the birth or adoption of a child or in connection with care for a child, spouse or parents who have a serious health condition, or the employee's own serious health condition.

**Transportation** In an effort to comply with Washington State's Commute Trip Reduction Law, the Chancery encourages employees to find alternative ways to commute to work. The Chancery provides a partially-subsidized bus pass for employees who take the bus to work and reserved, covered parking spaces for carpoolers.

**Pension Plan** The pension plan is an employer-paid benefit. Lay employees who work at least 1,000 hours in a calendar year are enrolled in the Pension Plan for Lay Employees. The contribution is equal to 6% of each eligible employee's "unadjusted Gross Calendar Year Earnings."

**Long Term Disability Plan** The long term disability plan provides financial assistance to eligible employees who are disabled through injury, accident or illness. There is no cost to the employee. Employees must be certified as disabled for 90 calendar days before benefits begin. The monthly benefit is approximately 60% of the employee's basic monthly income.

**Employee Assistance Program (EAP)** This counseling and referral service helps employees and their families cope with personal problems such as stress, alcoholism, financial or marital problems. There is no cost to the employee.

**Life Insurance** The Chancery provides a life insurance and accidental death & dismemberment benefit equal to one times the employee's annual salary. Family coverage is also included in the amount of \$10,000 for a spouse and \$5,000 for children from 6 months to 23 years of age. There is no cost to employees for this plan.

**Supplemental Life Insurance** Employees may purchase group term life insurance for themselves in an amount up to five times their annual salary. Employees may also purchase life insurance for a spouse in an amount up to five times the employee's annual salary (not to exceed \$100,000) and for a child at a maximum of \$10,000.

**Tax-Deferred Annuity** Employees may save money for retirement on a tax-deferred basis by enrolling in the Tax-Deferred Annuity (TDA) plan through TransAmerica. Employees can sometimes defer up to 20% of their income and may choose among 17 different investment funds.