



BENEFITS & PERKS

These benefits and perks are available to those who join Catholic Legal Services, Archdiocese of Miami, Inc.'s dynamic staff.

HEALTH & WELLNESS

➤ HEALTHCARE BENEFITS

Archdiocese of Miami Health Plan offers a choice of three medical plans: Gold, Silver, and Bronze. Each Plan has a varying amount of deductible and out of pocket costs, and the Bronze Plan contains a Healthcare Savings Account. The majority of the healthcare premium is paid by CLS.

➤ DENTAL BENEFITS

Archdiocese of Miami offers two voluntary (additional low-cost maybe required) dental plans.

➤ PRESCRIPTION DRUG BENEFITS

The Prescription Drug benefit is administered by CVS/Caremark. The plan coincides with the Medical Plan chosen, (Gold, Silver or Bronze).

➤ SHORT-TERM DISABILITY

You may elect an individual policy through payroll deduction. Short-Term Disability is offered as a voluntary benefit through The Hartford. Short-Term Disability pays a portion of your income if you cannot work because of a disabling illness (including pregnancy/maternity) or injury for a period of time.

➤ SUPPLEMENTAL VOLUNTARY LIFE

You may elect an individual policy through payroll deduction. Supplemental Life Insurance is offered as a voluntary coverage through The Hartford to benefit-eligible employees. Supplemental Life pays your beneficiary a benefit in addition to the employer-paid Basic Life. You may apply for Supplemental Life coverage at any time of the year.

➤ GROUP ACCIDENT

You may elect an individual policy through payroll deduction. Group Accident pays a lump-sum cash benefit based on a schedule of benefits for services rendered because of a non-occupational accidental injury. The cash benefit is paid directly to you and pays regardless of any other coverage you may have.

➤ HEALTHCARE SPENDING ACCOUNT HSA

Every employee that enrolls in the Bronze Medical Plan HDHP will automatically receive a Health Savings Account, a tax-free medical savings account.

➤ VISION BENEFITS

Archdiocese of Miami offers two voluntary (additional low-cost maybe required) vision plans.

➤ LONG-TERM DISABILITY

Archdiocese of Miami provides Long-Term Disability through The Hartford at no cost to you. Long-Term Disability pays you a portion of your income if you cannot work because of a disabling illness or injury for more than 90 days.

➤ HOSPITAL INDEMNITY

You may elect an individual policy through payroll deduction. Hospital Confinement Indemnity Insurance pays a daily benefit if you have a covered stay in a hospital, critical care unit, or rehabilitation facility. The benefit amount is determined based on the type of facility and the number of days you stay.

➤ BASIC LIFE AND AD&D

The Archdiocese of Miami provides Basic Group Term Life and Accidental Death & Dismemberment insurance through Hartford at no cost to you. Basic Life and AD&D insurance each pays your named beneficiary a benefit if you die while covered. Accidental Death & Dismemberment insurance pays a benefit if you suffer an accidental injury.

➤ CRITICAL ILLNESS

You may elect an individual policy through payroll deduction. Voya's voluntary Critical Illness Insurance pays a lump-sum benefit if you are diagnosed with a covered illness or condition that occurs on or after your effective coverage date. No medical questions are required for coverage, and you can elect coverage for yourself or yourself and your spouse. Dependent children are automatically covered for 50% of your benefit amount at no additional cost.

➤ **HARTFORD VALUE ADDED SERVICES**

Additional services from The Hartford such: Life and Disability Insurance, Funeral Concierge Services, Beneficiary Assist Counseling Services, Estate Guidance, Will Services, Travel Assistance with ID Theft Protection, Ability Assist Counseling with Health Champion and Health Care Support.

SAVINGS BENEFITS

➤ **403(b) RETIREMENT PLAN**

403(b) Plan is a tax-advantaged retirement savings plan that allows you to defer a portion of your salary into savings for retirement. Your deferrals can be made on a pre-tax basis or on a Roth (post-tax) basis and grow tax deferred. The money is taxed as income when withdrawn from the plan.

➤ **CASH BALANCE RETIREMENT BENEFIT**

Employees completing at least 1,500 hours of service each Plan Year are credited a percentage of salary to a cash balance account, which also includes annual interest. This Plan is funded 100% by your employer. Upon retirement, you will receive your vested account balance.

MATCH EXAMPLE

| Staff Contribution Per Pay Period | ADOM's Match Per Pay Period | Total Contribution Per Pay Period |
|-----------------------------------|-----------------------------|-----------------------------------|
| 2% | 1% | 3% |
| 4% | 2% | 6% |
| 6% | 3% | 9% |
| 10% | 3% | 13% |

TIME OFF BENEFITS

➤ **PERSONAL TIME OFF (PTO)**

ACCURAL SCHEDULE

| Months of Service | Days Accrued | Hours Accrued |
|-------------------|--------------|---------------|
| 0 | 20 Days | 160 |
| 12 | 21 Days | 168 |
| 24 | 22 Days | 176 |
| 36 | 23 Days | 184 |
| 48 | 24 Days | 192 |
| 60 | 25 Days | 200 |
| 72 | 26 Days | 208 |
| 84 | 27 Days | 216 |
| 96 | 28 Days | 221 |
| 108 | 29 Days | 232 |
| 120 | 30 Days | 240 |
| 132 | 31 Days | 248 |
| 144+ | 32 Days | 256 |

➤ **CHRISTMAS BREAK**

Office closure for one week during the Christmas break.

➤ **FAMILY AND MEDICAL LEAVE (FMLA LEAVE)**

Unpaid leave of absence for the care of a child after birth or adoption, or the placement of a child with the employee for foster care, the care of a covered family member with a serious health condition, and the employee's own serious health condition. An eligible employee is entitled to take up to twelve (12) weeks of Family and Medical leave in any twelve-month period.

➤ **HOLIDAYS**

13 days per year.

➤ **PARENTAL LEAVE**

3 weeks of paid leave for the care of a child after birth or adoption.

➤ **BEREAVEMENT LEAVE**

5 days in case of a death of spouse or child. 3 days in case of a death of parents, guardians, grandparents, parents-in-law, siblings, siblings-in-law, grandchildren and sons and daughters-in-law.

➤ **BIRTHDAY**

Beginning January 2023, staff can have their birthday off.

CONTINUING EDUCATION

➤ TUITION/EDUCATIONAL ASSISTANCE

St. Thomas University offers discount of 40% for undergraduate and 15% for graduates for full-time professionals in the Archdiocese of Miami (parish administrators, youth ministers, directors of religious education). Spouse, children, and relatives are not eligible for this discount. Students who enroll as non-degree seeking students are not eligible to receive this discount. To receive the discount, the student must present a letter (on letterhead) stating the student's position and full status. This proof must be shown at the time of registration each academic year.

➤ PROFESSIONAL DEVELOPMENT

CLS is committed to supporting the professional development of their staff through training programs, seminars, conferences, certifications, and workshops.

MISCELLANEOUS

➤ DIRECT DEPOSIT

Convenient direct deposit of your paycheck into one or more checking or saving accounts.

➤ FREE BEVERAGES

Coffee, tea, and water available at no cost.

➤ FLEXIBLE AND RELAXED WORK ENVIRONMENT

Business casual work policy. Remote work policy.

➤ PUBLIC TRANSPORTATION DISCOUNT

Tri-Rail Employer Discount Program. Employees who use the Tri-Rail for normal commute to work can apply for a discount by going to: http://www.tri-rail.com/discount_programs/edp_mem_app.asp