



**BENEFITS HIGHLIGHTS**

Plan Year July 1, 2022 to June 30, 2023

**Medical**

The Archdiocese offers three medical benefit plans to benefits eligible employees that are administered by Blue Cross Blue Shield of Illinois. These plans include: a preferred provider plan (PPO) and two HMO Plans (HMO IL and Blue Advantage HMO). The employee portion of the medical premium is deducted from the employee’s paycheck with pre-tax dollars.  
*Effective Date: 1<sup>st</sup> day of the month following date of hire in a benefits-eligible position, if hired the 1<sup>st</sup> of the month benefits are effective the same day.*

**Vision**

When you enroll in one of the Archdiocese of Chicago medical plans, your coverage automatically includes a Vision Plan.  
*Effective Date: 1<sup>st</sup> day of the month following date of hire in a benefits-eligible position, if hired the 1<sup>st</sup> of the month benefits are effective the same day.*

**Employee Premium Contributions per Month (2022- 2023 Plan Year)**

	Medical			Dental	
	PPO	HMO IL	Blue Advantage HMO	DHMO	PPO
<b>Employee Only</b>	\$137.00	\$98.00	\$55.00	\$13.50	\$38.50
<b>Employee + Family</b>	\$747.00	\$487.00	\$427.00	\$32.00	\$110.00

**Dental**

The Archdiocese offers two dental plan options: a PPO and a Dental HMO (DHMO). The employee portion of the dental premium is deducted from the employee’s paycheck with pre-tax dollars.  
*Effective Date: 1<sup>st</sup> day of the month following date of hire in a benefits-eligible position, if hired the 1<sup>st</sup> of the month benefits are effective the same day.*

**Short-Term Disability**

Short-Term Disability is offered as an elective, employee-paid benefit. Employees electing this coverage will pay for the premium cost through post-tax payroll deductions. This policy provides a weekly benefit starting from \$100/week up to a maximum of \$1,250/week in increments of \$25, not to exceed 60% of your covered earnings. There is a 30-day elimination period before benefits are paid. Note: coverage elected after your initial enrollment period requires medical underwriting and will take effect upon provider’s approval.  
*Effective Date: 1<sup>st</sup> day of the month following date of hire in a benefits-eligible position, if hired the 1<sup>st</sup> of the month benefits are effective the same day.*

**Long-Term Disability**

The Archdiocese of Chicago pays 100% of the premium for Long-Term Disability coverage. This benefit provides salary continuation at 66 2/3% of an employee’s monthly salary upon completion of a 180-day elimination period.  
*Effective Date: 1<sup>st</sup> day of the month following date of hire in a benefits-eligible position, if hired the 1<sup>st</sup> of the month benefits are effective the same day.*

**Basic Life Insurance**

- Paid by the Archdiocese
- Automatically provided on the first day of the month following date of hire in a benefits-eligible position.
- One times your annualized salary

**Supplemental Life Insurance**

Supplemental Life Insurance is offered as an elective, employee-paid benefit. This plan offers employees the opportunity to purchase additional life insurance at one, two, three, or four times their annualized salary. Employees electing this coverage will choose the coverage level and take advantage of group rates, based on age. Note: coverage elected above guarantee issue amount requires medical underwriting and will take effect upon provider’s approval.  
*Effective Date: 1<sup>st</sup> day of the month following date of hire in a benefits-eligible position, if hired the 1<sup>st</sup> of the month benefits are effective the same day.*

**Flexible Spending Accounts (FSA)**

Through FSA’s, employees may set aside pre-tax dollars into an account to pay for qualified, uncovered healthcare and dependent care expenses. Employees may contribute up to \$2,750 per year for healthcare expenses, and \$5,000 per year for dependent care expenses. You can enroll in an FSA only during annual open enrollment or if you are hired between July and December.

# ARCHDIOCESE OF CHICAGO



*Effective Date: 1<sup>st</sup> day of the month following date of hire in a benefits-eligible position, if hired the 1<sup>st</sup> of the month benefits are effective the same day.*

## **403(b) Retirement Plan**

The Archdiocese of Chicago offers a comprehensive 403(b) Retirement Plan. Employees may contribute from 1% to 100% of gross pay on a pre-tax basis, or to a Roth 403(b) account, up to the annual IRS maximum. The Archdiocese may match a portion of the employee's contribution, at \$0.50 per \$1.00 for the first 4% of annual gross earnings contributed. Employees are fully vested after 4 years, 25% per year. All employees over the age of 21 are eligible to participate. Benefits eligible employees are automatically enrolled at a 3% contribution rate within 45 days of hire, unless they choose to opt out.

*Effective Date: within 45 days of hire in a benefits-eligible position*

## **Share Plan Contribution**

The Archdiocese may also provide a quarterly contribution to the 403(b) account for all benefits eligible staff. This employer paid non-elective contribution, the Share Plan contribution, is based on a percentage of gross earnings. Employees are fully vested in the Share Plan after 5 years.

*Effective Date: within 45 days of hire in a benefits-eligible position*

## **Holidays**

The number and choice of paid holidays are to be determined locally by the parish, school or Pastoral Center, and are made available to all full-time and benefits eligible part-time employees.

## **Vacation**

The Archdiocese of Chicago provides paid vacation for full-time and benefits eligible part-time employees, based on years of service as of the beginning of either the fiscal or calendar year as determined locally, in accordance with the schedules below.

Non-exempt vacation accrual:

<b>Service</b>	<b>Days Earned</b>
0-4	2 weeks
5-14	3 weeks
15 or more	4 weeks

Exempt vacation accrual:

<b>Service</b>	<b>Days Earned</b>
0-4	3 weeks
5 or more	4 weeks

## **Sick & Personal Days**

Benefits eligible employees, including school employees, that work year round (12 months) are entitled to ten paid sick days and two personal days each year. Those employees that follow a school schedule are entitled to ten paid sick days (two of those days can also be used as personal days).

## **Paid Parental Leave Benefit**

Eligible Employees will receive one (1) week of paid parental leave for each full month of service. The maximum amount of paid parental leave available to any Eligible Employee is twelve (12) weeks. Paid parental leave must be used within six (6) months of the birth or adoption of the child.

**Questions?** Please call Human Resources at (312) 534-5360 if you have any questions about the benefit options that may be available to you.

## **HR Mailing Address:**

Archdiocese of Chicago  
Human Resources Department  
835 N. Rush St.  
Chicago, IL 60611  
HR Email address: [hr@archchicago.org](mailto:hr@archchicago.org)

*This guide is intended to give you an overview of the benefits plans offered by the Archdiocese of Chicago. All specific plan provisions are described in the legal documents governing the plans. If there are any discrepancies between this guide and the plans' legal documents, the legal documents will govern. Any of the benefit plans offered by the Archdiocese of Chicago may be mended, revoked, suspended or terminated at the Archdiocese's sole discretion at any time. In addition, neither this description nor your participation in the Archdiocese's benefit plans creates a contract or guarantee of employment.*

July 2022