

SUMMARY OF EMPLOYEE BENEFITS – Part-time Staff Under 1,000 hours/year

HACC recognizes that excellence in the performance of the college requires excellence in the performance of its people. HACC offers competitive pay and benefits programs designed to attract and retain people who share this commitment to excellence.

For its part-time, under 1,000 hours/year administrative and classified staff, HACC makes every effort to provide some benefit options which are of value to the employees. HACC pays the entire cost for some benefits and some are paid entirely by the employee.

RETIREMENT - The 403b plan through TIAA is a supplemental retirement account, into which an eligible employee can defer additional income. Once the 403b account has been maximized, a supplemental 457b can also be contributed to, up to the annual IRS allowed maximum deferral.

Please note: The College does not provide matching contributions to the supplemental retirement accounts.

PAID TIME OFF - HACC provides paid personal leave to part-time staff. One day each fall, spring and summer semester are provided.

EMPLOYEE DISCOUNT PROGRAM - HACC makes available to its employees the Youdecide.com employee discount program. Youdecide.com provides a “one-stop shopping” location for HACC employees to access discounts on a wide variety of products and services.

EDUCATIONAL ASSISTANCE - HACC is committed to ensuring its employees, emeriti, and their dependents receive appropriate support in pursuit of their education and professional development.

- After one year of service to the College, regular part-time employees may submit a request for a tuition waiver to enroll in one HACC course per semester provided they remain in active status with the College.
- When a regular part-time employee has at least five years of service (from their initial employment date), eligible dependents of such employees may submit a request for a tuition waiver for any credit course offered by the College, provided such employees remain in active status with the College. Enrollment is limited to one course per semester for each eligible applicant.

EMPLOYEE ASSISTANCE PROGRAM - HACC provides an Employee Assistance Program (EAP) for its employees and family members.

The EAP provides confidential, psychological counseling, work-life balance, and educational wellness programs. Full and part-time employees and their household members are eligible to use the EAP.

CREDIT UNION MEMBERSHIP - employment at HACC enables membership in either the PSECU or Member's 1st Federal Credit Unions.



The information contained in this document is intended to be informational only. It is not intended to provide full details of each benefit program, only a high level summary. It is also not intended to replace the employee handbook or plan documents nor to be construed as a guarantee of continued employment nor does it constitute the terms of an employment contract. Employment with the Harrisburg Area Community College is on an at-will-basis. This means the employment relationship may be terminated at any time by either the employee or the college for any reason not expressly prohibited by law. The college may, at any time, amend, modify, suspend, or terminate any benefit program. The college may also reduce the company's contribution, or increase the employee's contribution, toward the cost of any benefit programs.

