



BISHOP GADSDEN



Employee Benefits Summary

Classification of Employees

- **Per Required Need (PRN)**
Work as needed
- **Part-Time**
Scheduled work week is less than 32 hours per week
- **Full-Time**
Scheduled work week is at least 32 hours per week

***Benefits are in alphabetical order*

Benefit	Who is Eligible	When Eligible	Details
Aflac	Full-Time Employees.	First of the month following 90 days of employment.	<ul style="list-style-type: none"> • Accident-Only Insurance • Limited Benefit Health Insurance • Cancer Indemnity Insurance • Hospital Intensive Care Unit
Bereavement Leave	Full-Time Employees.	After 90 days of employment.	<p>Bishop Gadsden grants up to three days of paid bereavement leave due to the death of an immediate family member.</p> <p>Immediate family members are defined as: mother, father, step-mother, step father, mother-in-law, father-in-law, brother-in-law, sister-in-law, maternal or paternal grandmother or grandfather, sister, brother, child, step-child, and spouse.</p>
Café Discounts	All Employees.	Upon Employment.	Employees receive the discounted price when purchasing food from Market Place Café during breakfast, lunch, or dinner.

Company Paid Group Life Insurance	Full-Time Employees.	First of the month following 90 days of employment.	Bishop Gadsden provides \$20,000 of Basic Life Insurance administered by Prudential at no cost to the employee.
CPR/AED Classes	All Employees.	Upon Employment.	Bishop Gadsden holds CPR/AED Classes twice a month on-campus. Employees can attend a class at no charge.
Dental Plan	Full-Time Employees.	First of the month following 90 days of employment.	Dental Insurance available for employee and employee's dependents provided by Bluecross Blueshield of South Carolina.
Employee Assistance Program (EAP)	All employees.	Upon Employment.	<p>First Sun Counselors are available to assist Employees and all family members with a range of individual, couple, and family issues.</p> <p>These services are completely anonymous and are free or provided at a very low cost.</p>
Flexible Spending Account (FSA)	Full-Time Employees.	First of the month following 90 days of employment.	<p>Employees can contribute money towards a Flexible Spending Account on a pre-tax basis that can be used to pay for certain types of health care and dependent care expenses.</p> <p>The employee can decide how much money they would like to contribute annually towards their FSA and money is taken out of their paycheck each pay period.</p>
Holiday Pay	All Non-Exempt, Hourly Employees.	Upon Employment.	<p>Employees who work on a holiday will be paid one and half times their regular rate of pay for all hours worked on the holiday.</p> <p>Bishop Gadsden will normally observe eight holidays per year: New Year's Day, Martin Luther King Day, Easter Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day.</p>
Jury Duty Pay	All Employees.	Upon Employment.	Bishop Gadsden will pay employees regular hours for the period they serve on the jury that corresponds with time during the period they would be working at Bishop Gadsden.
Long Term Disability Insurance	Full-Time Employees.	First of the month following 90 days of employment.	<p>Accident and sickness disability insurance with a 180 day elimination period.</p> <p>Monthly benefit is equal to 60% of pre-disability earnings but will not exceed \$6,000. The maximum benefit payment period is to social security normal retirement age.</p>

Medical Insurance (Includes Vision)	Full-Time Employees.	First of the month following 90 days of employment.	<p>Medical Insurance available for employee and employee's dependents provided by Bluecross Blueshield of South Carolina.</p> <p>Employees who enroll in the medical plan also receive a Health Reimbursement Account (HRA) debit card to use on eligible medical expenses.</p>
Paid Time Off (PTO)	Full-Time Employees.	After 90 days of employment.	<p>Bishop Gadsden has designed a flexible schedule for paid time off which includes all holidays, personal days, sick days, and vacation time.</p> <p>Employees begin accruing PTO at their date of employment and become eligible to use accrued PTO after 90 days of employment.</p>
PTO Sell Back	Full-Time Employees.	After 6 months of employment.	<p>Employees have the option to sell back accrued PTO hours each pay period. There is no maximum amount how much an employee can sell back, but they must sell back at least 20 PTO hours and leave a remaining balance of at least 40 PTO hours.</p>
Preferred Banking Partnerships	All Employees.	Upon Employment.	<p>Preferred banking programs offered to Bishop Gadsden Employees through BB&T and NBSC (full-service branch located on-campus).</p>
Savings & Retirement 401(k) Plan	<ul style="list-style-type: none"> • Employees that have worked at least 1,000 hours after one year of service. • Employees who are at least 21 years of age. 	First of the month following 1 year of employment.	<p>Allows employees to save for retirement on a pre-tax or Roth 401(k), post-tax, basis.</p> <p>Bishop Gadsden contributes up to 4% of employee's annual gross earnings (with a 6% employee contribution).</p> <p>Employee contributions are always 100% vested and employer contributions are 100% vested after 2 years.</p>
Short Term Disability Insurance	Full-Time Employees.	First of the month following 90 days of employment.	<p>Accident and sickness disability insurance (maternity included) provides up to six months of leave with 60% of pre-disability earnings with a \$1,000 maximum weekly benefit after the elimination period.</p>
Smoking Cessation Products	All Employees.	Upon Employment.	<p>Smoking cessation products are available to employees at no charge through our on-site pharmacy.</p>
Supplemental Life Insurance	Full-Time Employees.	First of the month following 90 days of employment.	<p>Optional Term Life Insurance administered by Prudential is available for purchase for employee, spouse, and children.</p>

Vision Plan	Full-Time Employees.	First of the month following 90 days of employment.	Employees who enroll in the medical plan are also enrolled in the vision plan. Vision insurance available for employee and employee's dependents provided by Bluecross Blueshield of South Carolina.
Wellness Facility	All employees who are at least 21 years of age.	Upon Employment.	Employees may use the fitness center and pool anytime from 12:00 p.m. – 1:00 p.m. or from 3:00 p.m. until 8:00 a.m. at no cost.

Any questions concerning employee benefits can be directed to the Bishop Gadsden Human Resources Department.

Your rights and benefits under all benefit plans offered by Bishop Gadsden are governed solely by the terms and conditions of the plans. Bishop Gadsden, may at any time, amend, modify, suspend, or terminate any benefit program. Bishop Gadsden may also reduce the company's contribution, or increase the employee's contribution, toward the cost of any benefit programs. The establishment of a benefit does not impose upon Bishop Gadsden any contractual obligation to continue the benefit in the future.