













This is a brief description of the fringe benefits for eligible employees. **Contact Human Resources for details.**

BENEFIT	DESCRIPTION
Medical Insurance Including Dental and Vision 	Geisinger Health HMO Plans - Base/Buy Up with optional Dental, Vision Plans <ul style="list-style-type: none"> • For eligible staff at 30+hrs per week schedule • Coverage 1st of the month following a 60-day waiting period • Coverage can include Individual or added eligible dependents • Plan includes an HRA-Health Reimbursement Account with employee responsibility of ½ established deductible and Luzerne County Head start pays the remainder
Flexible Spending Plans ~ Medical & Dependent Care Spending plans	Pre-Tax payroll deduction for medical expenses and dependent care expenses
Sick Time 	Employees accrue time on the first day of employment; available for use after 90 days
Vacation Time 	Employees accrue time on the first day of employment, available after 90 days, with carry-over from one year to the next. Full Year/12-month staff receive: <ul style="list-style-type: none"> • 2 weeks within Year 1 • 3 weeks at Years 2-4 • 4 weeks at Year 5
Holidays 	Over 20 paid days each year with extended time off between Christmas and New Year's <ul style="list-style-type: none"> •New Years' Day •Memorial Day •President's Day •Juneteenth •Fourth of July •Labor Day •Columbus Day •Martin Luther King Day •Veteran's Day •Spring Vacation (3 days) •Thanksgiving (3 days) •Christmas Day/Extended Holiday to New Year's Day
401(k) Retirement Plans 	Employer contribution at 7% of salary into the LCHS 401(k) <ul style="list-style-type: none"> • Optional 401(k) plans, Roth IRA, Pre-tax plans are voluntary employee-only contribution program • Investment opportunities
Educational Assistance 	Payment for degree programs up to \$5,250 annually <ul style="list-style-type: none"> • Coursework is paid up to \$322/credit for 3 credit course • Employer sponsored payments made directly to the college or reimbursed to the employee
Casual Dress 	Professional attire is the norm with an optional casual dress day on "Jean Day" on Fridays
Employee Assistance Program 	24/7 Confidential services provided by New York Life – offering counseling, legal and financial consultation, work-life assistance, and other health and well-being resources
Group Life Insurance 	Agency paid group life equal to 1x annual salary for all active full-time employees
Long Term Disability Insurance 	Agency paid benefit of 60% of Salary for all active Full Time employees
Student Loan Forgiveness 	LCHS is a qualifying employer with the Public Service Loan Forgiveness Program (PSLF) to defer and/or cancel the remaining balance on your Direct Loans <p><small>*Eligibility requirements apply</small></p>
 LCHS is dedicated to Staff Safety and Wellness	Luzerne County Head Start, Inc. is dedicated to the health, safety and well-being of all staff, children and families in the program ~ <ul style="list-style-type: none"> • PA State-certified Safety Committee • Wellness Committee with programs to support staff in maintaining a healthy lifestyle