



Benefits are provided to eligible part-time Staff as follows:

Plans	Coverage/Elections	Eligible
Medical	<ul style="list-style-type: none"> ▪ CareFirst BlueCross BlueShield Core PPO Plan ▪ CareFirst BlueCross BlueShield Enhanced PPO Plan ▪ CareFirst BCBS High-Deductible Health Plan (HDHP) ▪ Waive coverage Four levels of coverage. Cost: JHU & employee share.	Date of hire.
Pharmacy	Pharmacy benefits managed by Capital Rx. Cost: Included in Medical.	Date of hire.
Health Savings Account – WEX	Pairs only with High-Deductible Health Plan. Employees can contribute up to \$4,400/individual, \$8,750/family.	Date of hire.
403(b) Retirement Plan, University – TIAA	4% of salary if under age 35 and 2 or more years of service, 8% of salary if age 35 or older. Investment election must be made prior to your first contribution, or it will be invested in the plan’s default investment option. Cost: JHU paid.	First of month coinciding with or following hire date after satisfying age/service requirement.
403(b) Retirement Plan, Employee – TIAA	Contribute up to \$24,500 for the year. Ages 50 and over catch-up contribution of an additional \$8,000. Pre-tax and Roth contributions available.	First of month after hire.
Commuter Program – WEX	Pre-tax employee deductions for commute-to-work public transit and non-JHU parking expenses.	Date of hire.
Sick Leave	Accrue pro-rata amount of 12-day full-time rate.	Date of hire.
Vacation and Holidays	Vacation to accrue pro-rata amounts based on service time: 1st year, 10 days; 2 nd -7 th year, 15 days; thereafter 22 days. Holidays: Pro-rata amount of 16 days.	If date of hire is 1 st -10 th of the month, accrual coincides. If date of hire is 11 th or after, accrual begins the month following.
Birth Recovery Leave	Six weeks of paid leave for birth parent following childbirth. JHU paid.	1 yr. of employment.
Parental Leave	Four weeks of paid leave can be taken consecutively or intermittently in full days during the 12 months following birth or adoption. JHU paid.	1 yr. of employment.
Johns Hopkins Employee Assistance Program (JHEAP)	24/7 access to emotional support and daily life assistance counselors. Available to all employees and their household family members. LifeMart and Perks at Work employee discount programs. Cost: JHU paid.	Date of hire.

Important Links	Internet Link	Phone
Benefits & Worklife	hr.jhu.edu/benefits-worklife	410-516-2000
Johns Hopkins Employee Assistance Program (JHEAP)	hr.jhu.edu/benefits-worklife/support-programs	888-978-1262
myLearning	hr.jhu.edu/learn-grow/mylearning	443-997-6809

This summary of JHU’s benefit plans has been designed to acquaint you with features of the plans, and every attempt has been made to summarize these programs and policies accurately. The actual provisions of each plan will govern if there is any inconsistency between this summary and JHU’s formal plans or contracts. This summary does not constitute a contract for any benefit; JHU reserves the right to modify or terminate its benefit plans.