

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

Plans	Coverage/Elections	Eligible
Medical	<ul style="list-style-type: none"> ▪ CareFirst BlueCross BlueShield PPO Plan ▪ EHP Classic POS Plan ▪ Kaiser Permanente HMO Plan Four levels of coverage. Cost: Employee paid.	Date of hire.
Pharmacy	Kaiser has pharmacy incorporated into plan. All other plans have common pharmacy benefits managed by Express Scripts. Matches Medical election. Cost: Included in Medical.	Date of hire.
Sick Leave	Accrue pro-rata amount of 12 day full-time rate.	Date of hire.
403(b) Retirement Plan – University <i>Due to the financial impact of the coronavirus pandemic, university contributions are suspended from July 1, 2020 through June 30, 2021.</i>	4% of salary if under age 35 and 2 or more years of service; 8% of salary if age 35 or older. Three investment options. Investment election must be made within 60 days of hire; or will be enrolled in default investment option. Cost: JHU paid.	First of month coincident with or next after satisfying age/service requirement.
403(b) Retirement Plan – Employee	Contribute up to \$19,500 for the year. Over age 50, catch-up contribution of an additional \$6,500. Three investment options.	First of the month after hire.
Commuting-to-Work Program	Treats qualified parking and mass transit expenses on a pre-tax basis.	Date of hire.
Vacation & Holidays	Vacation: Accrue pro-rata amount of 1st year - 10 days; 2nd – 7th year – 15 days; thereafter 22 days Holidays: Pro-rata amount of 12 days	Date of hire.
Birth Recovery Leave	Six weeks paid leave for birth parent following childbirth. JHU paid.	1 yr. of service.
Parental Leave	Four weeks paid leave taken consecutively or intermittently in full days during the 12 months following birth or adoption. JHU paid.	1 yr. of service.
mySupport	24/7 access to emotional support and daily life assistance counselors. Available to all employees and their household family members. LifeMart employee discount program. Cost: JHU paid.	Date of hire.

Important Links	Internet Link	Phone
Benefits & Worklife	hr.jhu.edu/benefits-worklife	410-516-2000
mySupport	hr.jhu.edu/benefits-worklife/support-programs/	443-997-7000
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.