

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 Four levels of coverage. Cost: Employee paid.	Date of hire.
Pharmacy	Pharmacy benefits managed by Capital Rx. Cost: Included in Medical.	Date of hire.
403(b) Retirement Plan – University	4% of salary if under age 35 and 2 or more years of service 8% of salary if age 35 or older. Investment options through TIAA. 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 \$23,000 for the year. Over age 50, catch-up contribution of an additional \$7,500. TIAA investment options. Pre-tax and Roth contributions available.	First of the month after hire.
Commuting-to-Work Program- WEX	Treats qualified parking and mass transit expenses on a pre-tax basis.	Date of hire.
Health Savings Account- WEX	Paired with High Deductible Health Plan. Employee can contribute up to \$4,150/individual, \$8,300/family.	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 15 days (includes 2 Floating Holidays)	Date of hire.
Sick Leave	Accrue pro-rata amount of 12-day full-time rate.	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.
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
JH Employee Assistance Program	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.