

# Archdiocese of Washington

## Employee Benefits Summary Sheet 2024

- **Archdiocese of Washington Group Health Care Plan:**
  - 1<sup>st</sup> day of the month following date of hire
    - Insurance: Archdiocese of Washington
    - 3<sup>rd</sup> Party Administrator: CareFirst Administrators
    - Health Network: Blue Cross Blue Shield
    - Vendor: Prescription Drug Rx– Express Scripts
    - Medical cards are issued 2-3 weeks following enrollment.
    - 3 plan options available-EPO, Standard and High Option PPO
  
- **MD Live**
  - 1<sup>st</sup> day of the month following date of hire in conjunction with enrollment in ADW Health Care Plan
    - Consult with a board-certified doctor by phone, secure video, or MDLIVE App
    - Treat non-emergency conditions 24/7
    - \$10 copay
  
- **Managed Care – Conifer**
  - 1<sup>st</sup> day of the month following date of hire
    - Works with you and your physician to develop and support customized care treatment if you have a complex medical condition or a chronic illness.
    - A personal health nurse may contact you directly to provide assistance.
  
- **Archdiocese of Washington Dental Plan**
  - 1<sup>st</sup> day of the month following date of hire
    - Insurance: Delta Dental.
    - Network: Delta Dental.
    - Dental cards are issued 2-3 weeks following enrollment.
  
- **Archdiocese of Washington Vision Plan:**
  - 1<sup>st</sup> day of the month following date of hire
    - Insurance: VSP
    - Network: VSP
    - No card needed, just provide Social Security number to vision care center.
  
- **Medical Flexible Spending Account:**
  - 1<sup>st</sup> day of the month following date of hire
    - Vendor: Flores and Associates
    - Set aside pre-tax money into an account for reimbursement of eligible medical expenses.
    - IRS 2024 yearly maximum contribution of \$3,200 per employee
  
- **Dependent Flexible Spending Account:**
  - 1<sup>st</sup> day of the month following date of hire
    - Vendor: Flores and Associates
    - Set aside pre-tax money into an account for reimbursement of eligible day care expenses.
    - IRS yearly maximum contribution of \$5000 per family
  
- **Transportation Flexible Spending:**
  - 1<sup>st</sup> of the month following date of hire
  - Vendor: Flores and Associates
  - Pre-tax benefit of up to \$315 per month for parking and/or transit
  
- **Pet Insurance**
  - Vendor: Nationwide
  - Insurance coverage for your pet
  - After tax payroll deduction or directly through Nationwide

- **Life Insurance/Accidental Death & Dismemberment Insurance:**
  - 1<sup>st</sup> of the month following date of hire
    - Vendor: Reliance Matrix
    - Benefit: Employee’s annual salary up to \$50,000
  
- **Voluntary Supplemental Group Life Insurance:**
  - 1<sup>st</sup> of the month following date of hire
    - Choose from a minimum of \$10,000 to a maximum of \$500,000 in \$10,000 increments.
    - Up to \$150,000 guaranteed (during initial eligibility period only)
    - Vendor: Reliance Matrix
    - Cost: Voluntary employee contribution based on amount of coverage and age.
  
- **Long Term Disability Insurance:**
  - 1<sup>st</sup> of the month following date of hire
    - 3-month elimination period
    - Cost: Mandatory employee contribution based on annual salary.
  
- **Retirement Savings Plan 403(b):**
  - **Employee Contribution:** Automatic Enrollment- All eligible Lay Employees will be enrolled under the Automatic Enrollment provision of the Plan. 4% of an employee’s gross pay will automatically be deducted from pay beginning with the first full pay period. Opt out option available.
  - **Archdiocese of Washington Retirement Savings Plan Contribution:**
    - **Fixed Annual Contribution:** (referred to as Employer Non-Elective) The Plan will contribute a fixed annual contribution once per year based upon annual gross wages. The contribution will be based upon years of service. All benefit eligible years of service will be counted including those earned under the previous pension plan.
    - **Match:** The Plan will match Employee Contributions up to 50% of the first 4% of pay. If an employee does not contribute to the plan, they are not eligible to receive the match.

<b>Vesting Schedule Matching and Non-elective Contributions</b>	
<b>Years of Service</b>	<b>Percentage</b>
Less than 1	0%
1	20%
2	40%
3	60%
4	80%
5	100%

- **Employee Assistance Program:**
  - Date of Hire
    - Vendor: Reliance Matrix
- **Closed Christmas through New Year**
- **Holy Days that fall on a weekday are observed (6)**
- **Federal Government Holidays (11)**

**ARCHDIOCESAN BENEFITS WEBSITE**  
 Your single portal for Employee Benefits, Health & Wellness and HR Communications.  
 To login go to: [CHRIS.adw.org/myself/company info](http://CHRIS.adw.org/myself/company%20info)