



ROMAN CATHOLIC
DIOCESE
OF CHARLESTON

OFFICE OF HUMAN RESOURCES

Benefits Overview

Enrollment Deadlines

- All new hires **must** enroll in ADP within their first 30 days of employment
- The only other opportunity to enroll is within 30 days of a qualifying life event or open enrollment (see Policy 306 of Employee Manual)

Waiting Period

- 1st of the month follow 60 days (see Policy 306)

Eligibility (see Policy 201)

Hours Per Week	Equivalent Benefits Status	Benefits
1 to 19	Part Time Without Benefits	Not eligible for any benefits
20 to 29	Part Time With Benefits	Basic Life, Long-Term Disability, Short-Term Disability, Employee/Child/Spouse Life, Vision, Retirement Savings Plan, Vacation/Sick or PTO, and paid holidays
30+	Regular Full Time	Everything above plus Medical, Dental, Prescription, FSA, and DCFSA

Please sign and date below to acknowledge that you have read and understood the above information.
