



## **Diocese of St. Petersburg Part Time Employee Benefits**

Part time employees play a vital role in support of the Diocese. Here are benefits that you may be entitled to as a part time employee:

### **Employee Assistance Program**

Personal issues, planning for life events or simply managing daily life can affect your work, health and family. ComPsych® GuidanceResources®, brought to you by The Hartford, provides support, resources and information for personal and work-life issues. GuidanceResources is company-sponsored, confidential and provided at no charge to you and your dependents.

The EAP program allows up to 6 face-to-face consultations per family member per year with a Master's Degree counselor to assist with personal issues as indicated above. Also included is an on-line library of educational materials and interactive tools that will provide assistance. The EAP program is completely confidential, your privacy is assured. All of the services included in this program are completely free to all employees and their family members.

### **Tickets at Work Program**

Exclusive discounts, special offers and access to preferred seating, and tickets to top attractions, theme parks, shows, sporting events, movie tickets, hotels and much more. Company Code: DOSP

#### **• How to Sign Up:**

1. Go to [TicketsatWork.com](https://TicketsatWork.com)
2. Click on "Become a Member"
3. You will then be prompted to create an account with your email address and company code (DOSP)



## **Diocese of St Petersburg Pension Plan**

Many part time employees are eligible for the pension plan, depending on the number of hours they work in a year. See below for info on the pension plan.

Lay employees' benefit:

- 1.50% of Final Average Earnings (FAE) times highest ten years of credited service, maximum 50% of FAE
- Payable as a life annuity, with other forms of payment available
- Normal Retirement Age: age 65 with 5 years of service
- Early Retirement: age 55 with 10 years of service at a reduced benefit amount. Please see Pension Plan for additional information
- Employees are 100% vested in the plan once they have completed five years of credited services

Year of Service

- 1,000 hours for year of service vesting and eligibility benefits

Year of Credited Service

- 1,500 hours for one year of credited service for benefit accrual
- 1,000 –1,499 hours for one-half year of credited service for benefit accrual

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## **Diocese of St. Petersburg 401(k) Retirement Plan**

**Employee Pre-Tax Contributions:** Participants are eligible to defer a portion of their compensation as pre-tax contributions to the Plan. You may elect to defer from 1% to the maximum allowable by law to your account.

**Roth 401(k):** This option defers post-tax contributions, but earnings and withdrawals are not taxed.

**Eligibility for Participation:** Full-time and part-time employees who have attained age 21. Completion of three months of service.

**Investments:** You can direct where your account is invested. There are a variety of investment choices offered.

### **Helping you make Moves**

You're just a few steps away from Empower's (formerly Mass Mutual) RetireSmart website, where you can:

- Access information about your retirement account.
- Raise your financial awareness with our online tools and educational articles.
- View messages related to your plan, and much more!

To get started, log in to **[www.retiresmart.com](http://www.retiresmart.com)** and click **Create Account**, located in the upper right corner. Follow the instructions and answer a few validation questions, then you can create your username, password and PIN.

If you need assistance, contact our Participant Information Center at **1-800-743-5274** Monday –Friday between 8 a.m. and 8 p.m. ET. Representantes españoles están disponibles.

