



SUPPLEMENTAL CUSTODIAN

Welcome and congratulations on your new position with the Bethlehem Area School District. The enclosed “new hire” packet has been prepared for your review and completion.

As an employee, the benefits you are entitled to are explained on the right side of the packet. Your benefits become effective on your date of hire.

On the left side of the packet, you will find forms that must be completed.

In summary, the benefits you are entitled to are:

- Capital Blue Cross:
 - Includes family coverage.
 - Traditional Plan/Major Medical -Deductible \$100/\$300.
 - A per pay medical deduction of \$8.00 will be charged for the coverage.
- Prescription/Express Scripts:
 - Retail Co-pays (30-day supply)**
 - Generic \$10.00; Formulary \$40.00; Non-Formulary \$75.00
 - Mail-order Co-pays (90-day supply)**
 - Generic \$20.00; Formulary \$80.00; Non-Formulary \$150.00

Plan will provide mandatory generic drugs. Prescriptions not filled as generic when available will be charged the generic co-pay plus the cost difference. Mandatory mail-order.

- Retirement: State Mandatory deduction per pay. PSERS will send you a packet of information. You must read through that information promptly as it is time sensitive.
- Sick Days: 12 days per year, cumulates year to year.

We look forward to personally meeting with you to answer any questions you may have or to assist you in completing the forms. If you require further assistance, please feel free to contact the Human Resources Office at 610-861-0500.

02/13/2023