



ARCHDIOCESE OF INDIANAPOLIS

Human Resources
www.archindy.org/hr

Full Time Employees

Insurance begins on the first day of the contract and ends on the last day of the contract. Premiums are deducted biweekly from every pay received. If applicable, HSA dollars are deposited on each pay. Insurance begins on the first day of the month following the hire date of non-contracted employees. Employees must work at least 30 hours per pay to remain eligible for insurance.

Employees should elect or make any changes to their benefits through Paylocity. Changes outside of new hire enrollments must be submitted within 30 days of the life event. HSA elections can be changed through Paylocity anytime without documentation.

Medical Plan - Anthem- Blue Access Plan

- **Wellness screenings:** \$200 tax-free incentive paid to your HSA/HRA; for active employees and spouses enrolled in The Anthem Health Plan who complete an annual physical to include a completed form from a primary care doctor (completed between January 2025 and December 2025) Must be submitted within 90 days of exam.
- **Maternity Wellness Program:** \$800 tax-free incentive paid to your HSA for employees or spouses enrolled in the health plan who complete the program

Contact Anthem at 800-324-6086 or visit www.anthem.com

Prescription Drug – Epiphany RX

- Home delivery: www.costco.com/home-delivery
- Access diabetic drugs and supplies through Costco prior to meeting your deductible.

Contact Epiphany RX at 844-820-3260 or email memberservices@epiphanyrx.com or Costco at 800-607-6861

Virtual Visits - LiveHealth Online

- Virtual general medicine visits for health plan members

Contact LiveHealth via the app or <https://livehealthonline.com/>

Health Savings Account – Health Equity

- Available to eligible employees enrolled in the archdiocesan medical plan
- Archdiocese makes employer contributions on a per pay period basis of \$46.16 or \$92.32

Contact HealthEquity at 877-924-3968 or www.healthequity.com

Health Reimbursement– Health Equity

- Available to eligible employees enrolled in the archdiocesan medical plan who are age 65 years or older
- Archdiocese makes employer contributions on a per pay period basis of \$46.16 or \$92.32

Contact HealthEquity at 877-924-3968 or www.healthequity.com

Flexible Spending Accounts – Health Equity

- Flexible Spending Accounts are pretax savings accounts that you may set aside funds each pay period to pay for medical expenses.
- Dependent Care Flexible Spending Accounts are pretax savings accounts that you may set aside for child or elder care

Contact HealthEquity at 877-924-3968 or www.healthequity.com

Dental Plan – Delta Dental

- Delta Dental
- Can be elected independently of medical coverage

Contact Delta Dental at 800-524-0149 or www.deltadentalin.com

Retirement 403(b) – One America Financial

- The Archdiocese matches 50% of employee contributions up to 8% of pay
- Full Time auto enrolled at 2%
- Part Time auto enrolled at 0%
- Employees who move from part time to full time, will not be auto enrolled.

Log on to [//pages.oneamerica.com/archindyretire](http://pages.oneamerica.com/archindyretire) to make deferral changes or for inquiries call One America at 844-272-4463

Life Insurance

- All full-time employees automatically receive a basic term life insurance benefit equal to their annual salary
- Additional Voluntary Term Life Insurance is available to purchase annually during open enrollment

Contact Katie Francis at 317-552-0357 or k.francis@walkerhughes.com

Short Term Disability

- All full-time employees can purchase Short-Term Disability annually during open enrollment
- If an employee is unable to work due to a non-work-related illness or injury, Short-Term Disability will pay 60% of the employee's salary after a 15- or 31-day waiting period; benefits continue for up to 90 days

Long Term Disability

- Full time employees who work 30 or more hours per week during the school or calendar year are eligible for Long-Term disability
- All full-time employees are automatically enrolled in Long-Term Disability Insurance

Contact Katie Francis at 317-552-0357 or k.francis@walkerhughes.com for all disability plans

Employee Assistance Plan (EAP) – St. Vincent

- Confidential crisis intervention and counseling to all employees and their family members of up to seven sessions per life event

Contact the EAP at (317) 338-4900 or (800) 544-9412

Family and Medical Leave

- Provides up to 12 weeks of unpaid leave; tracked on a rolling 12-month period measured backward
- Available to employees with one year of service and 1,250 hours or more worked in the previous 12 months

Contact Human Resources at Hr@archindy.org

Adoption Assistance

- Provides up to \$8,000 reimbursement to help pay for adoption expenses for eligible employees: up to \$10,000 reimbursement for special needs children for eligible employees

Contact Human Resources at HR@archindy.org

Continuation of Benefits after Loss of Coverage

- Available to you and/or your dependents who lose coverage as the result of termination of employment, divorce, separation, or loss of eligibility for a period of up to 18 months
- Up to 60 months is available for an employee over age 60 who has completed at least 10 years of service at the time of termination

Contact HR@archindy.org for more information or to elect continuation of your health insurance