County of Lancaster

County Commissioners

Ray D'Agostino, Chairman,
Joshua G. Parsons Vice Chairman
Alice Yoder, Commissioner

Open Records Office

Open Records Officer
Tammy L. Bender

September 16, 2026

[redacted]

Re: County of Lancaster Right to Know Request #671-2026

[redacted]:

Thank you for writing to the County of Lancaster with your request for information pursuant to the Pennsylvania Right to Know Law.

On August 10, 2026, the County of Lancaster Open Records Office received your request for access to the following public records maintained by Lancaster County relating to employee compensation, benefits, and overtime expenditures in spreadsheet-format export (e.g., .xlsx or .csv) (preferred for Request No. 1).

RECORDS REQUESTED

1. Employee Compensation and Benefit Cost Records (Calendar Years 2024 and 2025)

For each individual employed by Lancaster County at any point during calendar year 2024 and calendar year 2025, records reflecting the following data fields as maintained in the County's payroll and human capital management system(s):

(a) Employee name;
(b) Department;
(c) Job title or position classification as listed for Salary Board and budgetary purposes (i.e., the position title under which the employee's compensation is authorized and funded);
(d) Total gross compensation paid during the calendar year;
(e) Total regular (non-overtime) compensation paid during the calendar year;
(f) Total overtime compensation paid during the calendar year;
(g) Total compensatory time paid out (if tracked separately) during the calendar year;
(h) Total employer-paid health insurance or medical benefit cost attributed to the employee during the calendar year (i.e., the County's share of premiums or contributions, not the employee's share);
(i) Total employer-paid retirement or pension contribution attributed to the employee during the calendar year; and
(j) Total employer-paid cost for all benefits (including but not limited to dental, vision, life insurance, and disability) attributed to the employee during the calendar year, either itemized or as a combined total.

2. Salary Board Position and Pay Rate Schedule (Current)

The current Salary Board-approved position listing and associated pay rates or pay scales for all County positions, as used to authorize employee compensation. This includes any approved pay grade or step schedule applicable countywide or by department

On August 17, 2026, the County invoked an extension of time in which to respond to your request in accordance with the Pennsylvania Right to Know Law Section 902(a)(7).

Your request is granted in part and denied in part as follows:

1. Request 1 is granted in part in that attached please find two sheets each containing, department, job title, compensation, employer contributed amounts for each employee as noted above in your request.

2. Request 1 is also denied in part in that some names have been redacted in their entirety in accordance with the following sections of the Pennsylvania Right to Know Law:

A. Section 708(b)(1)(ii) would be reasonably likely to result in a substantial and demonstrable risk of physical harm to or the personal security of an individual.

B. (6)(iii) An agency may redact the name or other identifying information relating to an individual performing an undercover or covert law enforcement activity from a record.

C. Section 708(b)(30) as a record identifying the name, home address or date of birth of a child 17 years of age or younger.

3. Request 1 is also denied in part in that some first names have been redacted as it relates to correctional officers in accordance with the Pennsylvania Right to Know Law Section 708(b)(i)(iii) as a record that would be reasonably likely to result in a substantial and demonstrable risk of physical harm to or the personal security of an individual.

4. Request 2 is granted in that attached please find a list of current position descriptions,and current labor unit contracts. In addition, I have attached a copy of the current benefit summary for County employees.

You have a right to appeal this denial of information in writing to Elizabeth Gerloff Wagenseller, Executive Director, Office of Open Records, 555 Walnut Street, Suite 605, Harrisburg, PA 17101. If you choose to file an appeal, you must do so within 15 business days of the mailing date of this letter, as outlined in Section 1101 of the Right to Know Law. An appeal must be submitted in writing either by U.S. Mail, by in person delivery or electronically through the OOR's website at openrecords@pa.gov. The appeal must include a copy of your original request and this response letter and must state the grounds upon which you assert that the record is a public records and must address any grounds stated by the agency for denying the request. Information related to filing an appeal can be found on the Pennsylvania Office of Open Record website at openrecords@pa.gov.

Please be advised this correspondence will serve to close this record with our office as permitted by law.

Sincerely,

Tammy L. Bender
Open Records Officer
County of Lancaster

Attachments

BENEFIT HIGHLIGHTS FOR 2026

Medical Insurance: Capital Blue Cross – Qualified High Deductible High Plan (Group #00515275) 1.888.428.2566

The County offers a QHDHP in conjunction with a Health Savings Account or Health Reimbursement Account. You need to meet the deductible before the plan begins paying benefits—except for in-network preventive care and preventive generic drugs.

	Payroll Deduction	In-Network Deductible	Out-Pocket Max
Employee Only	$ 33.90	$1,700	$5,000
Employee and Spouse	$ 67.79	$3,400	$10,000
Employee and Child(ren)	$ 54.23	$3,400	$10,000
Employee and Family	$ 84.74	$3,400	$10,000

Capital Blue Cross – (Home Delivery Provider)	Retail Pharmacy	Home Delivery	Specialty
Generic	$15.00	$30.00	$10.00
Brand Name	$35.00	$70.00	$23.33
Brand Name Preferred	$60.00	$120.00	$40.00

Spousal Rule
Must elect employer coverage if available

Employer 2026 contributions to employee HSA/HRA accounts:

Description	Contribution Amount
Non-Tobacco - Single Enrollment	$400.00
Non-Tobacco - Family Enrollment	$800.00

Dental Insurance: United Concordia (Group #005903175000) 1.800.332.0366

	Payroll Deduction
Employee Only	$ 1.25
Employee and Spouse	$ 14.73
Employee and Children	$ 23.02
Employee and Family	$ 38.06

Vision Insurance: Vision Benefits of America (1.800.432.4966)

	Payroll Deduction	
	Option 1 (Group #4153)	Option 2 (Group #4154)
Employee Only	$0.15	$0.46
Employee and Spouse	$2.04	$3.71
Employee and Children	$2.28	$3.81
Employee and Family	$5.10	$7.16

Life Insurance: Lincoln Financial Group

- Full-time employees with up to Five years' service: Group Term & AD&D at 1 x salary
- Full-time employees with Six to Ten years' service: Group Term & AD&D at 1.5 x salary
- Full-time employees with over Ten years' service: Group Term & AD&D at 2 x salary
- Waiver of life insurance benefit coverage in excess of $50,000, to avoid being taxed on overage: Life50

Voluntary Life Insurance

- Dependent Term & AD&D
- Voluntary purchase of insurance to cover dependents.
- Voluntary purchase of additional employee insurance coverage

Pension - County Pension Act 96

Mandatory contributory system at 5% for full-time employees and part-time employees who work over 1,000 hours per year.

Voluntary Programs (rates vary)

- Accidental Injury Insurance
- Critical Illness Insurance
- Deferred Compensation – Voluntary IRC 457 Plan
- Dependent Care
- Disability Insurance
- Employee Assistance Program
- Flexible Commuter Spending Account (Parking)
- Hospital Indemnity Plan
- Tuition Reimbursement
- Transportation – Commuter Programs

Labor Grades Effective 7/1/2025 through 2026 attachment 2

Grade	Hours	Min	Mid	Max
A	Hourly	$15.69	$19.61	$23.53
	37.50	$30,595.50	$38,239.50	$45,883.50
	40.00	$32,635.20	$40,788.80	$48,942.40
B	Hourly	$16.39	$20.49	$24.59
	37.50	$31,960.50	$39,955.50	$47,950.50
	40.00	$34,091.20	$42,619.20	$51,147.20
C	Hourly	$17.21	$21.51	$25.81
	37.50	$33,559.50	$41,944.50	$50,329.50
	40.00	$35,796.80	$44,740.80	$53,684.80
D	Hourly	$18.06	$22.58	$27.10
	37.50	$35,217.00	$44,031.00	$52,845.00
	40.00	$37,564.80	$46,966.40	$56,368.00
E	Hourly	$18.97	$23.72	$28.46
	37.50	$36,991.50	$46,254.00	$55,497.00
	40.00	$39,457.60	$49,337.60	$59,196.80
F	Hourly	$19.93	$24.92	$29.90
	37.50	$38,863.50	$48,594.00	$58,305.00
	40.00	$41,454.40	$51,833.60	$62,192.00
G	Hourly	$20.92	$26.15	$31.38
	37.50	$40,794.00	$50,992.50	$61,191.00
	40.00	$43,513.60	$54,392.00	$65,270.40
H	Hourly	$21.97	$27.47	$32.96
	37.50	$42,841.50	$53,566.50	$64,272.00
	40.00	$45,697.60	$57,137.60	$68,556.80
I	Hourly	$23.06	$28.83	$34.59
	37.50	$44,967.00	$56,218.50	$67,450.50
	40.00	$47,964.80	$59,966.40	$71,947.20
J	Hourly	$24.21	$30.27	$36.32
	37.50	$47,209.50	$59,026.50	$70,824.00
	40.00	$50,356.80	$62,961.60	$75,545.60
K	Hourly	$25.43	$31.78	$38.14
	37.50	$49,588.50	$61,971.00	$74,373.00
	40.00	$52,894.40	$66,102.40	$79,331.20
L	Hourly	$26.70	$33.38	$40.06
	37.50	$52,065.00	$65,091.00	$78,117.00
	40.00	$55,536.00	$69,430.40	$83,324.80
M	Hourly	$28.03	$35.03	$42.04
	37.50	$54,658.50	$68,308.50	$81,978.00
	40.00	$58,302.40	$72,862.40	$87,443.20
N	Hourly	$29.43	$36.78	$44.14
	37.50	$57,388.50	$71,721.00	$86,073.00
	40.00	$61,214.40	$76,502.40	$91,811.20

Labor Grades
Effective 7/1/2025

Grade	Hours	Min	Mid	Max
O	Hourly	$30.91	$38.63	$46.36
	37.50	$60,274.50	$75,328.50	$90,402.00
	40.00	$64,292.80	$80,350.40	$96,428.80
P	Hourly	$32.46	$40.57	$48.68
	37.50	$63,297.00	$79,111.50	$94,926.00
	40.00	$67,516.80	$84,385.60	$101,254.40
Q	Hourly	$34.07	$42.58	$51.10
	37.50	$66,436.50	$83,031.00	$99,645.00
	40.00	$70,865.60	$88,566.40	$106,288.00
R	Hourly	$35.78	$44.73	$53.67
	37.50	$69,771.00	$87,223.50	$104,656.50
	40.00	$74,422.40	$93,038.40	$111,633.60
S	Hourly	$37.57	$46.96	$56.35
	37.50	$73,261.50	$91,572.00	$109,882.50
	40.00	$78,145.60	$97,676.80	$117,208.00
T	Hourly	$39.44	$49.30	$59.16
	37.50	$76,908.00	$96,135.00	$115,362.00
	40.00	$82,035.20	$102,544.00	$123,052.80
U	Hourly	$41.42	$51.78	$62.13
	37.50	$80,769.00	$100,971.00	$121,153.50
	40.00	$86,153.60	$107,702.40	$129,230.40
V	Hourly	$43.49	$54.37	$65.24
	37.50	$84,805.50	$106,021.50	$127,218.00
	40.00	$90,459.20	$113,089.60	$135,699.20
W	Hourly	$45.67	$57.08	$68.50
	37.50	$89,056.50	$111,306.00	$133,575.00
	40.00	$94,993.60	$118,726.40	$142,480.00
X	Hourly	$47.95	$59.94	$71.93
	37.50	$93,502.50	$116,883.00	$140,263.50
	40.00	$99,736.00	$124,675.20	$149,614.40
Y	Hourly	$50.34	$62.92	$75.51
	37.50	$98,163.00	$122,694.00	$147,244.50
	40.00	$104,707.20	$130,873.60	$157,060.80
Z	Hourly	$52.86	$66.07	$79.28
	37.50	$103,077.00	$128,836.50	$154,596.00
	40.00	$109,948.80	$137,425.60	$164,902.40
AA	Hourly	$55.51	$69.38	$83.26
	37.50	$108,244.50	$135,291.00	$162,357.00
	40.00	$115,460.80	$144,310.40	$173,180.80

AGREEMENT BETWEEN

LANCASTER COUNTY COMMISSIONERS

AND LANCASTER COUNTY DETECTIVE ASSOCIATION

JANUARY 1, 2024 - DECEMBER 31, 2026

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Article 1. Preamble

This agreement is entered into by the Lancaster County Commissioners (hereinafter referred to as the "County" or as the "Employer") and the Lancaster County Detective Association (hereinafter referred to as the "Association"), and has as its purpose to set forth the understandings and agreements between the parties governing terms and conditions of employment, including compensation, and establishes an equitable and peaceful procedure for the resolution of differences over the terms of this Agreement in accordance with the provisions of Act 111, 43 P .S. §217.1 et seq., as amended, Act of June 24, 1968, P.L. 237, No. 111, §1, et seq., and The County Code, 16 P.S. §101, 16 P.S. §101 et seq., as amended, Act of May 2, 1929, P.L. 323, §101, et seq.

Article 2. Recognition

Section 2.1. The Association is recognized as the exclusive representative for collective bargaining purposes for employees within the following classifications, as established by the certification of the Pennsylvania Labor Relations Board, pursuant to Act 111, Case No. PERA-R-01-167-e, January 24, 2002: all full-time and regular part-time police officers employed in the office of the District Attorney of Lancaster County, including but not limited to detectives and Acting OIC (Officer in Charge) detectives, who is a designee of the District Attorney and Chief County Detective; and excluding the Chief Detective and any other managerial employees. The parties agree that the Sergeants are included in the bargaining unit; the parties further agree that the Deputy Chief Detective is excluded from the bargaining unit as a managerial employee. The terms "detective' and "employee" in this agreement shall refer to all ranks of County Detectives including OIC, Corporal, and Sergeant

Section 2.2. The bargaining unit shall not include those police officers actually employed by other municipal, state or federal governments who serve as a County Detective for a specific purpose and limited duration.

Article 3. Management Rights

Section 3.1. It is recognized that the well-being of both parties to this Agreement is directly dependent upon the skill and efficiency with which the business of the County is conducted, and that any assumption of the functions of management by the Association is contrary to the intent and purpose of this Agreement.

Section 3.2. The authority and responsibility of the management of the business and activities of the County shall repose exclusively in the County and its appointed representatives, and in no instance shall the Association or its representatives unlawfully interfere with the exercise of such authority and responsibility.

Section 3.3. Except to the extent expressly abridged or modified by this Agreement, it is understood and agreed that the County retains the exclusive right to manage the business of the County, including but not limited to:

- the selection of all employees;

- the direction and supervision of all employees;
- the right to discharge, demote, suspend, and discipline employees for proper cause;
- the right to promote, transfer, and assign employees to positions;
- the right to decide job qualifications for hiring or positions;
- the right to layoff employees and to delegate employees to part-time status;
- the right to establish and enforce rules and regulations governing employees;
- the right to determine workloads;
- the right to determine the work week, daily working schedule, and hours of work;
- the right to determine the methods, process and manner of performing the work;
- the right to determine standards of service, utilization of technology, and the functions and programs of the County;
- the right to determine the organizational structure;
- the right to determine the size of the workforce;
- the right to determine the overall budget;
- the right to take any other action necessary to carry out its inherent managerial rights.

Section 3.4. The listing of specific rights in Section 3.3 of this Article is not intended to be nor shall it be considered to be restrictive or a waiver of any of the rights of management not listed and not specifically surrendered herein whether or not such rights have been exercised by the County in the past.

Article 4. Hours of Work, Overtime, Compensatory Time

Section 4.1. Employees shall be required to maintain time and attendance records.

Section 4.2. Meal periods shall be at least thirty (30) minutes in duration and shall be unpaid. Meal periods shall not be counted as hours worked unless approved by the District attorney or his designee.

Section 4.3. Any Detective, including the Acting OIC Detective, required to work in excess of eight (8) hours in one day or in excess of forty (40) hours in one week shall be paid at the rate of one and one-half (1 ½) times the employee's regular hourly rate of pay. For purposes of computing overtime, only hours actually worked, plus hours paid as vacation leave, personal

leave, compensatory time, holidays, bereavement leave, and jury duty leave shall be counted. Any other time, whether paid or unpaid, such as sick leave, will not be counted. There shall be no duplication or pyramiding of hours.

Section 4.4. An employee who works overtime shall receive overtime pay; provided, however, that if the employee and the District Attorney agree, the employee may receive compensatory time (i.e., 1 ½ hours off with pay per overtime hour worked) in lieu of overtime. For Detectives hired by the County on or before December 31, 2011, upon retirement or death, the Detective or beneficiary will receive compensation at the Detective's final hourly rate for accumulated, unused compensatory time (not to exceed 480 hours) as required by the Fair Labor Standards Act. For Detectives hired on or after January 1, 2012, upon retirement or death, the Detective or beneficiary will receive compensation at the Detective's final hourly rate for accumulated, unused compensatory time (not to exceed 240 hours) as required by the Fair Labor Standards Act.

Section 4.5. Call out time: An employee not on scheduled duty who is called to work by the District Attorney shall be compensated at the rate of one and one-half (1 ½) times the employee's regular hourly rate for hours actually worked, but shall be guaranteed a minimum amount equal to four (4) hours paid a rate of one and one-half (1 ½) times the employee's regular rate for reporting to the call. Only the actual hours worked shall be credited towards hours worked per week for purposes of computing overtime. If the employee and the District Attorney agree, the employee may receive compensatory time in lieu of overtime.

Section 4.6. A Detective, or Acting OIC Detective, shall be paid a maximum of two (2) hours "standby" or ''on-call" pay at his/her base hourly rate for any day on which the District Attorney or his designee requests or orders the Detective to be on-call or on standby.

Article 5. Wages and Longevity

Section 5.1. All annual salaries shall be based upon forty (40) hours worked per week.

Section 5.2. Effective January 1, 2024, Detectives shall be compensated in accordance with the annual salary and longevity schedule attached as Appendix A.

The Corporal's pay rate shall be Seven and One-Half Percent (7.5%) higher than the Step 4 rate.

The Sergeant's pay rate shall be Fifteen Percent (15%) higher than the Step 4 rate.

A Detective shall move on the salary schedule according to completed years of service on his or her anniversary date.

Regular part-time employees shall be paid an hourly rate determined by dividing the applicable annual salary rate by 2080 hours.

The minimum starting salary for a full-time Detective hired during the term of this Agreement shall be as set forth in Appendix A.

If an employee misses over six (6) months of active service during any calendar year for any reason (other than an approved leave of absence due to his/her own serious health condition or maternity), such missed time shall not count for purposes of computing completed years of service on the salary and longevity schedules and the employee's anniversary date shall be adjusted appropriately.

The District Attorney may, at his or her discretion, initially place a newly hired Detective who has at least ten (10) years of service as a police officer with another law enforcement agency at Step 1 of the salary schedule. The District Attorney may, at his or her discretion, initially place a newly hired Detective who has at least twenty (20) years of service as a police officer and who has retired from another law enforcement agency at Step 2 of the salary schedule.

If a current Detective is placed in a Corporal or Sergeant's position, they shall retain any credited years of service they receive as a Detective for purposes of placement on the longevity schedule and continue to earn additional longevity in their new position as a Corporal or Sergeant.

An individual newly hired as a Corporal or Sergeant shall be paid a salary in accordance with that rank but shall not be credited with service with another agency for placement on the longevity schedule.

These additional years/steps credited for prior years of service with other agencies shall be counted as completed years of service ONLY for purposes of placement on the salary and longevity schedules. These additional credited years/steps shall not be counted as completed years of service for any other purposes (for example, these additional credited years shall NOT count for purposes of pension, vacation, etc.).

The District Attorney may, at his or her discretion, credit a newly rehired Detective with prior service within the bargaining unit for purposes of initial placement on the salary schedule.

Section 5.3. Full-time members of the Bargaining Unit shall receive longevity payments in accordance with the salary and longevity schedule attached as Appendix A. A Detective shall be eligible for longevity after having completed five (5) full years of service, and shall move on the longevity schedule on his or her anniversary date. The applicable annual longevity rate shall be combined with the applicable annual base salary rate to determine the applicable hourly rate, and shall be paid in the regular biweekly paychecks.

Section 5.4. Detective In Charge – A Detective who is officially designated by the Chief Detective or Deputy Chief Detective as an acting supervisor for a minimum of eight consecutive hours (one full day) in the absence of the Detective's immediate supervisor shall be considered Detective In Charge (DIC) and receive pay at the hourly rate for Corporal for the hours worked as DIC. A DIC is when the acting Detective's status requires that he or she assume additional and different duties and responsibilities than required by his or her normal position as a Detective.

Section 5.5. Acting Sergeant - A Corporal who is officially designated by the Chief Detective or Deputy Chief Detective as the acting Sergeant for a minimum of eight consecutive

hours (one full day) in the absence of the Sergeant shall receive pay at the hourly rate for Sergeant for the hours worked as acting Sergeant. An acting Sergeant is when the Corporal's status requires that he or she assume additional and different duties and responsibilities than required by his or her normal position as a Corporal.

Article 6. Nondiscrimination

With respect to the specific matters covered by this Agreement, both the County and the Association agree not to discriminate against any employee on the basis of sex, religion, race, marital status, age (over forty), national origin, disability, union affiliation or political affiliation.

Article 7. Vacations

Section 7.1. All full-time employees can request to use annual vacation leave after six (6) full months of continuous service with the County. Full-time employees shall earn leave credits for each month in which the employee is in compensable status for a minimum of eleven (11) full working days, as follows:

(a) At the rate of five-sixths (5/6) days per month of continuous service from the date of employment through five (5) years of employment;

(b) At the rate of one and one-fourth (1-1/4) days per month of continuous service from six (6) through ten (10) years of employment;

(c) At the rate of one and two-thirds (1-2/3) days per month of continuous service after eleven (11) through fifteen (15) years of employment;

(d) At the rate of 2.084 days per month of continuous service for sixteen (16) or more years of employment.

Section 7.2. With prior approval of the District Attorney, an employee may be permitted to receive advanced vacation leave. Advanced vacation leave shall not exceed the lesser of five (5) days or the amount normally expected to be accrued during the current calendar year. An employee who requests that such vacation be advanced to them will be required to submit their request in writing on the Vacation Advance Request Form. In the event the employee leaves County employment before earning vacation time which was advanced to them (i.e., have a negative leave balance at the time of their separation), the County is authorized to reduce the employee's final paycheck by the amount of leave taken but not earned.

Section 7.3. Upon separation and two weeks' notice, a full-time employee in good standing (as defined by County policy) with six months of continuous full-time employment shall receive a pay out of vacation time per the following step calculation:

1) Add accrued vacation time year-to-date (current year) up to day of separation,

2) Subtract vacation time taken year-to-date (current year) up to the day of separation,

3) Add up to a maximum of ten (10) carryover days, if applicable.

The cash equivalent is based on the employee rate of pay at the time of separation. Employees with less than six (6) months of continuous service at the time of termination shall be deemed not to have earned any vacation and will not be eligible for reimbursement.

Section 7.4. Detectives may carry up to twenty (20) vacation days from one County fiscal year to the next with the approval of the District Attorney. Upon termination of employment, the County pays for up to ten (10) days of accrued vacation time carried over, plus any number of unused vacation days earned in the current year.

Article 8. Holidays

Section 8.1. Full-time employees shall be granted eight (8) hours paid straight time for a minimum of thirteen (13) holidays per year. The specific holidays eligible for this holiday pay shall be the same holidays as those designated by the County on an annual basis for its non-represented employees.

Section 8.2. In order to be eligible for holiday pay, the employee must be in compensable status (*i.e.*, work) on his or her regularly scheduled shift prior to and after the holiday.

Section 8.3. Holidays occurring during an employee's approved vacation or approved sick leave shall not be charged against such vacation or sick leave time.

Section 8.4. An employee called in to work on a holiday shall be compensated at the rate of one and one half (1 ½) times the employee's regular hourly rate of pay and in addition shall receive compensatory leave at the straight time rate equal to the amount of hours worked on that holiday.

Article 9. Reimbursement for Damages/ Clothing Allowance

Section 9.1. Employees will be responsible for County equipment that is lost, stolen, or damaged when such event is the result of intentional or grossly negligent behavior as determined at the reasonable discretion of the County. In the event an employee is required to reimburse the County for lost, stolen, or damaged equipment, the amount of reimbursement shall be equal to the repair or replacement cost, whichever is less, minus any reimbursement from insurance coverage.

Section 9.2. If an employee's personal clothing, personal automobile or personal effects, such as eyeglasses, are damaged in the line of duty, and such event is not the result of intentional or grossly negligent behavior of the employee, as determined at the reasonable discretion of the County, the County will reimburse the employee for the repair or replacement value that is not covered by the County's or the employee's insurance; reimbursement under this provision shall be limited to $1000 per year.

Section 9.3 Each employee shall receive a $250 annual clothing allowance which shall be paid at the beginning of each year of this agreement. Employees will not be required to provide receipts.

Article 10. Sick Leave

Section 10.1. Full-time employees shall earn one day of sick leave for each month in which the employee is in compensable status for a minimum of eleven (11) full working days during the month. Employees shall be eligible to take earned leave after thirty (30) days of service with the County.

Section 10.2. Full-time employees shall earn sick leave from the date of hire and may accumulate sick leave.

Section 10.3. One-half accumulated sick leave up to a maximum of thirty (30) days shall be paid upon voluntary termination, retirement or death. Employees must have completed one year of continuous full-time service with the County to be eligible for reimbursement of accumulated sick leave upon termination.

Section 10.4. Payment of sick leave for illness of three (3) or more consecutive work days is conditioned upon receipt of a doctor's certificate.

Section 10.5. Full-time employees shall be eligible to participate in the County sick leave bank as operated and maintained by the County Commissioners who shall have the sole and exclusive right at their discretion to establish and from time to time to modify the following: 1) eligibility requirements, 2) approved use, 3) repayment conditions, and 4) operating procedures. The same rules apply to the bargaining unit employees. This provision or the operations of the sick leave bank shall not be subject to the grievance and arbitration procedures of this Agreement.

Section 10.6. With the prior approval of the District Attorney, a full-time employee may be permitted to use sick leave for the employee's medical, dental, and optical appointments which cannot be scheduled except during normal business hours. Sick leave used pursuant to this Section 10.6 must be used in no less than half day increments.

Section 10.7. With the prior approval of the County, up to four (4) days of sick leave annually may be used as personal leave, for any reason. Personal leave may not be carried over from one year to the next. The County may deny a request to convert sick leave to personal leave under this Section 10.7 when the absence of the Detective requesting the leave will create a need for overtime.

Section 10.8. Each full-time employee must use all personal leave days during the County fiscal year in which they are earned or lose them. An employee who has had his or her personal days scheduled and approved, then denied, and does not have the opportunity to re-schedule them shall be paid for the time thus denied.

Section 10.9. On a calendar year basis, the County agrees to buy back unused sick leave under the following terms and conditions:

(a) Eligible employees must notify the County before December 1 of each calendar year, in writing, the number of accumulated, unused sick leave days they are selling back to the County; and

(b) the employee's total accumulated sick leave days shall be reduced by the number of days purchased by the County and payment shall be made to the employee in December; and

(c) the buyback of unused sick days is at the rate of fifty percent (50%) of the employee's rate of pay on December 1; and

(d) an employee with thirty-six (36) to ninety-five (95) months of continuous service on December 1 may sell back accumulated, unused sick days over thirty (30) days up to a maximum of five (5) days per calendar year; or

(e) an employee with ninety-six (96) months or more of continuous service on December 1 may sell back accumulated, unused sick days over sixty (60) days up to a maximum of ten (10) per calendar year.

Article 11. Insurance

Section 11.1. Health, Life and Dental/Vision/Hearing Benefits

Bargaining unit employees shall receive the same or equivalent health, life, dental, vision and hearing coverage as non-bargaining unit employees, subject to the same employee contribution requirements, County HSA/HRA contributions, deductibles, copays, and conditions (e.g., spousal rule) that apply to non-bargaining unit employees, subject to Subsections 11.1.1, 11.1.2, and 11.1.3 below.

After thirty (30) days of employment each full-time employee and his or her dependents shall be provided the same choice of medical, hospitalization and prescription benefit coverage as is currently offered to County employees who are not in any bargaining unit.

For the term of this agreement only, the deductible amounts shall be as follows:

Individual coverage (participating providers)	$1,500
Family coverage (participating providers)	$3,000
Individual coverage (non-participating providers)	$3,000
Family coverage (non-participating providers)	$6,000

The freeze on deductible amounts set forth in the contracts shall expire on the later of December 31, 2026, or the date upon which a successor collective bargaining agreement is entered into as a result of negotiations or interest arbitration. The County agrees that the deductible amounts shall be frozen through December 31, 2026, provided, however, that if applicable IRS and/or regulations change the minimum deductible required for the plan to qualify as a High Deductible Plan, then the County may increase the plan's deductible to the new minimum in order to comply with IRS guidance and/or regulations in regard to the requirements for a High Deductible Plan.

11.1.1. Employees participating in the County's medical insurance program will

pay a bi-weekly cost share for the available plan option(s) equal to the amounts paid by non-bargaining unit employees. The cost share amounts will be set on an annual basis.

11.1.2. If the spouse of an employee is eligible for coverage under his or her employer's health care plan, the spouse shall be required to enroll in such plan.

11.1.3. Duplicate Coverage

Employees may exchange their County medical insurance, providing they have coverage elsewhere, for a monetary allowance in accordance with County policy for County employees who are not covered under a collective bargaining agreement.

Section 11.2. In the event the County is party to a collective bargaining agreement which includes health, life, dental, vision and hearing benefits provisions as a whole (that is, in their entirety) that are more favorable than the provisions in Section 11.1 and Subsections 11.1.1, 11.1.2 and 11.1.3 above as a whole (that is, in their entirety), the Association may choose to adopt such provisions as a whole (that is, in their entirety). The Association may not choose selected provisions, but may only choose to implement all provisions in such other collective bargaining agreement relating to health, life, dental, vision and hearing benefits. Such provisions shall become effective as soon as reasonably practicable after written notification to the County of adoption by the Association; provided, however, that this most-favored nation provision may not be applied in the middle of a plan year if it would involve a change in a plan or plans that the Detectives are enrolled in.

Article 12. Pension

Each Detective shall be covered under the same pension and retirement system benefits provided to other County employees who are not covered under a collective bargaining agreement. Each Detective's required contribution is the minimum rate established for other county employees who are not covered under a collective bargaining agreement.

Article 13. Bereavement Leave

Full-time Detectives shall receive the same Bereavement Leave as outlined in the County Policy and Procedure Manual, provided, however, such shall not be less than the current Bereavement Leave policy. *See Appendix B.*

Article 14. County Vehicle

Section 14.1. The County shall make vehicles available for the business use of the Detectives.

Section 14.2. The County shall provide the necessary fuel, insurance, parking, maintenance and repairs for the vehicle.

Section 14.3. The vehicle shall be parked at the Courthouse, except while used for County business or when approved by the District Attorney for special circumstances.

Section 14.4. The vehicle shall be used exclusively for business purposes, not Personal use.

Article 15. Workers' Compensation

Employees shall follow and be subject to the County's Workers Compensation policy; provided however, that full-time employees may elect to apply up to five (5) days of earned sick leave to cover absences caused by a work related injury, including the first full day of absence, subject to the three conditions set forth in the last paragraph of the policy.

Article 16. Travel and Training Expenses

Section 16.1. Employees shall be reimbursed for the use of their personal automobile, when on official District Attorney business, at the rate established by the General Service Administration for Business Use of a Car, in accordance with the County's Personnel Policy.

Section 16.2. Employees will be reimbursed for all business meals and lodging in accordance with the County's Personnel Policy.

Section 16.3. Employees shall be reimbursed for the cost of work-related seminars and other training, which the District Attorney requires the employee to take.

Article 17. Tuition Reimbursement

Section 17.1. Full-time employees who have completed six (6) months of employment may apply for tuition reimbursement prior to enrolling for the course.

Section 17.2. Courses must be directly related to the employee's current position and taken at accredited colleges, universities or other training institutions approved by the County. Employees must receive a letter grade at the completion of the course.

Section 17.3. Courses of study must be taken outside of the employee's normal work hours.

Section 17.4. Upon successful completion with a grade "B" or better of an approved course the employee will be reimbursed 75% of his or her actual costs for tuition, registration fees, laboratory fees, and required textbooks. Tuition reimbursement will be limited to a maximum of Three Thousand dollars ($3000) per calendar year, based on the completion date of the course and will be adjusted for third party payments. An employee must provide the County with a copy of their grade and receipts for items submitted for reimbursement. Third party payments shall be handled in the following manner: Tuition plus fees and books minus third party payments times 75% equals the County reimbursement to the employee subject to the annual maximum.

Section 17.5. Employees who terminate their employment within a period of one year after completion of a course will be required to repay the County the amount they received as tuition reimbursement. Individuals who leave the employment of the County for any reason prior to course completion will forfeit their eligibility for reimbursement. Monies due at

termination will be deducted from the employee's last paycheck.

Article 18. Association Business

A Detective may take time off for Association business subject to the approval of the District Attorney. The time off is without pay unless the Detective elects to use vacation or personal leave.

Article 19. Liability Coverage and Indemnification

Section 19.1. When a civil or criminal action is filed against a Lancaster County Detective as a result of an action that was taken by the Detective in the performance of his or her duties, the Detective shall be insured and/or indemnified by the County for the defense of such action and any/all damage awards that may result from such action, in accordance with Pennsylvania statutes 42 Pa.C.S.A. §8541. et seq.

Section 19.2. For the purpose of this section a Detective shall be covered either on or off duty for any actions taken in conformance with the duties of a police officer, in accordance with Pennsylvania statutes, 42 Pa.C.S.A. §8541, et seq.

Article 20. Grievance

Section 20.1. Any grievance or dispute which may arise concerning the application, meaning or interpretation of a specific provision(s) of this Agreement including all matters of discipline and all disputes under the Pennsylvania Heart and Lung Act, Act of June 28, 1935 P.L. 477 as amended, 53 P.S. §§637-638, shall be settled in the following manner:

Step 1: The employee, accompanied by the Association steward if so desired, shall present the grievance in writing to an individual designated by the County Commissioners within fifteen (15) calendar days of the date of its occurrence or knowledge of its occurrence. No grievance shall be processed unless presented in writing within fifteen (15) calendar days of the event or knowledge of the event being grieved. The individual designated by the County Commissioners shall attempt to resolve the matter and report his or her decision to the employee in writing within fifteen (15) calendar days of its presentation. The County shall notify the Association in writing of the name of the individual designated by the County Commissioners.

Step 2: In the event the grievance is not settled at Step 1, the appeal must be presented in writing by the employee or Association representative to the County Commissioners or an individual designated by the Commissioners within fifteen (15) calendar days after the Step 1 decision is due, which appeal shall contain a copy of the grievance and a copy of the Step 1 decision. The Commissioners or their designee shall respond in writing to the employee and the Association representative within fifteen (15) calendar days after receipt of the appeal. The County shall notify the Association in writing of the name of the individuals designated by the County Commissioners.

Step 3: Either party may appeal the decision in Step 2 to arbitration by serving upon the other party its notice in writing of its intent to proceed to arbitration within twenty (20) calendar days after the Step 2 decision is due. Said notice shall identify the specific provisions of the Agreement, the employee(s) involved, and a copy of the grievance.

The arbitrator is to be selected jointly by the parties within twenty (20) calendar days after the notice has been given. If the parties fail to agree on an arbitrator either party may request the American Arbitration Association to submit a list of nine (9) arbitrators to the County and to the Union. The parties shall alternately strike arbitrators until one name remains.

The arbitrator shall neither add to, subtract from, nor modify the provisions of the collective bargaining agreement. The arbitrator shall confine himself/herself to the precise issue submitted for review and shall have no authority to determine any other issues not so submitted to him or her.

Section 20.2. All fees and expenses of the arbitrator shall be divided equally between the parties. Each party shall bear the costs of preparing and presenting its own case. Either party desiring a record of the proceedings shall pay for the record and make a copy available without charge to the arbitrator.

Section 20.3. Time is of the essence under this grievance procedure. If the Commissioners or their designee fail to timely respond, the grievance shall be deemed denied on the date the response is due. The time limits may be extended by mutual agreement acknowledged in writing.

Article 21. Probationary Employees

Newly hired employees shall be considered probationary for the first twelve (12) months on active duty. A probationary employee shall be permitted to process grievances, including grievances pertaining to discipline, suspension and termination, through Step 1 of the grievance procedure and the decision rendered at Step 1 shall be final. Probationary employees shall not be permitted to process grievances through Steps 2 or 3 of the grievance procedure.

Article 22. Layoff

Health insurance benefits shall continue for a period of three (3) months after the date a full-time employee is laid off. Employees must continue to make all required contributions which they were making at the time of layoff in order to maintain this benefit.

Article 23. Savings

In the event that any provisions of this Agreement are found to be invalid or unenforceable by a court or other authority having jurisdiction, then such provisions shall be considered void, but all other valid provisions shall remain in full force and effect.

Article 24. Other Benefits

Any benefits, terms or conditions of employment not addressed in this Agreement shall be governed by general County policy governing non-bargaining unit employees as revised from time to time.

Article 25. Distribution of Contract

The County shall promptly print and distribute to each member a copy of this Agreement. Materials generally distributed to County non-bargaining unit employees will be distributed to the Detectives.

Article 26. Duration of Agreement

This Agreement shall be effective January 1, 2024, and will continue in full force and effect through December 31, 2026.

BOARD OF COMMISSIONERS

Ray D'Agostino, Chairman

Joshua G. Parsons, Chairman

John Trescot

FOR THE ASSOCIATION

President LCDA GREG WAHL

Secretary LCDA JOHN WETTLAUFER

Committee person LCDA Joanne Reesh

Christopher M. Erb
Committee person LCDA

APPENDIX A

Salary Schedule[1]						
	2024	**2024 hourly rate**	**2025**	**2025 hourly rate**	**2026**	**2026 hourly rate**
Start[2]	$57,897.75	$27.84	$ 60,792.64	$29.23	$ 63,224.34	$30.40
1	$61,757.60	$29.69	$ 64,845.48	$31.18	$ 67,439.30	$32.42
2	$65,617.45	$31.55	$ 68,898.32	$33.12	$ 71,654.26	$34.45
3	$69,477.30	$33.40	$ 72,951.17	$35.07	$ 75,869.21	$36.48
4	$77,197.00	$37.11	$ 81,056.85	$38.97	$ 84,299.12	$40.53
Corporal	$82,987.00	$39.90	$ 87,136.35	$41.89	$ 90,621.80	$43.57
Sergeant	$88,776.00	$42.68	$ 93,214.80	$44.82	$ 96,943.39	$46.61
Resh	$91,567.00	$44.02	$ 96,145.35	$46.22	$ 99,991.16	$48.07

Longevity Schedule		
5-10 years	$	2,000
11-15 years	$	3,000
16-20 years	$	3,500
21-25 years	$	3,800
26 and above	$	4,000

[1] 2024 = $5 increase with new step table; 2025 = $5% increase; 2026 = 4% increase
[2] Start is 75% of Step 4; Step 1 is 80% of Step 4; Step2 is 85% of Step 4; Step 3 is 90% of Step 4

Appendix B

COUNTY BEREAVEMENT POLICY

Bereavement

A full-time employee may be granted up to four days of paid bereavement leave at the time of death of a relative based on the following schedule:

Relative	Bereavement Leave
Parent, Child, Brother, Sister, Spouse	Four days
Grandchild, Grandparent, Parent-in-Law, Son/Daughter-in-Law, any relative residing within the employee's household	Three days
Aunt, Uncle, Niece, Nephew, Brother/Sister-in-Law	Two days
Any other relative	One day

Step-relative Bereavement Leave shall follow the same time-off benefit as non-step-relative category as noted above. For example: A Step-Grandparent would allow for the same 3-day Bereavement Leave as a Grandparent, a Step-Sister-in-Law would allow for the same two-day Bereavement Leave as for a Sister-in-Law. If an employee needs additional time off, he/she may request personal time or vacation time from his/her supervisor or department head. Employees who are on a continuous leave of absence (i.e., FMLA) are not entitled to bereavement benefits.

ACT 195 INTEREST ARBITRATION
COMMONWEALTH OF PENNSYLVANIA

IN THE MATTER OF THE ARBITRATION BETWEEN

TEAMSTERS LOCAL 771	:	
	:	
	:	
And	:	
	:	**PLRB Case No. PERA-A-25-191-E**
	:	**(Court Appointed Professional**
	:	**Employees)**
LANCASTER COUNTY	:	
COMMISSIONERS	:	

PANEL OF ARBITRATORS

Langdon Ramsburg, Esquire
County-Appointed Arbitrator

Jason M. Weinstock, Esquire
Union-Appointed Arbitrator

Mary Theresa Metzler, Esquire
Neutral Arbitrator and Panel Chair

This Award Is Issued Pursuant to the Provisions of the Public Employe Relations Act of the Commonwealth of Pennsylvania

Introduction

Lancaster County ("County" or "Employer") and the Teamsters Local Union 771 ("Union") are parties to an Interest Arbitration Award which had a termination date of December 31, 2025. The parties complied with their bargaining obligations under the Pennsylvania Public Employe Relations Act, Act of July 23,1970, P.L. 563, No. 195, *as amended,* 43 P.S. § 1101.101 *et. seq.* ("Act 195"). Following negotiations and mediation, the parties reached an impasse and elected to proceed to interest arbitration. The undersigned arbitrators were duly established as the Panel of Arbitrators ("Panel") pursuant to the procedures set forth in Act 195. The Panel acknowledges that the parties agree to waive any time limits under Act 195. Both parties preserved their respective issues in dispute, and neither party raised any procedural objection to the arbitration or the arbitration process.

Subsequent to due notice, a hearing was conducted in this matter on January 21, 2026, in Lancaster, PA. At that hearing, both parties were afforded a full and fair opportunity to present testimony, examine and cross-examine witnesses, introduce documentary evidence, and offer arguments in support of their respective positions. Thereafter, the Panel met in Executive Sessions to consider the issues placed before the Panel. There was further discussion of the issues among the Arbitrators via email correspondence and conference calls.

The Panel was presented with the financial concerns of the County, which has attempted to minimize tax increases and would like to avoid future tax increases. The Panel balanced these concerns with the Union's goals of improving the compensation and benefits package for these employees, who play an important role in County.

In reaching the following Award, the Panel considered the testimony, documents, and arguments by both parties on all proposals presented. While neither party's proposals were adopted in full, the Panel engaged in thorough discussions of the various proposals before reaching this Award. Moreover, the inclusion of any provision in this Award does not mean that it was unanimously agreed to by all members of the Panel. Instead, each provision has been agreed to by a majority of the Panel and is fully binding. Like any process resolving a dispute, the Award contains compromises by both parties.

The following changes in wages, benefits and terms and conditions of employment, have been agreed upon by the parties prior to Interest Arbitration, or by a majority of the Arbitrators during the Interest Arbitration process, and shall be implemented by the parties. The provisions of this Award shall be effective upon the date this Award is signed by the Neutral Arbitrator and Panel Chair, unless otherwise specified below.

1. Article 3 - Hours of Work

A. 3.4.1 (On Call Duty) - Modify section to state:

Effective January 1, 2026, an employee assigned "on call" is scheduled to provide services when the office is closed to the public such as evenings, weekends, or holidays and will be compensated Two Hundred and Twenty Five Dollars ($225) per week (7 days) plus one and one-half (1-1/2) times the employee's regular hourly rate for all hours actually worked while "on call."

Effective January 1, 2026, if the weekly "on call" assignment is split into two (2) separate assignments, then the employee shall be paid at the following rate plus one and one-half (1-1/2) times the employee's regular hourly rate for all hours actually worked while on "on call:"

Monday 8:30 a.m. through Friday 8:30 a.m. – One Hundred and Twenty-Five Dollars ($125)

Friday 8:30 a.m. through Monday 8:30 a.m. – One Hundred Dollars ($100)

B. 3.4.2 – Modify section to state:

Effective January 1, 2026, employees who are assigned "on call" duty on a day observed as a holiday under this Agreement will be paid an additional Eighty-Five Dollars ($85).

C. The County shall make payment for the retroactive "on-call" increases within thirty (30) calendar days after the issuance of the Award. The retroactive "on-call" increases will be paid to any employee employed with the County in this bargaining unit as of the date the Award is issued.

2. Article 13 – Health and Safety

A. 13.4 – Add the following sentence to the current language:

Additionally, the County agrees to provide an unexpired bullet resistant vest to all sworn Probation Officers who perform field work.

3. Article 21 – Sick Leave

A. 21.1 – Modify section to state:

Full-time employees shall earn one day of sick leave for each month in which the employee is in compensable status for a minimum of eleven (11) full working days during the month. The earned sick day will accrue on the last calendar day of each month. This section shall supersede the prior grievance settlement agreement dated August 2025 resolving Grievance 55331. Employees shall be eligible to take earned leave after thirty (30) days of service with the County.

B. 21.7(d) – Modify section to state:

(d) an employee with thirty-six (36) **or more months** of continuous service on December 1 may sell back accumulated, unused sick days over thirty (30) days up to a maximum of five (5) days per calendar year; or

4. Article 24 – Bereavement Leave

Full-time employees shall receive the same Bereavement Leave as outlined in the Lancaster County Judicial Employee Manual. *See Appendix B.*

5. Article 26 – Vacations

A. 26.1 – Modify the second sentence of this section to state:

Full-time employees shall earn leave credits for each month in which the employee is in compensable status for a minimum of eleven (11) full working days, as follows:

(a) At the rate of five-sixth…

Add the following language to this section:

The vacation leave credits will accrue on the last calendar day of each month. This section shall supersede the prior grievance settlement agreement dated August 2025 resolving Grievance 55331.

6. Article 28 – Insurance Benefits

A. 28.1 – Modify the third paragraph of this section to state:

The County also agrees that the deductible amounts shall be frozen through December 31, 2028. The County also agrees that the deductible amount shall be frozen through December 31, 2028, provided, however, that if the applicable IRS guidance and/or regulations change the minimum deductible required for the plan to qualify as a High Deductible Plan, then the County may increase the plan's deductible to the new minimum in order to comply with IRS guidance and/or regulations in regard to the requirements for a High Deductible Plan.

7. Article 32 – Wages

A. 32.1 - Annual Wage Adjustments

a. Delete the current language of 32.1.1. and 32.1.2. and substitute the following language:

"(a) Effective January 1, 2026, bargaining unit employees will be paid in accordance with the Salary Schedule, attached as *Appendix A*, which reflects the rate increases set forth below. New County Hires will start at the "Starting Salary" set forth on the Salary Schedule. On January 1 after the new County Hire's 1st anniversary, the new County Hire will move to Step 1. All other employees will move to the next step on the scale annually on January 1 of each year.

Examples:

1. New County Hire with a start date anytime in 2026, for example, on 2/1/2026 or 11/1/2026, starts at Starting Salary.
   County Hire date 2026 – New County Hire is at Starting Salary for 2026.
   On 1/1/2027, new County Hire is at Starting Salary for 2027.
   On 1/1/2028, new County Hire moves to Step 1 for 2028.

2. Current (2025) County employee at Step 11 will move to Step 12 on January 1, 2026, to Step 13 on January 1, 2027, and then to Step 14 on January 1, 2028.

(b) Each Rate on the Salary Schedule for Steps 1-20 shall increase as follows:

1/1/2026 - 2.25%
1/1/2027 - 2.5%
1/1/2028 - 2.75%

(c) Rates on the Salary Schedule for the Starting Salary shall increase as follows (0.75% less than the above across-the-Board increases for other steps):

1/1/2026 - 1.5%
1/1/2027 - 1.75%

1/1/2028 - 2%"

(d) All wage increases, and Step increase movements, will be retroactive to January 1, 2026. The County shall make payment for the retroactive wage and step increases within thirty (30) calendar days after the issuance of the Award. The retroactive wage increase will be paid to any employee employed with the County in this bargaining unit as of the date the Award is issued.

B. 32.5 (Consumer Price Index) - Modify the first sentence to read as follows:

"Effective January 1, 2026, and each January thereafter..."

8. Article 33 – Tuition Reimbursement

Modify to state:

Full-time bargaining unit employees shall be eligible for tuition reimbursement in accordance with the tuition reimbursement policy as outlined in the Lancaster County Judicial Employee Manual. *See Appendix C.*

9. Article 36 – Contract Term

A. **Article 36.1**: The "effective date" of this Agreement will be January 1, 2026.

B. **Article 36.2**: This Agreement shall continue in full force and effect through December 31, 2028.

10. Two (2) Formatting Errors in the Cypher Award:

In review of the Cypher award, the Panel noted formatting errors on the bottom of page 14 extending to top of page 15 (as well as the top of page 17), involving only section 28.1.4.

A. **28.1.4** shall properly read as follows:

Full-time employees who are on approved medical leave will have their medical insurance benefits maintained for a maximum of six (6) months, which period of time shall include all leaves, including those under the Family and Medical Leave Act. The employee must pay any premium amounts normally paid through payroll deductions in advance in order to maintain such insurance. The decision to grant or deny a medical leave of absence shall be determined by the Court, and such decision shall not be subject to the grievance and arbitration procedures of this Agreement.

11. UNAFFECTED PROVISIONS

All remaining terms and conditions of employment not expressly modified by the Award or previously agreed to by the parties in negotiations shall remain "as is" through December 31, 2028. All proposals of the parties not included in the Award are denied.

CONCLUSION

The Panel has spent considerable time deliberating over the proposals raised by both parties in the interest arbitration process. Some proposals have been modified or revised from their original form.

It is understood that the signatures of the Arbitrators below attest to the fact that these contractual changes represent the majority opinion and Award on each issue by the members of the Panel, even though agreement may not be unanimous on each issue.

This Award will become effective as of the date signed by the Neutral Arbitrator and Panel Chair, unless another date is specified in the Award.

The Panel retains jurisdiction to resolve any questions regarding proper implementation of the Award for a period not to exceed 120 calendar days.

Mary Theresa Metzler, Esquire
Neutral Arbitrator and Panel Chair

Date: 5-6-2026

Langdon Ramsburg, Esquire
County-Appointed Arbitrator
(Dissent Attached)

Date: 05/06/26

Jason M. Weinstock, Esquire
Union-Appointed Arbitrator

Date: 05-06-2026

Dissent By Partial Arbitrator Appointed by County of Lancaster

The wage increases granted in this Award are not appropriate. The majority justifies the increases on the theory that it is the Panel's role to ensure that the Award includes "reasonable" wage increases. I agree. However, I depart from the majority's reasoning when it comes to defining what is "reasonable."

Identifying the wage rate that employees should be paid is not (and cannot be) a function of feeling or subjective belief. Like wages in the private sector, an appropriate wage rate for public sector employees is defined by market data. This is because market data is an objective indication of what wage rate the market will bear (market demand). Thus, the proper way to determine an appropriate wage rate is by looking at similarly situated comparators. Here, that means looking at the wage rate paid to probation officers in contiguous counties and other similar Class 2A counties, after eliminating high and low outliers.

There are arguably five such comparators: Chester County; Lebanon County; York County; Montgomery County; and Delaware County. Lancaster County's wage rates are higher than each of these comparators in nearly every instance. Indeed, with respect to the other Class 2A counties, Lancaster County's 2025 wage rates are higher than those counties' 2026 wage rates, even though the standard of living in Lancaster County is lower.[1]

The only instance in which Lancaster County's wage rates are not the highest is in comparison to Delaware County. When compared to Delaware County, Lancaster County wages are higher at every step of the wage scale until approximately step thirteen. Starting at step thirteen, Delaware County's rates are higher through the top of its wage scale at step sixteen. In my view, this does not justify the wage increases provided in this Award.

The reason is twofold. First, it is not the purpose of interest arbitration or the role of the Panel to ensure that Lancaster County's wage rates are the highest in every instance. The Panel's job is only to ensure a wage rate that is appropriate. This is a sentiment on which the Panel as a whole has agreed. This is particularly true considering that Lancaster County is higher in all respects compared to the other four comparators. Second, the wage rates granted in the Award apply to all steps on the scale, not just those steps in which one comparator has wage rates that are higher than Lancaster County's. Thus, the Award adds increases to wage

[1] According to the U.S. Census Data, the median household income for Lancaster County is $83,703. Yet the median household income for Chester, Montgomery, and Delaware counties are $123,041; $111,521; and $88,576 (respectively). The same is true with the cost of housing. The median monthly mortgage payment in Lancaster County is $1,773. However, the median monthly mortgage payments in Chester, Montgomery, and Delaware counties are $2,605; $2,402; $2,162 (respectively).

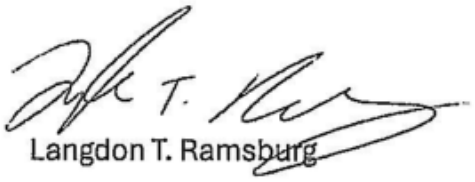
rates that are already the highest among similarly situated comparators. Accordingly, the wage increases in this Award are not justified by objective data reflecting market demand.

The wage increases are likewise not justified by intra-county comparisons. First, the general wage increase applied to non-bargaining unit employees in Lancaster County for 2026 is 1.5%. The increases in this Award exceed that amount, and therefore, the general increases for non-bargaining unit employees cannot be the basis for the Award. In addition, employees covered by this Award will also move a step on the wage scale, which provides an additional increase of between 1.2% and 3.4% per year that non-bargaining employees will not receive. Second, a comparison to other law enforcement or quasi-law enforcement departments of Lancaster County does not provide support. The majority points to the wage rates at the County's prison. Again, the wage rates for correctional officers are a function of market demand. Those rates arose on the heels of COVID-19 when the attrition rate and position vacancies of correctional officers was historically high. The rates were needed to quell attrition and attract new correctional officers. Those market forces are not present here and cannot justify the increases in the Award.

That leaves only reliance on other market indicators – *i.e.*, inflation – to justify the wages in this Award. To make proper cost-of-living adjustments, the Panel should look backwards at the prior year's inflation and then make an adjustment to current wages so that the wages earned generally maintain the same buying power. Here, the inflation rate for the year ending in December 2024 was 2.9%. Yet, for 2025, the adjustments these employees received were between 5% and 7% percent – twice the inflation rate of the prior year. Therefore, no cost-of-living adjustment is warranted in 2026 (in was already provided in 2025). The increases provided in the Award exacerbate cost-of-living adjustments that already outpaced inflation.

Moreover, to suggest that inflation rates justify this Award ignores the fact that the employees covered by this Award are already the highest paid relative to comparators. The only time ordinary inflationary pressures justify a wage increase is if the inflation triggers comparator counties to adjust their wages upward, and in turn those adjustments cause the wage rates here to fall below the appropriate comparators. Those circumstances do not exist here. Finally, for extreme inflationary pressures, the collective bargaining agreement already includes a provision that mandates an adjustment to wages based on high inflation rates. Thus, the terms of the collective bargaining agreement already contemplate and provide increases for inflationary pressures.

Based on the foregoing, I am left with the inescapable conclusion that the wages in this Award are completely unmoored from objective market data. Instead, they are fabricated solely on majority's subjective belief of what is "reasonable." As a result, the wage increases in this Award are necessarily arbitrary and capricious. I must dissent.



Langdon T. Ramsburg

Partial Arbitrator Appointed by County of Lancaster

Years of County Service	2026	2026	2027	2027	2028	2028
	PO 1	PO 2	PO 1	PO 2	PO 1	PO 2
Starting Salary	$ 59,674.39	$ 62,465.13	$ 60,718.69	$ 63,558.27	$ 61,933.06	$ 64,829.44
1	$ 62,129.15	$ 65,040.20	$ 63,682.37	$ 66,666.21	$ 65,433.64	$ 68,499.53
2	$ 64,123.02	$ 67,133.77	$ 65,726.10	$ 68,812.12	$ 67,533.56	$ 70,704.45
3	$ 66,136.83	$ 69,247.28	$ 67,790.25	$ 70,978.46	$ 69,654.49	$ 72,930.37
4	$ 68,130.71	$ 71,340.85	$ 69,833.98	$ 73,124.37	$ 71,754.41	$ 75,135.29
5	$ 70,144.52	$ 73,454.36	$ 71,898.14	$ 75,290.71	$ 73,875.33	$ 77,361.21
6	$ 72,138.40	$ 75,547.92	$ 73,941.86	$ 77,436.62	$ 75,975.26	$ 79,566.13
7	$ 74,152.21	$ 77,661.43	$ 76,006.02	$ 79,602.97	$ 78,096.18	$ 81,792.05
8	$ 75,228.90	$ 78,797.94	$ 77,109.63	$ 80,767.89	$ 79,230.14	$ 82,989.01
9	$ 76,305.60	$ 79,934.45	$ 78,213.24	$ 81,932.81	$ 80,364.10	$ 84,185.96
10	$ 77,382.29	$ 81,070.96	$ 79,316.85	$ 83,097.73	$ 81,498.06	$ 85,382.92
11	$ 78,478.92	$ 82,187.53	$ 80,440.89	$ 84,242.22	$ 82,653.02	$ 86,558.88
12	$ 79,555.61	$ 83,324.04	$ 81,544.50	$ 85,407.14	$ 83,786.98	$ 87,755.83
13	$ 80,632.31	$ 84,460.55	$ 82,648.11	$ 86,572.06	$ 84,920.94	$ 88,952.79
14	$ 81,709.00	$ 85,597.05	$ 83,751.72	$ 87,736.98	$ 86,054.89	$ 90,149.75
15	$ 82,785.69	$ 86,733.56	$ 84,855.33	$ 88,901.90	$ 87,188.85	$ 91,346.70
16	$ 83,862.38	$ 87,870.07	$ 85,958.94	$ 90,066.82	$ 88,322.81	$ 92,543.66
17	$ 84,959.01	$ 88,986.64	$ 87,082.99	$ 91,211.31	$ 89,477.77	$ 93,719.62
18	$ 86,035.71	$ 90,123.15	$ 88,186.60	$ 92,376.23	$ 90,611.73	$ 94,916.58
19	$ 87,112.40	$ 91,259.66	$ 89,290.21	$ 93,541.15	$ 91,745.69	$ 96,113.53
20	$ 88,189.09	$ 92,396.17	$ 90,393.82	$ 94,706.07	$ 92,879.65	$ 97,310.49

APPENDIX A - SALARY SCHEDULE

ARTICLE F1

BEREAVEMENT

Section F1.1 The purpose of this article is to provide absence with pay in the event of death in an employee's family.

Section F1.2 All full-time employees are eligible for bereavement pay.

Section F1.3 Full-time employees may be granted up to five days bereavement leave, with pay, at the time of a death in the employee's immediate family. The immediate family includes:

- Spouse
- Parent
- Child
- Brother
- Sister

Section F1.4 Bereavement leave, with pay, may be granted at the time of death of any other relative as follows:

Grandparent	Three days
Grandchild	Three days
Parent/Child-In-Law	Three days
Relatives or significant others residing in the Employee's household	Three days
Aunt, Uncle, Niece, Nephew, Brother/ Sister-in-Law	Two days
Any other relative	One day

Section F1.5 Step-relative Bereavement Leave shall follow the same time-off benefit as non-step-relative category as noted above. For example: a Step-Grandparent would allow for the same 3-day Bereavement Leave as a Grandparent, a Step-Sister-in-Law would allow for the same two-day Bereavement Leave as for a Sister-in-Law.

Section F1.6 If an employee needs additional time off, he/she may request personal time or vacation time from his/her supervisor or department director in accordance with Article F7. Employees who are on a continuous leave of absence (ie: FMLA) are not entitled to bereavement benefits.

Section F1.7 All employees are required to request bereavement leave through Workday, to their Supervisor/Department Director/Magisterial District Judge for approval/disapproval.

ARTICLE E5

TUITION AID

Section E5.1 The purpose of this article is to provide the procedures for employees to receive reimbursement for general education courses that will enable them to prepare more adequately for their present job assignments as well as promotional opportunities.

Section E5.2 All full-time employees who have completed their probationary period may apply for tuition reimbursement. To maintain eligibility, employees must remain on the active payroll and be performing their job satisfactorily through completion of each course. Elected officials are excluded from participation.

Section E5.3 While educational assistance is expected to enhance employees' performance and professional abilities, the County cannot guarantee that participation in formal education will entitle the employee to automatic advancement, a different job assignment, or pay increases. The County invests in educational assistance to employees with the expectation that the investment is returned through enhanced job performance.

Section E5.4 COURSE ELIGIBILITY GUIDELINES: The following guidelines must be observed:

1. Courses must be approved in advance;
2. Courses covered by tuition reimbursement must be directly related to the employee's current job duties or a future position in the organization;
3. Courses may be taken at an accredited college, university, trade school or other approved training institution;
4. Courses of study must be taken outside the employee's normal work hours;
5. Employees must receive a letter grade at the completion of the class;
6. Eligible course expenses include tuition, registration fees, laboratory fees, and required textbooks;

APPENDIX C

7. Pass/Fail grades will not be approved.

Section E5.5 Tuition reimbursement will be limited to a maximum of $3,000 per calendar year, based on the completion date of the course and will be adjusted for 3rd-party payments as follows: (eligible course expenses - 3rd-party payment x 75% - County reimbursement).

Section E5.6 Approved courses will be reimbursed 75% upon successful completion with a grade "C" or above.

Section E5.7 Submission of a Tuition Aid does not guarantee final approval of the request until HR grants final approval. Employees seeking tuition reimbursement should submit his/her request in a manner which allows time for obtaining final approval prior to registering for courses. Otherwise, the requestor should expect to assume responsibility for his/her own tuition costs.

Section E5.8 Employees must submit the original Tuition Aid Application (See Appendix E5.8) and a description of the course to their Department Director/Magisterial District Judge requesting approval for reimbursement prior to enrollment.

Section E5.9 Department Directors/Magisterial District Judges will review the request to ensure eligibility guidelines are met. Upon approval, the Department Director/Magisterial District Judge will submit the original application to the District Court Administration Office for approval/disapproval. Upon approval, the application will be forwarded to the President Judge for approval/disapproval. Court Administration will then forward the original application to HR. The original application indicating final payment approval/disapproval will then be returned to Court Administration.

Section E5.10 Approved forms will be returned to the Department Director. Eligible expenses are to be included under the tuition pay category on the next payroll for employees to be paid on their regular paycheck. The approved form is to be included with the time and attendance sheet submitted to the Controller. The reimbursement will remain untaxed.

Section E5.11 PAYMENT PROCEDURE: Upon completion of the course and within 30 days of receiving the final grade, employees will forward a copy of the official transcript from the school indicating the grade, receipts for course expenses and the

approved Application to the Court Administration Office who then forwards the paperwork to HR for review.

Section E5.12 Employees who separate from the County and have received tuition reimbursement prior to completing the course or who separate from the County within one year after completion of the course are required to repay tuition aid payments at the rates listed below. Repayment of the tuition aid will be recovered from the employee's last paycheck.

Class End / Separation Period	% of Tuition Aid to be Reimbursed to County
1 30 Days	100%
31 60 Days	92%
61 90 Days	83%
91 120 Days	75%
121 150 Days	67%
151 180 Days	58%
181 210 Days	50%
211 240 Days	42%
241 270 Days	33%
271 300 Days	25%
301 330 Days	17%
331 365 Days	8%

PENNSYLVANIA LABOR RELATIONS

IN THE MATTER OF ACT 195 INTEREST ARBITRATION BETWEEN LABORERS INTERNATIONAL UNION of NORTH AMERICA, LOCAL 1310 and COUNTY of LANCASTER	Case No. PERA-A-23-180-E

BEFORE:
Lisa C. Charles, Impartial Arbitrator

Ira H. Weinstock, Partial Arbitrator
Appointed by LIUNA 1310

Langdon T. Ramsburg, Partial Arbitrator
Appointed by County of Lancaster

FORWARD

The undersigned arbitrators were appointed pursuant to Section 806 of the Public Employee Relations Act, Act of July 23. 1970 P.L. 563 ("Act 195"), as amended, 43 P.S. 1101.806. An arbitration hearing was held on March 13, 2024, during which the Panel heard the testimony of several witnesses and accepted exhibits into the Record. Both parties were provided with opportunities to present evidence and cross-examine witnesses. Executive Sessions were held on June 7, and June 14, 2024.

The Panel has carefully considered the parties' contract proposals and the evidence in support of them. The Panel takes note that even though the parties have had a long-term relationship over the terms of several agreements and have engaged in negotiations over a period of time, there were numerous unresolved issues. Accordingly, the Panel issues the following Award:

Article 6, § 2-A – Union Representation – Add the following language:

The Employer shall provide the Union with electronic notification of the name of any newly hired employee covered by this Agreement within seven (7) days of the newly hired employee's first day of work. It shall be the Union's responsibility to arrange and schedule its own meeting with new hires.

Article 12 – Parking – Add the following language:

To the extent the County adopts a parking incentive program applicable to employees who are not in any bargaining unit, bargaining unit members shall be eligible to participate in the incentive program.

Article 15, §2 – Wages – Delete the following:

", as is the July 2016 Salary Schedule from the expired Agreement."

Article 15, §3 – Wages – Modify as follows: Wage rates are retroactive to January 1, 2024.

Non-Sheriff Deputies:

2024: 4% + $1.10 flat increase
2025: 3.5%
2026: 3.25%

Deputies:

2024: $3.75 flat increase
2025: 3.5%
2026: 3.25%

Longevity:

5 Years of Service in bargaining unit: $500/year
10 Years of Service in bargaining unit: $750/year
15 Years of Service in bargaining unit $1,000/year

Article 16, §2 – Healthcare, Disability, and Life Insurance – Modify the first sentence to state:

After **thirty (30)** days of full-time employment, an employee becomes eligible for the County's insurance programs, which include hospitalization, prescription drug, dental, vision, life, voluntary disability, voluntary critical care and accident.

Article 17 – Health and Safety – Add the following:

Section 3. To the extent the County adopts an employee referral bonus policy applicable to non-bargaining unit employees, the policy would apply equally to employees within the bargaining unit.

Article 31, §4 – Tuition Reimbursement – Add the following:

To the extent the County adopts a tuition reimbursement policy applicable to non-bargaining unit employees that allows for reimbursement of more than what is currently permitted under this section ($3,000), the policy would apply equally to employees within the bargaining unit.

Article 35 – Term – Modify to state:

Term of January 1, 2024 through December 31, 2026.

Appendix A – Health and Safety

Upon request of a Sheriff Deputy, the Employer will provide the Sheriff Deputy with blood testing for lead levels at the County's expense. A Sheriff Deputy may request such testing once a year.

Appendix A – Uniform Allowance, § 2 – Add the following:

The County will provide the allotment of $250 in a lump sum at the beginning of the calendar year, without requiring receipts.

Lisa Charles

June 21, 2024

Lisa C. Charles
Impartial Charles

Date

Ira H. Weinstock
Union Arbitrator

Date

Langdon T. Ramsburg
County Arbitrator

Date

In the Matter of the **Interest Arbitration**

between **Lancaster County** and

Teamsters Local #771

July 2, 2026

Arbitrators:

Jane Rigler

G. Edward Schweikert, IV

Jason Weinstock

PLRB Case No. PERA-A-25-190-E

A hearing in the matter of the interest arbitration between Lancaster County and Teamsters Local Union #771, the representative of the County's court-related, professional employees, was held in Lancaster, Pennsylvania on February 5, 2026. Subsequently, panel arbitrators held several executive sessions. This award resolves all outstanding issues, and all its provisions are supported by at least a majority of the panel.

The panel of arbitrators retains jurisdiction over this award through November 30, 2026. Because of that retention, any issues, concerns, disputes, or similar matters about the award's content must be raised by no later than 11:59 p.m. on September 30, 2026.

In the absence of an explicit reference in this award to a change, all terms of County Exhibit #12.C. (the contract covering the period of January 1, 2023-December 31, 2025) will become part of the parties' January 1, 2026-December 31, 2028 contract. The changes to County Exhibit #12.C., described just below in the paragraphs numbered 1 through 16, will be incorporated into a written document, prepared by the County, and sent, no later than September 1, 2026, for the Union's scrutiny and approval.

1. **Section 10.5,** the second sentence, will be changed by **deleting** the word "Three" and the figure "300", and **inserting**, in their stead, the word "**Four**" and the figure "**400**".

2. **Section 16.1** will be changed by **deleting** the word "thirteen" and the figure "13" in the first sentence and **inserting**, in their stead, the word "**eleven**" and the figure "**11**".

3. **Section 17.1** will be changed by **deleting** the word "four" and the figure "4", in the first sentence, and **inserting**, in their stead, the word "**five**" and the figure "**5**".

4. **Section 22.1** will be changed by **deleting** the word "twelve" and the figure "12" and **inserting**, in their stead, the word "**thirteen**" and the figure "**13**".

5. **Section 23.1.1.** will be changed by **deleting** the word "ninety" and the figure "90", in the third sentence, and **inserting**, in their stead, the word "**thirty**" and the figure "**30**". The first sentence of the last paragraph will be changed by **deleting** the date "December 31, 2025" and **inserting**, in its stead, the date "**December 31, 2028.**"

6. **Section 26.1(a)** will be changed by **deleting** the current annual wage adjustments and **replacing** those terms with the following:

   January 1, 2026: 4.0%
   January 1, 2027: 3.0%
   January 1, 2028: 3.0%

7. **Section 26.2(b)** will be changed by **deleting** the words "One Hundred Seven Thousand Three Hundred" and figure "$107,300" and **inserting**, in their stead, the words "**One Hundred Twelve Thousand"** and the figure "**$112,000**", and by **deleting** the date January 1, 2023 and **inserting**, in its stead, the date "**January 1, 2026**".

8. **Section 26.2(c)** will be changed by **deleting** the words "One Hundred Fourteen Thousand Nine Hundred Eighty Three" and the figure "$114,983" and **inserting**, in their stead, the words "**One Hundred Twenty Thousand**", and the figure **"$120,000**", and by **deleting** the date January 1, 2023 and **inserting**, in its stead, the date "**January 1, 2026**".

9. **Section 26.3** will be changed by **deleting**, in the title, the words "**and One Year Rates".**

10. **Section 26.3(a)(1)**'s terms will be changed by **deleting** the current dates and start rates and **replacing** them with the following:

    January 1, 2026: $72,235

    January 1, 2027: $75,000

    January 1, 2028: $77,000

    The language which provides that "**The Employer may pay above the start rate for highly qualified new hires"** will remain part of the contract.

11. **Section 26.3(b)(1)**'s terms will be changed by **deleting** the current dates and start rates and **replacing** them with the following:

    January 1, 2026: $74,735

    January 1, 2027: $77,000

    January 1, 2028: $79,000

    The language which provides that **"The Employer may pay above the start rate for highly qualified new hires"** will remain part of the contract.

12. **Section 26.3(b)(2)** will be **deleted** from the contract.

13. **Section 26.4**'s terms will be **deleted** and **replaced** with the following: **"Effective January 1, 2026, employees with continuous service as members of the bargaining unit who are promoted to Assistant District Attorney II or Assistant Public Defender II (Senior Public Defender) will receive a five percent (5%) increase to their base salary. If a bargaining unit member was promoted during the January 1, 2023 through December 31, 2025 time period and received a two and one-half percent (2.5%) increase to her/his base salary, she/he is entitled to an additional two and one-half percent (2.5%) increase to whatever her/his base salary was at the time of the promotion.**

    The language which provides that **"The decision on whether to promote an employee is reserved to the Elected or Appointed Official and shall not be subject to the grievance and arbitration procedure"** will remain part of the contract.

14. A new section, **Section 26.5**, will be **added** which will be entitled **"Retention Bonus**, and which will provide as follows: **"Bargaining unit members who, in the period of January 1, 2026 through December 31, 2026, attain, or have attained, at least four years of continuous bargaining unit service but who have fewer than eight years of continuous bargaining unit service, will receive a single, one-time, $1,000, payment. Bargaining unit members who, in the period of January 1, 2026 through December 31, 2026, attain, or have attained, at least eight years of continuous bargaining unit service but who have fewer than twelve years of continuous bargaining unit service, will receive a single, one-time, $2,000, payment. Bargaining unit members who, in the period of January 1, 2026 through December 31, 2026, attain, or have attained, at least twelve years of**

continuous bargaining unit service, will receive a single, one-time, $3,000, payment. After December 31, 2026, a bargaining unit member who attains four years of continuous bargaining unit service will receive a single, one-time, $1,000 payment, a bargaining unit member who attains eight years of continuous bargaining service will receive a single, one-time, $2,000 payment, and a bargaining unit member who attains twelve years of continuous bargaining service will receive a single, one-time, payment of $3,000."

13 A new section, **Section 26.6**, will be **added** which will be entitled "**Death Penalty Certification**" and which will provide as follows: "**Bargaining unit members who attain certification to serve as defense counsel in death penalty trials pursuant to Rule 801 of the Pennsylvania Rules of Criminal Procedure will receive a single, one-time, payment of three thousand dollars ($3,000).**"

14. **Section 30.1** will be changed by **deleting** the words "January 1, 2023 and **inserting**, in their stead, the words "**January 1, 2026**."

15. **Section 30.2** will be changed by **deleting** the words "December 31, 2025 and **inserting**, in their stead, the words "**December 31, 2028.**

16. **Unless otherwise specified in this award, all terms are effective as of January 1, 2026. A person who leaves the bargaining unit prior to July 2, 2026 (the award's date) is not entitled to any increase in compensation, or any other benefit, to which she/he would have been entitled had she/he remained a member of the bargaining unit.**

07-02-26

Jason Weinstock

7.2.2026

G. Edward Schweikert, IV

Jane Rigler



2026

OVERVIEW OF BENEFITS

NONBARGAINING FULL-TIME EMPLOYEES

Human Resources Office
150 North Queen Street, Suite 312
Phone: 717.299.8310
Website: https://lcpaemployees.org/154/Human-Resources
Email: humanresources@lancastercountypa.gov

Welcome to Your Employee Benefits!

The County of Lancaster offers a wide range of benefits to you and your family. Benefits give you important financial protection when you need it the most. Use this Benefits Guide to review the benefit programs that the County offers so that you can make the choices that are right for you and your family.

Full-time employees are eligible for the following benefits:

- Medical insurance, including pharmacy coverage
- Dental insurance
- Vision insurance
- Life insurance
- Employee Assistance Program
- Commuter Transit Programs
- Dependent Care Account
- Tuition Reimbursement
- Voluntary Benefits

Employees have the option to make their election during their initial enrollment period (10 days from full-time start date) or during open enrollment (usually in November). The benefit elections you make as a new hire or during open enrollment will remain in effect for the entire plan year. You will not be able to change or revoke your elections once they have been made unless you have a qualifying event. **Late enrollments will not be accepted**, and the next available enrollment opportunity will be within 30 days of a Qualifying Life Event or during Open Enrollment.

This Benefits Guide is provided for guidance purposes only. You may refer to County benefits on the Employee's Website(https://lcpaemployees.org/). Bargaining Unit Agreements take precedence over County policies. The County reserves the right to change, delete, suspend, or discontinue any part or parts of any County policy at any time without prior notice.

The employee website provides employee access to detailed information about all benefits, valuable links to service providers and other information, downloadable forms, upcoming events and programs, County policies and much more. To access the Employee Website, when prompted to log in, enter your County network login name or email address and password that an employee uses when they log into the computer at the County. **DO NOT** check the "Keep Me Signed in" box if using a public computer. If you, the employee, require assistance, please contact Information Technology (IT) at ithelpdesk@lancastercountypa.gov or 717.299.8257.

2026

Overview of Benefits

This guide is designed to give you quick access to your benefits information. Click on the benefit to the right for more information.

Learn More:

Review the available presentations and read the materials.

Understand the insurance terms!

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2026

Overview of Benefits

This guide is designed to give you quick access to your benefits. Click on the benefit to the right for more information.

Learn More:

Review the available presentations and read the materials.

Understand the insurance terms!

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How to Enroll in Benefits (Enroll or Decline)

Your enrollment must be done online through Workday. You will receive an email notification when it's time for you to enroll in benefits. You will have choices to elect benefits. Choose what benefit options are best for you and your family. If you have any questions about enrolling or about your benefits, you can contact Human Resources at 717.299.8310.

Workday
Click here for Step by Step Guide for the data entry. *(page 8)*

From the Office…

Click on the Workday Icon
Lancaster Single Sign On

Need Assistance with the Employee Website contact: IT Help Desk at 717.299.8257 or ithelpdesk@lancastercountypa.gov

From Home…



Log onto the employee website: https://lcpaemployees.org/

User ID: enter your County network login name or email address
Password: is the one you use when you log into your computer/laptop

Need Assistance with the Employee Website contact: IT Help Desk at 717.299.8257 or ithelpdesk@lancastercountypa.gov

REMEMBER: It is important to review your elections and read the enrollment affidavits carefully before submitting your choices. Upon submission, you are certifying that you have thoroughly reviewed the summary of benefits, including definitions of dependent eligibility, and that you understand your elections are binding for the plan year – Exceptions are made only if you have a qualifying family status change within that period and you submit the required documentation to Human Resources within 30 calendar days to support your change.

Review Your Summary, Print & Submit
Once completed, review all sections. When you are ready to confirm, click "I Agree". Please note your benefit elections will not be processed until you click the **I Agree.**

ANYTIME THROUGHOUT THE YEAR, YOU CAN:
- Update your personal and beneficiary information
- Change your direct deposit and tax withholdings
- Review your current benefit enrollment elections

Eligibility

Waiting Period for Benefits

New Hires:

Employees become eligible to participate in the following benefits after the waiting period:

30 Days	Basic Life Insurance, Personal Day, Sick Leave, Vacation, Dental, Medical, Vision and Voluntary Programs.
6 Months	Extended Medical Leave, and Tuition Reimbursement



Eligible Dependents include:

- Legally Married Spouse
- Children, Legally Adopted Children
- Step-Child(ren), Foster Child, or any children for whom you have legal custody

Medical: coverage until the date of their 26 birthday
Dental: must be a full-time student, coverage until the date of their 23 birthday
Vision: coverage until the date of their 26 birthday
Life Insurance: coverage until the date of their 26 birthday (if purchased voluntary dependent life insurance)

Open Enrollment: Changes are effective January 1. If electing voluntary programs, although the payroll deduction will start on January 1, prior approval may be required from the insurance carrier. If the effective date of the insurance policy is later than January 1, a payroll adjustment will be made to the effective date of the insurance policy.

Supporting documentation is required for a spouse and dependent children to be enrolled in the benefit plans. For a spouse a certified marriage certificate is required and for dependent(s), a birth certificate.

When Two County Employees Are Married to Each Other

Married with no children
Married couples will have single coverage for medical, dental, and vision insurance policy.

Married with children
Married couples with children, will have an option to have family coverage for medical insurance. For dental and vision, one family coverage or two separate policies (one employee will have Employee Only and the other employee would have Employee Child(ren). Dependent children cannot be covered under both parents on the same benefit.

Cost for Benefits

Each benefit plan has its own rate structure. The cost of each benefit for which you are eligible is included on the online enrollment. For the current rates for medical, dental and vision, click here.

All contributions are taken from your paycheck on a bi-weekly basis while your benefits are effective. Premiums are based on 26 pay periods or based on the eligibility date. Benefits plan year is January – December. Employee benefit contributions are not prorated. Employees are responsible for verifying that their payroll deductions are correct. If you experience a problem with your payroll deductions, contact Human Resources immediately. Click here for current payroll calendar.

Premium Pay Plan:
Payroll deductions for employee contributions for medical, HSA, dental and/or vision insurance premiums will be taken automatically on a pretax basis. The plan capitalizes on the pretax advantages of IRC section 125 to maximize your take home pay.

What happens to your benefits if you are on a leave of absence:
Employees are responsible for paying the contribution during any pay period with no pay or insufficient funds to pay the contribution.

Pay status:
As long as you are in a paid status (receiving a paycheck from the County), premiums will continue to be withheld from your paycheck.

Non-pay status:
If all or part of your leave will be unpaid (not receiving a paycheck from the County), upon returning to work, the current deduction plus one additional deduction (for the bi-weekly amount) will be taken until the total amount owed is paid in full.

Military leave:
You must make an election to either waive or continue your benefits while on active military duty prior to going out on Military Leave. (COBRA will be offered if you waive your coverage). Contact Human Resources.

You must re-enroll in these benefits within 31 days of returning from leave, you will not be required to provide evidence of insurability. Contact Human Resources upon returning from leave.

End of Employment:
Your benefits coverage will terminate on your last day worked or your termination date, but premiums will continue to be deducted through your last paycheck. Benefits are paid based on the pay period; benefits are not pro-rated.

Benefit information, such as presentations, summary plans, and claims forms are located on the employee website: https://lcpaemployees.org/

Medical Insurance*♦

Capital Blue Cross / Presentation
1.888.428.2566. Website: www.capbluecross.com

After 30* days of continuous, full-time employment, the County of Lancaster provides you with a health plan from ***Capital Blue Cross (Group #00515275)***.



A Qualified High Deductible Health Plan (QHDHP) is a consumer driven plan. Its purpose is to lower health care costs by encouraging members to analyze health care decisions, while making insurance premiums more affordable for medical and prescription costs. Knowing how much members may be responsible for paying may help members plan healthcare expenses accordingly. Below are some basic features of the QHDHP, Qualified High Deductible Health Plan (QHDHP)

- Employee selects a primary care provider. Employees do not need referrals to specialists.
- Employees may use any doctor, but out-of-pocket costs are based on whether the provider is in-network or out-of-network.

Deductibles must be met before the plan begins paying benefits—except for in-network preventive care and preventive generic drugs. The deductibles are $1,700 for individual coverage and $3,400 for family coverage.

Prescription Plan
Retail Drug Store (up to a 30-day supply) the co-pays are up to $15 (Generic); $35 (Brand Preferred); and $60 (Brand Non –Preferred). *Home Delivery* (up to a 90-day supply) the co-pays are up to $30 (Generic); $70 (Brand Preferred); and $120 (Brand Non-Preferred).
Prime Therapeutics – 1.888.428.2566 Website: https://capbluecross.com

Medical Contributions per Pay Period:

Employee Only	$33.90
Employee + Spouse	$67.79
Employee + Child(ren)	$54.23
Employee + Family	$84.74

Spousal Coverage
If the spouse of a County employee is employed and is eligible for coverage under his/her own employer's plan, they must elect their medical coverage through their employer as their primary insurance. They may elect to also participate in the County plan but only as their secondary insurance. The Spouse Rule only applies to Health Insurance Plans. The Dental and Vision Plans are not governed by the Spouse Rule. Failure to notify Human Resources within 30 days of a change in spousal employer coverage, will result in the employee being responsible to pay the monthly COBRA Fee of $1,224.04 for each month that their coverage was effective and failed to report it to Human Resources.

BENEFIT HIGHLIGHTS

CapitalBlueCross.com

Capital

QHDHP PPO PLAN

County of Lancaster

This information is not a contract, but highlights some of the benefits available to you and is not intended to be a complete list or description of available services. Benefits are subject to the exclusions and limitations contained in your Benefits Booklet (also known as "Certificate of Coverage"). Refer to your Benefits Booklet for complete details.

YOUR MEDICAL PLAN SUMMARY OF COST SHARING		
	Member Responsibilities	
	If provider is in-network	**If provider is out-of-network**
Deductible (per benefit period) Deductible is combined to include medical and prescription drug benefits for in-network providers. If you enroll in a family plan, the overall family deductible must be met before the plan begins to pay.	$1,700 single coverage $3,400 family coverage	$3,400 single coverage $6,800 family coverage
Coinsurance (Percentage you pay after your deductible is met).	No member coinsurance	20% coinsurance after deductible
Out-of-pocket maximum	Overall out-of-pocket maximum includes deductible, copayments, and coinsurance for medical and prescription drugs: $5,000 per member $10,000 per family	
Office Visit / Urgent Care / Emergency Room Copayments		
VirtualCare (non-specialist) visits—delivered via the Capital Blue Cross VirtualCare platform	$10 copayment per visit after deductible	Not applicable
Office visits and consultations (in-person & telehealth)—performed by a family practitioner, general practitioner, internist, pediatrician or in-network retail clinic	$20 copayment per visit after deductible	20% coinsurance after deductible
Specialist office visits (in-person, telehealth & via the Capital Blue Cross VirtualCare platform)	$20 copayment per visit after deductible	20% coinsurance after deductible VirtualCare–Not applicable
Urgent care services	$40 copayment per visit after deductible	20% coinsurance after deductible
Emergency room	$75 copayment per visit after deductible, waived if admitted	
Preventive Care		
Pediatric and adult preventive care	No charge, deductible waived	20% coinsurance after deductible
Screening gynecological exam and pap smear	No charge, deductible waived	20% coinsurance, deductible waived
Screening mammogram	No charge, deductible waived	20% coinsurance, deductible waived
Facility / Surgical Services		
Inpatient hospital room and board including maternity services and newborn care	No charge after deductible	50% coinsurance after deductible
Acute inpatient rehabilitation (60 days per benefit period)	No charge after deductible	50% coinsurance after deductible
Skilled nursing facility (100 days per benefit period)	No charge after deductible	50% coinsurance after deductible
Surgical procedure and anesthesia (professional charges)	No charge after deductible	20% coinsurance after deductible
Outpatient surgery at ambulatory surgical center (facility charge only)	No charge after deductible	Not covered
Outpatient surgery at acute care hospital (facility charge only)	No charge after deductible	50% coinsurance after deductible
Diagnostic Services		
High tech imaging (such as MRI, CT, PET)	No charge after deductible	20% coinsurance after deductible
Radiology (other than high tech imaging)	No charge after deductible	20% coinsurance after deductible
Independent laboratory	No charge after deductible	20% coinsurance after deductible
Facility-owned laboratory (i.e. Health System owned)	No charge after deductible	50% coinsurance after deductible
Diagnostic mammogram	No charge after deductible	20% coinsurance after deductible
Therapy Services (Rehabilitative and Habilitative Services)		
Physical therapy (30 visits per benefit period)	$20 copayment after deductible	20% coinsurance after deductible
Occupational therapy (30 visits per benefit period)	$20 copayment after deductible	20% coinsurance after deductible
Speech therapy (30 visits per benefit period)	$20 copayment after deductible	20% coinsurance after deductible
Respiratory therapy (30 visits per benefit period)	$20 copayment after deductible	20% coinsurance after deductible
Manipulation therapy (20 visits per benefit period)	$20 copayment after deductible	20% coinsurance after deductible
Mental Health (MH) and Substance Use Disorder Services (SUD)		
MH & SUD detoxification inpatient services	No charge after deductible	50% coinsurance after deductible
MH & SUD rehabilitation outpatient services	$20 copayment after deductible	20% coinsurance after deductible
Additional Services		
Home healthcare services (90 visits per benefit period)	No charge after deductible	20% coinsurance after deductible
Durable medical equipment and supplies; prosthetic appliances and orthotic devices	No charge after deductible	20% coinsurance after deductible

Benefits are underwritten by Capital Advantage Assurance Company®, a subsidiary of Capital Blue Cross. An independent licensee of the Blue Cross Blue Shield Association.

YOUR PRESCRIPTION DRUG SUMMARY OF COST-SHARING				
	Member Responsibilities			
	If provider is in-network		**If provider is out-of-network**	
Deductible (includes medical and prescription drug benefits for in-network providers)	$1,700 single coverage $3,400 family coverage		Not covered	
	Retail pharmacy (up to a 30-day supply)	Home delivery (up to a 90-day supply)	Specialty pharmacy (up to a 30-day supply)	Specialty Pharmacy (over a 30 day supply)
Prescription drug tier				
Generic preferred	$15 copayment after deductible	$30 copayment after deductible	$15 copayment after deductible	$10 copayment after deductible
Generic nonpreferred	$15 copayment after deductible	$30 copayment after deductible	$15 copayment after deductible	$10 copayment after deductible
Brand preferred	$35 copayment after deductible	$70 copayment after deductible	$35 copayment after deductible	$23.33 copayment after deductible
Brand nonpreferred	$60 copayment after deductible	$120 copayment after deductible	$60 copayment after deductible	$40 copayment after deductible
Contraceptives* (self-administered)				
Generic	$0 copayment	$0 copayment	Not covered	Not covered
Select brands (no generic equivalent available)	$0 copayment	$0 copayment	Not covered	Not covered
Brand preferred	$35 copayment after deductible	$70 copayment after deductible	Not covered	Not covered
Brand nonpreferred	$60 copayment after deductible	$120 copayment after deductible	Not covered	Not covered
Additional pharmacy benefits/details				
Network (for specialty pharmacy information please refer to the guide to Rx benefits at CapitalBlueCross.com)	Broad Plus			
Formulary	Advantage			
$0 preventive Rx coverage	No charge			
Generic Substitution Program	Restrictive generic substitution—In addition to the coinsurance/ copayment, the member pays the difference between the brand and generic drug price (when there is a generic alternative) unless the physician requests the brand be dispensed.			
Extended Supply Network (ESN)	Members have the ability to obtain covered drugs for up to a 90-day supply at in-network retail pharmacies.			

Deductibles, coinsurance and copayments under this program are separate from any deductibles, coinsurance and copayments required under any other health benefits coverage you may have.
*Certain preventive contraceptives are required to be covered at no cost to you when filled at an in-network pharmacy with a valid prescription in accordance with Preventive Health Guidelines.

In-network providers and pharmacies agree to accept our allowance as payment in full—often less than their normal charge. If you visit an out-of-network provider or pharmacy, you are responsible for paying the deductible, coinsurance and the difference between the out-of-network provider's or out-of-network pharmacy's charges and the allowed amount. Out-of-network providers may balance bill the member. Some out-of-network facility providers are not covered. Deductibles, any differences paid between brand drug and generic drug prices, and any balances paid to out-of-network pharmacies are not applied to the out-of-pocket maximum. In certain situations, a facility fee may be associated with an outpatient visit to a professional provider. Members should consult with the provider of the services to determine whether a facility fee may apply to that provider. An additional cost-sharing amount may apply to the facility fee.

Communications issued by Capital Blue Cross in its capacity as administrator of programs and provider relations for all companies.

Definitions and Other Associated Costs:

What is a Participating Provider?

A health care facility provider or a professional provider who is properly licensed, where required, and has a contract with Capital Blue Cross to provide benefits under your coverage. All examples below assume the use of a Participating Provider. When possible, always use a Participating Provider...the cost to you will be much less! Participating Providers have agreed to accept what the insurance pays. Non-Participating Providers can and will "back" bill you for the difference between their actual charge for the service and what the insurance pays.

What is Preventive Care?

These are services such as Pediatric and Adult Preventive Care visits, Immunizations and certain screening tests, as specified by the Capital Blue Cross **Summary of Benefits**, that are covered in full when using a Participating Provider. See **Schedule of Preventive Services** and **Simply Select HSA Preventive Medication List.**

What is a Copayment?

A specified dollar amount ($20) you are required to pay directly to the Participating Provider at the time certain services are rendered. Emergency Room (ER) has a $75 copayment (ER fee is waived, if admitted) and Urgent Care has a $40 copayment.

What is a Deductible?

A "deductible" is a specific dollar amount that members must pay each benefit period (calendar year) before Capital Blue Cross begins to make any payments for claims. Copayments do not count toward the deductible.

What is Out of Pocket Maximum?

The maximum amount of total payments of *copayments and deductible* that you or your entire family must pay during a benefit period (**calendar year**). Once you meet this maximum, co-pays are covered 100%.

COST OF PARTICIPATING PROVIDER SERVICES		
Type Coverage	**Deductible**	**Out of Pocket Max**
Employee Only	**$1,700**	**$ 5,000**
Family	**$3,400**	**$10,000**

COST OF NON-PARTICIPATING PROVIDER SERVICES		
Type Coverage	**Deductible**	**Out of Pocket Max**
Employee Only	**$3,400**	**$ 5,000**
Family	**$6,800**	**$10,000**

Tobacco Incentive

Employees and their enrolled dependents are encouraged to maintain a healthy lifestyle that does not include the use of tobacco products. To support this initiative, *the County's employer contributions to employees' HSA/HRA accounts shall be made to reward* those employees and enrolled dependents who are "tobacco-free" and elect the County's medical insurance.

The County's employer non-tobacco user **HSA/HRA** contributions for new hires for 2026:

Single Enrollment non-tobacco user:	$400.00
Family Enrollment all enrollee's non-tobacco users:	$800.00

To receive the tobacco incentive, you must open a Health Savings Account or Health Reimbursement Account with Prime Pay in conjunction with the Qualified High Deductible Plan.

Definitions:

Tobacco-free: Indicates no use of any form of tobacco that is smoked (e.g., cigarettes, cigars, pipes, electronic cigarettes), applied to the gums (e.g., dipping, chewing tobacco, or snuff), and/or inhaled.

Dependents: For purposes of this procedure; enrolled members elected on the medical insurance.

What is a Health Saving Account?

Health savings accounts (HSA) are tax advantage savings plans that allow a taxpayer to save pre-tax dollars for future healthcare expenses. HSA are paired with high-deductible health insurance plans. Contributions to an HSA are tax advantaged. Earnings, such as interest and dividends, in the health savings account are tax-exempt at the federal level. Withdrawals from a health savings account are tax-free as long as the funds are used for qualified medical expenses.

Health Savings Account:

1. Pre-tax deposits into your account from your paycheck
2. Tax free spending of account funds when used for qualified medical expenses
3. Employee will receive a debit card
4. The money in your account is your money and carries over from year to year
5. If an employee has other insurance, Medicare, Medicaid, or Tricare she/he may not enroll in the Health Savings Account.
6. 2026 Max Contributions Limits:
    a. Single: $4,400
    b. Family: $8,750
    c. Individuals 55 and over may contribute an additional $1,000

Steps to Create Health Savings Account:

You will receive a Welcome Packet from HealthEquity to open your Health Savings Account. (Make sure to read and follow instructions from the Welcome Packet)

- Must accept bank agreements

What is a Health Reimbursement Account?

A Health Reimbursement Account (HRA) is an IRS approved, employer-funded, tax advantaged employer health benefit plan that reimburses employees for out of pocket medical expenses and individual health insurance premiums. A health reimbursement arrangement allows the employer to make contributions to an employee's account and provide reimbursement for eligible expenses. Employees may not make contributions.

Health Reimbursement Account:

1. Employer Contribution only; Employees may not contribute to the fund.
2. Employee will receive a debit card.
3. The money will roll-over from year to year until the funds are exhausted.
4. If an employee has other insurance, Medicare, Medicaid, or Tricare she/he may enroll in the Health Reimbursement Account instead of the Health Savings Account.

Steps to Create Health Reimbursement Account:

You must complete your elections on Workday. You will receive a welcome email from to open your account.

How to earn incentives to your HSA and HRA throughout the year!

You will have an opportunity to earn incentives towards your HSA/HRA for 2026. For more details, visit the employee website: https://lcpaemployees.org/173/Wellness.



Dental Cleaning or Eye Exam

Employee: $50.00 / One Family Cover Member: $50.00

Flex Your Fitness

$350.00 max a year. Participate with a fitness outlet a minimum of 52 times during the six-month period.

Preventative Services

Employee: $200.00 / One Family Cover Member: $150.00

Race for Reimbursement: $200.00 max a year. Participate in a walking, running, biking, swimming or an obstacle course to earn reimbursement.

ConnectCare3 /Presentation/1.877.223.2350/Website: www.connectcare3.com

ConnectCare3 is a confidential, employer sponsored benefit for employees and dependents on their employer's health plan. Made up of patient advocates, nurse navigators, health coaches, and a registered dietitian, we are here to help aid you on your health and wellness journey. This is a free benefit to employees and dependents covered under Capital Blue Cross medical insurance.

Quest Select /Presentation/1.800.750.1253/Website: www.QuestSelect.com

Quest Select helps members save money when you choose to have your laboratory testing sent to Quest Diagnostics. This is a voluntary program to help you save money. This is a complimentary service for you and all your family members who are covered under Capital Blue Cross.

Revive/Presentation/1.888.220.6650/Website: https://www.revive.health/

Revive is a service to assist in accessing care. They will provide online consulting (virtual doctor visit), arrange for an urgent care visit, and assist with accessing Mental Health Therapy; 12 virtual visits. In addition to the clinical visits, they also offer prescription medication fills and refills through home delivery. This is a free benefit to employees and dependents covered under Capital Blue Cross medical insurance. Click here to enroll.

Dental Insurance*♦

United Concordia / Presentation
1.800.332.0366 Website: www.unitedconcordia.com

After 30 days of continuous, full-time employment, employees may elect **United Concordia (Group #005903175000)** dental insurance. Their in-network coverage includes diagnostic and preventive services (100% paid-no deductible); basic restorative (90% paid) and major restorative (60% paid) services after $50 deductible... with no waiting periods and a $1,500 annual maximum per person. Refer to the Summary of Benefits for more details. In network dentists are contracted to accept a significantly discounted fee for services they provide.

Employees have the option to purchase the same coverage for dependents using pre-tax payroll deduction. In addition, each covered dependent, up to age 19, has a $1,500 Lifetime Orthodontic Services Maximum coverage limit. Dental services performed by out-of-network dentists are paid at the same percentage; however, the basis for payment will be the discounted in-network allowance. Any charges above this allowance will be billed to you by your out-of-network dentist.

Full-time students may be covered up to the age of 23, the Dependent Certification Form must be completed.

Dental Contributions per Pay Period:

Employee Only	1.25
Employee + Spouse	14.73
Employee + Child(ren)	23.02
Employee + Family	38.06



United Concordia dental

Dental Benefits Summary for County of Lancaster

Network: Alliance

Effective Date: January 1, 2026

Benefit Category[1]	CONCORDIA PREFERRED PLAN	
	In-Network[2]	
Class I – Diagnostic/Preventive Services (Excluded from Annual Program Maximum)		
Exams	100%	
Bitewing X-rays		
All Other X-rays		
Cleanings & Fluoride Treatments		
Sealants		
Space Maintainers		
Class II – Basic Services		
Palliative Treatment	90%	
Basic Restorative (Fillings)[3]		
Simple Extractions		
Repairs of Crowns, Inlays, Onlays, Bridges & Dentures		
Class III – Major Services		
Endodontics	60%	
Nonsurgical Periodontics		
Surgical Periodontics		
Complex Oral Surgery		
General Anesthesia		
Inlays, Onlays, Crowns		
Prosthetics (Bridges, Dentures)		
Orthodontics for dependent children to age 19		
Diagnostic, Active, Retention Treatment	50%	
Included Plan Features		
Maternity Benefit[4]	Covers 1 additional cleaning during pregnancy	
Maximums & Deductibles (cumulative of network and non-network)		
Calendar Year Deductible (per person/per family)	$50/$150 Excludes Class I & Orthodontics	
Calendar Year Maximum (per person)	$1,500 Excludes Orthodontics	
Lifetime Orthodontic Maximum (per person)	$1,500	
Reimbursement	**Alliance**	

Dental plans are administered by United Concordia Companies, Inc., and underwritten by United Concordia Insurance Company. For more information, please visit the "Disclaimers" link at www.UnitedConcordia.com. Administrative and claims offices located at 1800 Center Street Suite 2B 220, Camp Hill, PA 17011 (1-800-332-0366).

These policies have exclusions and limitations which may affect any benefits payable. See the actual policy or your account representative for specific provisions and details of availability.

1. Unmarried dependent children covered to age 19. Unmarried dependent students covered to age 23.
2. Reimbursement is based on our schedule of maximum allowable charges (MACs). Network dentists agree to accept our allowances as payment in full for covered services. Non-network dentists may bill the member for any difference between our allowance and their fee. United Concordia Dental's standard exclusions and limitations apply.
3. No alternative benefit for posterior resin fillings.
4.Members (subscribers or covered dependents) with certain medical conditions must sign up for this program through **My Dental Benefits** on **UnitedConcordia.com**.

The Plan complies with applicable Federal civil rights laws and does not discriminate on the basis of race, color, national origin, age, disability, or sex.

English	ATTENTION: If you speak English, language assistance services, free of charge, are available to you. Call 1-800-332-0366 (TTY: 711).
Español (Spanish)	ATENCIÓN: Si habla español, le ofrecemos de ayuda lingüística gratuita. Llame al 1-800-332-0366 (TTY: 711).
繁體中文 (Chinese)	注意：如果您使用繁體中文，您可以免費獲得語言援助服務。請致電 1-800-332-0366 (TTY: 711)。

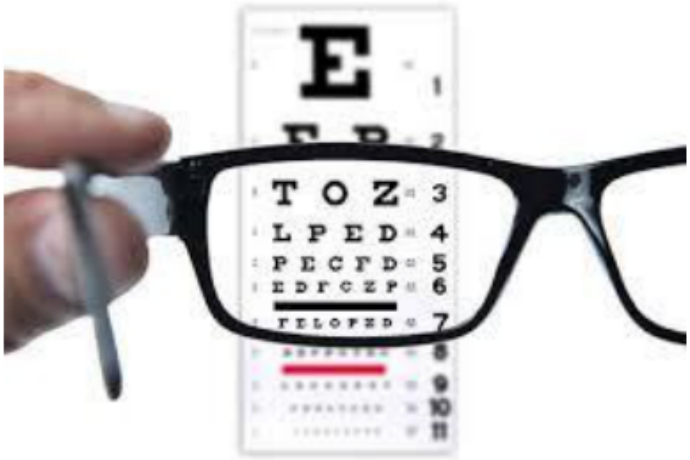
Vision Insurance*♦

VBA (Vision Benefits of America) / Presentation Option 1 and Option 2
1.800.432.4966 Website: www.vbaplans.com

After 30 days of continuous, full-time employment, employees may elect **Vision Benefits of America (VBA)** eye care insurance. The plan offers two benefit levels for increased flexibility. The coverage and benefits include eye examinations, eyeglasses, or contact lenses in lieu of eyeglasses. Eyeglass allowance is one pair every two years. There is a $10.00 co-pay for yearly eye examinations. VBA offers enhanced benefits such as blended "no line" bifocals, a larger network of providers, such as Costco, Sears, Vision Works, etc.... Discounted benefits are also offered to include, Laser Correction and Hearing Aid Discounts. There are higher out of pocket costs when using Non-Network Providers and services. Refer to the Summary of Benefits for comparison and more details.

Vision Contributions per Pay Period:

	Option 1	Option 2
Employee Only	0.15	0.46
Employee + Spouse	2.04	3.71
Employee + Child(ren)	2.28	3.81
Employee + Family	5.10	7.16



Copay		$10 Exam / $0 Material		$10 Exam / $0 Material
Dependent Children		Up to age 26		Up to age 26
VBA Participating Provider Benefits		**VBA #4153 (Option 1)** Amount Covered (After Applicable Copay)*		**VBA #4154 (Option 2)** Amount Covered (After Applicable Copay)*
Frequency (Last Date of Service)		**Adult**	**Child**	**Adult**	**Child**
Vision Exam (Glasses of Contacts)		12 Months	12 Months	12 Months	12 Months
Lenses		12 Months	12 Months	12 Months	12 Months
Frames		24 Months	24 Months	24 Months	24 Months
Allowances					
Eyeglass Frames (Wholesale Allowance)		Up to $24		Up to $50	
Elective Contact Lens Materials (in lieu of all other materials and services)		Up to $125[A]		Up to $125[A]	
Clear Standard Lenses (Pair)					
Base Lenses (Single Vision, Bifocal, Blended Bifocal, Trifocal, Lenticular)		Covered in Full		Covered in Full	
Progressives		Partially-Covered		Partially-Covered	
Basic Scratch Coating		Covered in Full		Covered in Full	
Polycarbonate		Covered in Full Up to Age 19		Covered in Full Up to Age 19	
Photochromic		Not Covered		Covered in Full	
Solid or Gradient Tints		Not Covered		Covered in Full	
Other Services or Materials					
Elective Contact Lens Fitting Fee and Evaluation		15% off UCR		15% off UCR	
Medically Necessary Contacts (in lieu of all other materials and service)		Covered in Full[B]		Covered in Full[B]	

The benefit information on these pages is not intended to replace or serve as the plan's Certificate of Coverage. If you have specific questions regarding your plan, please consult your company's benefits administrator.

Where an "allowance" is shown above, the Member is responsible for paying any charges in excess of the allowance less any applicable copay. Benefits and participation may vary by location, including, but not limited to, Costco® Optical, Pearle Vision, LensCrafters®, Target Optical® and Boscov's™ Optical.

A The allowance is applied to all services/materials associated with contact lenses, including, but not limited to, contact fitting, dispensing, cost of the lenses, etc. No guarantee the allowance will cover the entire cost of services and materials.

B Requires prior approval. May only be selected in lieu of all other material benefits listed herein.

* A $10 copayment is applied to the vision exam and a $0 copayment is applied to the total cost of the lenses and/or frames ordered from a VBA Member Doctor only. Copayments do not apply to the contact materials.

Out-of-Network Benefits	VBA #4153 (Option 1) Max Reimbursement (Zero Copay)	VBA #4154 (Option 2) Max Reimbursement (Zero Copay)
Vision Exam (Glasses or Contacts)	$32	$40
Frame	$30	$50
Elective Contact Materials (in lieu of all other materials)	$155	$110
Clear Standard Lenses (Pair)		
Single Vision Lenses	$25	$40
Bifocal Lenses (includes blended bifocal)	$36	$60
Trifocal Lenses	$46	$80
Progressives	$46	$80
Lenticular Lenses	$72	$120
Other Services or Materials		
Medically Necessary Contacts (in lieu of all other materials and service)	$225	$320
Low Vision Aids (Per 24 Months. No Lifetime Max)	$650	$650
LASIK Surgery (once every 8 years)	$125	$125

Additional Charges

You may incur out-of-pocket charges when selecting any of the following:

- Polarized Lenses
- Polycarbonate (covered under age 19)
- Hi-index Lenses
- Progressive (available starting at $29)
- The coating of the lens or lenses (except Basic Scratch Coating)
- A frame that costs more than the plan allowance
- Rimless Frames
- Anti-Reflective

Additionally, costs for contact lenses/services in excess of the plan's scheduled reimbursement allowances are the responsibility of the patient.

Not Covered

The contract gives VBA the right to waive any of the plan limitations if, in the opinion of our optometric consultants, it is necessary for the patient's welfare. VBA provides no benefit for professional services or materials connected with the following:

- Orthoptics or vision training
- Non-prescription lenses
- Two pair of glasses in lieu of bifocals
- Medical or surgical treatment of the eyes
- Glasses and contacts during the same eligibility period
- An eye examination, or corrective eyewear, required by an employer as a condition of employment
- Services of materials provided as result of any Worker's Compensation Law or similar legislation

Lenses and frames furnished under this program which are lost or broken will not be replaced except at the normal intervals when services are otherwise available.

Voluntary Programs

Accidental Injury Insurance Plan / Presentation

Lincoln Financial Group

After 30 days of continuous, full-time employment, employees may elect Accidental Injury Insurance which pays a lump-sum cash benefit for a broad range of accident treatments and conditions. Employees may cover spouses and dependent children at 100% of the employees' coverage. Rates are flat; age does not change the monthly rate. Refer to the Summary of Benefit for rates. Annually, employees and covered spouse and dependents may submit to the provider proof of a preventative health screening (list of accepted tests in Lincoln Financial Group documentation) and the provider will provide the employee with $100. The Lincoln Financial Group has been selected as the County's Voluntary Accidental Insurance Provider.

	Option 1	Option 2
Employee Only	4.73	6.01
Employee + Spouse	8.31	10.37
Employee + Child(ren)	9.84	12.06
Employee + Family	13.26	16.25

Critical Illness Insurance Plan / Presentation

Lincoln Financial Group

After 30 days of continuous full-time employment, employees may elect Critical Illness Insurance. This pays a lump-sum cash benefit upon the diagnosis of a critical illness or condition. Covered illnesses include cancer, heart attack, stroke, blindness, major organ transplant and more. Reduced coverage is available for spouses and dependent children. Employees may purchase $10,000, $20,000 or $30,000 coverage increments. There is a guaranteed issue up to $30,000. **Rates are banded by age and smoking status**. Refer to the Summary of Benefits for rates. Annually, employees and covered spouse and dependents may submit to the provider proof of a preventative health screening (list of accepted tests in Lincoln Financial documentation) and the provider will provide the employee with $100. The Lincoln Financial Group has been selected as the County's Critical Illness Insurance Provider. Example is based on age 24, non-tobacco status:

Based on age, non-tobacco status ie: age 24	10,000	20,000	30,000
Employee Only	1.60	3.19	4.79
Based on employee age, non-tobacco status	5,000	10,000	15,000
Spouse	.80	1.60	2.40
Based on employee age, non-tobacco status	5,000	10,000	15,000
Child	1.63	3.27	4.90

Disability Insurance

Lincoln Financial Group / Presentation
1.800.423.2765

After 30 days of full-time employment, employee may be eligible to purchase short and/or long-term Disability Insurance through payroll deduction to protect their income. Disability insurance offers a monthly benefit for loss of income in the event of a disability which results from non-occupational accident or illness.

There are several plans:

- Short Term: (15 and 45 day elimination periods) activation at 15 days, and exhaustion of sick leave 45 days ; and exhaustion of sick leave.
- Long Term: 180 day elimination period for 2 years and 5 years

Lincoln Financial Group determines eligibility of the claims that are submitted.

Click here to estimate your cost (salary is based on the first pay period of the year)

Based on age: 24, salary: $40,000	15 day	45 days	6mths-2yrs	6mths-5yrs
Employee Coverage	10.85	6.92	2.62	2.62

Hospital Indemnity Plan / Presentation

Lincoln Financial Group

After 30 days of continuous, full-time employment, employees may elect Hospital indemnity insurance. If you or a covered family member have to go to the hospital for an accident or injury, hospital indemnity insurance provides a lump sum cash benefit to help you take care of unexpected expenses – anything from deductibles to childcare to everyday bills. Hospital Indemnity coverage pays cash benefits directly to you, not your doctor or hospital, when you're hospitalized. While health insurance pays for medical services after copays, co-insurance, and deductibles are met, hospital indemnity insurance pays you if you are hospitalized, regardless of any other coverage you may have. Refer to the Summary of Benefits for rates

Employee Only	12.10
Employee and Spouse	25.91
Employee and Child(ren)	19.24
Family	34.57

Life Insurance*♦

Lincoln Financial Group
Basic Life Insurance / Presentation
The County provides, at no cost to the employee, a group life insurance and accidental death and dismemberment insurance policy. Employees are eligible for this insurance coverage after 30 days of continuous full-time employment.

Basic Life coverage is:

Employees with 30 days to 5 years of service	1 x Salary to maximum of $300,000
Employees with 6-10 years of service	1½ x Salary to maximum of $300,000
Employees with more than 10 years of service	2 x Salary to maximum of $300,000

Accidental death and dismemberment is in an amount equal to and in addition to the amount of the employee's basic life insurance. Employees entitled to $50,000 or higher of this basic life coverage paid by the County should review the Imputed Tax Worksheet regarding federal taxation. The amount over $50,000 may be waived.
Lincoln Financial Group (Group#000010206011) 1.800.423.2765
n purchase additional amounts of life insurance through payroll deduction for you and/or your family. This must be done prior to 30 days of full-time employment.

Additional Employee and Dependent Life Insurance
Employees can purchase additional amounts of life insurance through payroll deduction for you and/or your family.

WHAT ADDITIONAL OPTIONS MAY I ELECT?

- Voluntary Employee Life Insurance
- Voluntary Spouse Life Insurance
- Voluntary Child Life Insurance

During your initial eligibility period, Evidence of Insurability (EOI) will be required if you choose a coverage level option with an issue amount over five (5) times your salary and/or if adding a spouse and electing $25,000 or more. After your initial eligibility period, EOI will be required during open enrollment if any of the following apply:

- you choose to increase your coverage level by more than $20,000 or
- you choose a coverage level for your spouse over $10,000

To complete the Evidence of Insurability Form, it must be completed online at LincolnFinancial.com (Company Code is: LancCounty) – click here for instructions.

Age Reduction
Coverage amounts for basic and supplemental life insurance reduce at certain ages:

- Age 70: the benefit will be reduced to 50% of the initial benefit amount.
- The spouse benefit reduces by 50% of their coverage amount when the employee turns 70. Refer to the plan documents for more details. IMPORTANT: Once you reach age 70, you are unable to increase benefit amounts

Employee Assistance Program (EAP)

1.800.364.6352. Website: https://questbh.com
Wellspan powered by Quest EAP is available immediately! Employees and their family may receive up to six free counseling sessions per family member for problems with stress, marital relationships, parenting, substance abuse programs, work related problems and many other challenges. Assistance is available on a confidential, voluntary basis, with no impact on employee's job, promotional opportunities or reputation. To access the EAP services, call **1.800.364.6352.** Website: https://questbh.com.

Lincoln Financial Group – Employees and their family have unlimited access to a Counselor 24 hours a day, seven days a week and five EAP sessions to meet with a counselor in your preferred zip code through Compsych. In addition to counseling, EAP consultants offer adoption resources, referral for eldercare facilities, assistance with financial planning, and simple will preparation at no cost. Employees interested in other member services provided by EAP Consultants are encouraged to contact EAP directly at **1.888.628.4824** and mention the group number **000010206011**. All programs and services provided by EAP Consultants are available to view online at www.GuidanceResources.com the Web ID is [redacted], password is [redacted].

Additional Benefits



Employee Discounts
Free employee discounts! Find a list of employee discounts on the employee website: https://lcpaemployees.org/176/Employee-Discounts. Employee discounts may change or end at any time, with or without notice.

Tuition Reimbursement
After six months of employment, employees are eligible for tuition reimbursement which provides opportunities to obtain on a voluntary basis, educational courses directly related to a current or future position (refer to the Policy and Procedure Manual, C-3 Tuition Reimbursement or the Collective Bargaining Unit Agreements for specific details). Click here for the Tuition Aid Application Form. (If ending employment prior to the one year after the completion date of this course, repayment to the County may be due.)

Wellness Program



The County wants you to enjoy your work and your life! Good health is an important component of your overall satisfaction at work and at home. Through the Employee Wellness Program, you can find tools and resources to help you thrive rather than merely survive the daily challenges that come your way.

Employees may participate in ongoing Wellness Programs that includes walking programs, lunchtime seminars, and other special programs throughout the year. For up-to-date happenings and other valuable information, visit the "Employee Wellness Program" page on the Employee website https://lcpaemployees.org/.

Financial

County Retirement Plan

The employee retirement pension plan is designed to provide employees with a lifetime income in retirement years. **Participation in the retirement pension plan is mandatory**. Upon employment with the County, employees who are expected to work 1000 hours or more per year are automatically a member. The plan is a contributory system under which employees are required to contribute a minimum of 5% of their gross salary, by automatic deduction from their paycheck. This contribution is considered deferred compensation for federal tax purposes. Employees may also voluntarily elect to contribute an additional 10% maximum. Employees are 100% vested after 5 years of County service or age 60, whichever comes first. In addition to the contributions employees make to the retirement fund, the County contributes amounts which are determined to be sufficient to build up and maintain the necessary reserves for payment of benefits. Employees may change contributions percentage during open enrollment.

Deferred Compensation

There are two tax-deferred supplemental retirement programs available to employees that enable employees to contribute a portion of their salary on a pre-tax and after-tax contribution for retirement. Since this is not administered by the County, employees are able to sign up and participate at any time.



For more information, contact:

Nationwide (1.877.677.3678)
www.nrsforu.com
Click here for online form

Corebridge Financial (Valic) (1.800.426.3753)
www.corebridgefinancial.com
Click here for online form

Credit Union

Lancaster Red Rose Credit Union | **717.299.7845** | Website: https://www.lrrcu.org/

PSECU | **800.237.7328|** Website: https://www.psecu.com
Credit Union options are available to all County employees. The Credit Union offers services including checking, savings, loans and other additional services. For more information, contact them directly.

Direct Deposit

Employees have the option of either receiving a paycheck or having their entire pay directly deposited into one or two accounts of the employee's choice at the banks(s) of the employee's choice. Employees are encouraged to enter their direct deposit information online in Workday.

Will Preparation

Lincoln Financial Group offers simple will preparation under www.GuidanceResources.com (user name = [redacted]; password = [redacted]).

Wellspan powered by Quest offers legal documents through https://www.worklifeservices.net
Use the following code: [redacted].

Leave

Bereavement Leave

Full-time employees may be granted bereavement leave, with pay, at the time of a death in the family, with department head approval (refer to the Policy and Procedure Manual, B-5 Paid Leave, or the Collective Bargaining Unit Agreements for specific details).

Holidays

The County of Lancaster observes the following holiday schedule *(subject to annual approval by Commissioners; subject to change)*:

1. New Year's Day
2. Martin Luther King Jr. Day
3. Presidents' Day
4. Good Friday
5. Memorial Day
6. Juneteenth
7. Independence Day
8. Labor Day
9. Columbus Day
10. Veterans Day
11. Thanksgiving
12. Day after Thanksgiving
13. Christmas Day

Personal Leave

Employees may request up to five (5) days earned of sick leave to be used as personal leave (refer to the Policy and Procedure Manual, B-5 Paid Leave or the Collective Bargaining Unit Agreements for specific details). Requests for personal leave must be in writing or submitted through HRMS - Self Service, and approved in advance by your Department Head. Personal Leave may not be advanced. Unused personal time will carry over as sick time.

Reserve Military Leave

Members of reserve components of the Armed Forces are granted a leave not to exceed fifteen days in any calendar year, in which they are engaged in field training. Written notice must be given to the Department Head of need for a leave as soon as possible so that staffing requirements may be maintained.

Sick Leave

The County provides employees with the opportunity to accumulate sick time credit to be used in the event of absence due to personal illness or injury (refer to the Policy and Procedure Manual, B-5 Paid Leave, or the Collective Bargaining Unit Agreements for specific details). Sick Leave may not be advanced.

For other than the employee's illness or injury an employee may request:

1. A maximum of five (5) days of earned sick leave per year to care for immediate family member with health condition requiring employee's personal care and attention.
2. A maximum of six (6) weeks of earned sick leave to be used immediately following the birth or adoption of his/her child to care for the child.
3. A maximum of four (4) days of earned sick leave per year to be used as personal leave.

Sick Leave Bank

The County provides a sick leave bank for employees with more than 30 sick days accrued. Enrollment in the sick leave bank is voluntary. After completing an application for membership, authorizing the contribution of two sick days to the bank and one sick day to be contributed in their one-year anniversary, members may be granted up to 50 sick leave days. Members refund one-half of the sick days they are granted at the rate of one-half per month. Open enrollment is during the months of March and September.

Vacation

You are eligible for vacation leave after 30 days of continuous employment. Vacation is earned at a rate of:

1. Two weeks a year from the date of employment through five years
2. Three weeks from six through ten years
3. Four weeks from ten through fifteen years
4. Five weeks after fifteen years

You may carry a maximum of twenty (20) vacation days with Department Head approval. Upon separation and provision of two weeks' notice, a fulltime employee in good standing will be eligible for a vacation payout that includes up to a maximum of ten (10) carryover days in 2026, if applicable under the vacation payout formula as stated in Policy B-5 Paid Leave. As usual, all vacation days should be scheduled in advance and in accordance with operational and departmental coverage needs. Collective Bargaining Unit Employees should refer to their Union Contracts.

Workers' Compensation

All work-related injuries, illnesses, or diseases must be immediately reported to the employee's supervisor. The employee and supervisor work together to complete the Workers' Compensation Injury Form to report the incident and forward to the Office of Human Resources. Workers' Compensation runs concurrent with FMLA.

Extended Medical Leave

Eligibility for medical leave occurs after six (6) months of continuous service. This leave is intended to provide time off due to medical disability and benefits during duration of leave. An employee must exhaust all paid leave, sick leave is used first, vacation leave is used when sick leave is exhausted, and earned compensatory time is used last. Employees enrolled in the County of Lancaster Sick Bank may access Sick Bank pay after all other accrued time is exhausted. Insurance benefits remain in effect during leave with prior arrangements being made for employee required contributions. A medical leave of up to ninety (90) days is granted based on a written recommendation by your treating physician. Your Department Head and Commissioners or designee will review requests for extension of the leave. Medical leave is designated as Family and Medical Leave of Absence and will be deducted against leave available under the Family and Medical Leave Act (FMLA).

Family and Medical Leave of Absence

After working a minimum of twelve (12) months for the County (need not be consecutive) and at least 1250 hours during the previous twelve (12) months, an employee is eligible to request a Family and Medical Leave Act (FMLA) leave for one or more of the following:

1. For incapacity due to pregnancy, prenatal medical care or childbirth;
2. To care for the employee's child after birth, or placement for adoption or foster care;
3. To care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or
4. For a serious health condition that makes the employee unable to perform the employee's job.

All requests will be submitted to Human Resources, Department Head or the payroll clerk. When applicable, requests shall include verification by a health care provider. Requests for twelve (12) workweeks or less shall be consistent with the FMLA. Spouses employed by the County are jointly entitled to a combined total of twelve (12) workweeks of family leave, except for a serious health condition of one spouse or the other. When caring for a family member, an employee shall utilize their family care leave accrual first, and then utilize their vacation leave and compensatory time, and lastly their sick leave accrual until the balance reaches ten (10) days remaining. Insurance benefits remain in effect during leave with prior arrangements being made for required employee contributions.

Military Family Leave Entitlements

Eligible employees with a spouse, son, daughter, or parent on active duty or call to active-duty status in the National Guard or Reserves in support of a contingency operation may use their twelve (12) week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings. FMLA also includes a special leave entitlement that permits eligible employees to take up to twenty-six (26) weeks of leave to care for a covered service member during a single 12-month period. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

Commuter Programs

RRTA Bus Services - Take the bus and get $15 a month discounted on your bus pass. Website: www.redrosetransit.com /phone: 717.397.4246

Flexible Commuter Spending Account - Set aside up to $340 per month for transportation on a pre-tax basis to pay for your commuting expenses. Commuter benefits help you pay for your commute to and from work using pretax dollars, which saves you money on your taxes each year. Acceptable expenses would include parking lots, garages, train travel, trolley etc... For the complete list of eligible expenses, visit, www.irs.gov and see IRS Publication 5137.

Important: When employees participate in any of the commuter programs, employees will be given a free taxi or rental car service to get the employee home in the event of an emergency if the employee registers with Commuter Services of South Central Pennsylvania.

Dependent Care Account (DCA)

After 30 days of full-time employment, employees may elect to participate in the Dependent Care Account (DCA) program. A dependent care account is a pre-tax benefit account used to pay for dependent care services, such as a child or elder daycare. A DCA is a smart, simple way to save money while taking care of your loved ones so that you can continue to work. The IRS sets a limit on how much you can contribute to this account each year. The standard IRS limit of $7,500 if married and filing jointly or single as head of household or $3,750 if married and filing separately. You must use all available funds by the end of the plan year deadline, or you will forfeit any remaining balance. You have until January 31 to submit for claims that incur for the prior year. Refer to IRS Publication 503 for more details regarding eligible expenses and providers.

Making Changes to Your Benefits

Qualifying Event:

The benefits you choose are effective through the end of the plan year. You cannot make changes to your coverage during the plan year unless you have a qualified family status change, such as:

- Marriage, legal separation, divorce, or termination of a domestic partnership
- Birth, legal adoption of a child or placement of a child with you for legal adoption
- Death of your spouse or domestic partner, or dependent child
- Loss or gain of other coverage



Reporting Changes:

Employees have 30 days to add and/or delete a dependent if a Life Event Status/Qualifying Event occurs. If the employee misses the deadline, the employee will have to wait until open enrollment to make changes to their benefits.

You must notify Human Resources within 30 of the qualifying event.

- Provide a letter or a Certificate of Coverage from previous health insurance provider or employer, verifying the qualifying event date and the insurance coverage, ie: medical, dental, and or vision.
- Provide Support documentation for dependent and/or adding a spouse, spousal eligibility form.
- Enter the changes in Workday.

Note: If you do not report your qualified event to Human Resources within the 30 calendar days, you will have to wait to make changes to your benefits until the next Open Enrollment period or until you experience another qualified status change. For more information on qualifying events refer to the Policy and Procedure Manual, C-1 Employee Insurances

Beneficiary Changes: you may change your beneficiary(ies) at any time during the year by updating in Workday.

Open Enrollment Period

- Annual Open Enrollment usually occurs in November to be effective January

Health Care Reform (Annual Required Notices)

This document contains important employee benefit program notices of interest to you and your family. Please share this information with your family members. Some of the notices in this document are required by law, and other notices contain helpful information. These notices are updated from time to time, and some of the federal notices are updated each year.

Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA)

The right to COBRA continuation coverage was created by a federal law, the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA). COBRA continuation coverage can become available to you when you lose your group health coverage. It can also become available to other members of your family who are covered under the Plan when they would otherwise lose their group health coverage. For additional information about your rights and obligations under the Plan and under federal law, you should review the Plan's Summary Plan Description or contact the Plan Administrator. A copy of COBRA Notification is located on the employee website: https://lcpaemployees.org/.



Notice of Availability of Notice of Privacy Practices (HIPAA)

The Lancaster County Group Health Plan (the "Plan") provides health benefits to eligible employees and their eligible dependents as described in the summary plan description(s) for the Plan. The Plan creates, receives, uses, maintains and discloses health information about Plan participants in the course of providing these health benefits. The Plan is required by law to provide notice to participants of the Plan's duties and privacy practices with respect to covered individuals' protected health information and has done so by providing to the Plan participants a notice of privacy practices, which describes the ways that the Plan uses and discloses PHI. A copy of the Plan's Notice of Privacy Practices is located on the employee website: https://lcpaemployees.org/

Notice of Dependent Enrollment Limitations

Newborns: Must be enrolled within 30 days of birth. If they are not enrolled within this time frame, they are not eligible until the next open enrollment period. If no open enrollment period exists, they are not eligible until a Life Status Event would occur (which may not occur in many instances).

Adoption/Judgments/Decrees/Etc.: Must be enrolled as of effective date listed on legal documentation. Refer to Plan Document on day limitation (i.e. 30 or 60 days to enroll).

Notify Human Resources and make the changes in Workday. You have 30 days from the qualifying event to make the changes. You must:

- Enter the changes in Workday

Patient Protections Notice

You do not need prior authorization from the carrier or from any other person (including a primary care provider) in order to obtain access to obstetrical or gynecological care from a health care professional in network who specializes in obstetrics or gynecology. The health care professional, however, may be required to comply with certain procedures, including obtaining prior authorization for certain services, following a pre-approved treatment plan, or procedures for making referrals. For a list of participating health care professionals who specialize in obstetrics or gynecology, contact your insurance carrier by calling the number on the back of your ID card.

Premium Assistance Under Medicaid and the Children's Health Insurance Program (CHIP)

If you or your children are eligible for Medicaid or CHIP and you're eligible for health coverage from your employer, your state may have a premium assistance program that can help pay for coverage, using funds from their Medicaid or CHIP programs. If you or your children aren't eligible for Medicaid or CHIP, you won't be eligible for these premium assistance programs but you may be able to buy individual insurance coverage through the Health Insurance Marketplace. For more information, visit www.healthcare.gov.

If you or your dependents are already enrolled in Medicaid or CHIP and you live in a State listed below, contact your State Medicaid or CHIP office to find out if premium assistance is available.

If you or your dependents are NOT currently enrolled in Medicaid or CHIP, and you think you or any of your dependents might be eligible for either of these programs, contact your State Medicaid or CHIP office or dial 1-877KIDS NOW or www.insurekidsnow.gov to find out how to apply. If you qualify, ask your state if it has a program that might help you pay the premiums for an employer-sponsored plan.

If you or your dependents are eligible for premium assistance under Medicaid or CHIP, as well as eligible under your employer plan, your employer must allow you to enroll in your employer plan if you aren't already enrolled. This is called a "special enrollment" opportunity, and you must request coverage within 60 days of being determined eligible for premium assistance. If you have questions about enrolling in your employer plan, contact the Department of Labor at www.askebsa.dol.gov or call 1-866-444-EBSA (3272).

If you live in one of the following states, you may be eligible for assistance paying your employer health plan premiums. The following list of states is current as of July 31, 2025. Contact your State for more information on eligibility –

PENNSYLVANIA – Medicaid
Website: https://www.pa.gov/en/services/dhs/apply-for-medicaid-health-insurance-premium-payment-program-hipp.htm Phone: 1.800.692.7462 CHIP Website: Children's Health Insurance Program (CHIP) (pa.gov) CHIP Phone: 1-800-986-KIDS (5437)
New Jersey – Medicaid
Website: http://www.state.nj.us/humanservices/dmahs/clients/medicaid/ Phone: 1.800.356.1561 or 1.800.701.0710
New York – Medicaid
Website: https://www.health.ny.gov/health_care/medicaid/ Phone: 1.800.541.2831

U.S. Department of Labor
Employee Benefits Security Administration for
Medicare & Medicaid Services

www.dol.gov/ebsa
1.866. 444.EBSA (3272)

U.S. Department of Health and Human Services
Centers for Medicare & Medicaid Services
www.cms.hhs.gov
1.877.267.2323, Menu Option 4, Ext. 61565
OMB Control Number 1210-0137 (expires 01/31/2026)

Special Enrollment Rights Notice

If you are declining enrollment for yourself or your dependents (including your spouse) because of other health insurance coverage, you may in the future be able to enroll yourself or your dependents in this plan provided that you request enrollment within 30 days after your coverage ends. In addition, if you have a new dependent as a result of marriage, birth, adoption, or placement for adoption, you may be able to enroll yourself and your dependents, provided that you request enrollment within 30 days after the marriage, birth, adoption, or placement for adoption.

Notify Human Resources and make the changes in Workday. You have 30 days from the qualifying event to make the changes. You must:

- Enter the changes in Workday.
- Complete a Spousal Eligibility Form (A form will be required during a qualifying event, if applicable)
- Provide a letter or a Certificate of Coverage from previous health insurance provider or employer, verifying the qualifying event date.

The Women's Health and Cancer Rights Act (WHCRA) Enrollment Notice

If you have had or are going to have a mastectomy, you may be entitled to certain benefits under the Women's Health and Cancer Rights Act of 1998 (WHCRA). For individuals receiving mastectomy-related benefits, coverage will be provided in a manner determined in consultation with the attending physician and the patient, for:

- all stages of reconstruction of the breast on which the mastectomy was performed;
- surgery and reconstruction of the other breast to produce a symmetrical appearance;
- prostheses; and treatment of physical complications of the mastectomy, including lymphedema.

These benefits will be provided subject to the same deductibles and coinsurance applicable to other medical and surgical benefits provided under this plan.

If you would like more information on WHCRA benefits, call your Capital Blue Cross, 1.888.428.2566

Insurance Contacts

ID Cards: You should receive your medical, Health Reimbursement and/or Health Savings Account ID cards prior to your insurance effective date. **Dental and Vision Cards will not be issued. *Must have the County's medical insurance.**



Need Assistance? For details about benefits, contact a specific carrier with the information below or Human Resources:

Human Resources	717.299.8310
Payroll	717.299.8262
IT Help Desk	717.299.8257

Insurance Contact Information

Benefit	Administrator	Phone	Website
Accidental Insurance	Lincoln Financial Group	1.800.423.2765	www.lfg.com
COBRA	Benecon	1.833.738.6728	
Commuter Transit Parking	Prime Pay	1.855.892.6272	https://primepay.com/login/
*Connect Care 3		1.877.223.2350	www.connectcare3.com
Critical Illness	Lincoln Financial Group	1.800.423.2765	www.lfg.com
Dependent Care	Prime Pay	1.855.892.6272	https://primepay.com/login/
Deferred Compensation	Nationwide	1.877.677.3678	www.nrsforu.com
Deferred Compensation	Corebridge Financial (Valic)	1.800.426.3753	www.corebridgefinancial.com
Dental	United Concordia	1.800.332.0366	www.ucci.com
Disability	Lincoln Financial Group	1.800.423.2765	www.lfg.com
Employee Assistance Program	Wellspan -QuestBH	1.800.364.6352	https://questbh.com
Health Reimbursement Account	Prime Pay	1.855.892.6272	https://primepay.com/login/
Health Savings Account	HealthEquity	1.866.346.5800	https://healthequity.com
Hospital Indemnity Plan	Lincoln Financial Group	1.800.423.2765	www.lfg.com
Life Insurance	Lincoln Financial Group	1.800.423.2765	www.lfg.com
Guidance Resources	Lincoln Financial Group	1.888.628.4824	www.guidanceresources.com
Medical	Capital Blue Cross	1.888.428.2566	www.capbluecross.com
*Revive		1.888.220.6650	https://www.revive.health/
Quest Select		1.800.750.1253	www.QuestSelect.com
Vision	Vision Benefits of America	1.800.432.4966	www.vbaplans.com