



Wellesley College

Benefits
at a Glance



Benefits at a Glance

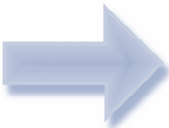
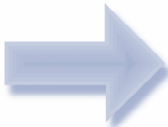
Employee Eligibility

To enroll in a benefit program offered by Wellesley College, you must be eligible for that program. Your eligibility is based on employment classification, including the hours you are regularly scheduled to work each week and any collective bargaining agreement relating to your employment. The programs currently available are:

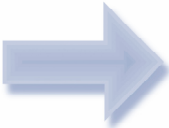
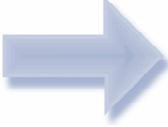
- Medical Coverage (HMO or PPO)
- Dental Coverage (Delta Dental Premier or DeltaCare)
- Employee Assistance Plan (EAP)
- Life Insurance (Basic, Contributory, Spouse)
- Short Term Disability (STD) Insurance – Union only
- Long Term Disability (LTD) Insurance
- Long Term Care (LTC) Insurance
- Flexible Spending Accounts (FSAs)

To determine your eligibility for a specific benefit program, and your effective date of coverage once you elect to enroll in a program, refer to the appropriate table:

I: Faculty and Administrative Staff Eligibility

Your Job Classification:	Your Eligibility:	Your Enrollment Date:
<ul style="list-style-type: none">• Faculty or Administrative Staff 	<ul style="list-style-type: none">• You must work at least 17.5 hours per week to enroll in: Medical and/or Dental coverage, or the FSA Reimbursement Plans.• You must work at least 35 hours per week to enroll in Life Insurance and LTD. 	<ul style="list-style-type: none">• Medical, Dental, and the FSA Reimbursement Plans: the 1st of the month co-incident with or following your date of hire.• EAP: on your date of hire.• Basic Life Insurance and Contributory/Spouse Life Insurance: the 1st of the month co-incident with or following your date of hire.• Long Term Disability: the 1st of the month co-incident with or following your date of hire.• Long Term Care Insurance: within the first thirty days of employment no statement of health required.

II: Union Employee Eligibility

Your Job Classification:	Your Eligibility:	Your Enrollment Date:
<ul style="list-style-type: none">• Union Employees 	<ul style="list-style-type: none">• You must be scheduled to work at least 20 hours per week to enroll in: Medical, Dental or the FSA Reimbursement Plans.• You must work at least 40 hours per week, to enroll in Life Insurance and LTD. 	<ul style="list-style-type: none">• Medical, Dental, and the FSA Reimbursement Plans: the 1st of the month co-incident with or following your date of hire.• EAP: on your date of hire.• Basic Life Insurance and Contributory/Spouse Life Insurance: after 12 consecutive months of being actively at work 40 hours per week.• Long Term Disability: after 12 consecutive months of being actively at work 40 hours per week.• Long Term Care Insurance: within the first thirty days of employment no statement of health required.

Pre-tax Premiums

The plans that require an employee deduction – in most cases – are deducted pre-tax (before Federal, State, and FICA taxes). The IRS provides this savings opportunity to employees – in exchange requires that there be no changes to benefits after the 30 day enrollment period from date of hire.

Changes to Benefit Plans

Once a year during Open Enrollment in November, changes may be made to the benefit programs effective the following January. There may be exceptions if you experience a [qualified change in family status](#) – defined by the IRS. If you believe you are experiencing such an event – contact the Human Resources Office.

Enrollment

Generally, coverage under the following benefit plans begins on the 1st of the month coincident with or following your date of hire.

Medical

Two health plans are offered to employees: Harvard Pilgrim Health Care HMO and PPO. Employees may enroll in individual or family coverage. The College contributes 75% toward the cost of the HMO Plan and the same dollar amount toward the cost of the PPO. The employee's portion is taken on a pre-tax basis.

HMO – provides a large network of providers within the service area. The primary care physician manages care. There is a \$15 co-payment for office visits, \$25 for specialist visits, and \$100 for ER visits when not admitted.

PPO – In network care is the same structure as the HMO. Out of network care allows you to use any provider with coverage of 80% after the \$400/individual, \$1100/family deductible. You must reside in the country.

For each year medical coverage is not elected – you must complete an [Employee Health Insurance Responsibility Disclosure Form](#) and return it to Human Resources.



Wellesley College's program to help faculty and staff take an active role in their health and health care.

Dental

Two dental plans are offered to employees: Delta Premier and DeltaCare. Employees may enroll in individual or family coverage. The College contributes 80% toward the cost of an individual plan and 50% toward the cost of a family plan. The employee's portion is taken on a pre-tax basis.

Delta Premier – Use Delta participating dentists for lower out of pocket costs, or use any licensed dentists.

Preventive Care is covered at 100% with no deductible, and includes two cleanings per year. Restorative Care is covered at 80% and Major Services are covered at 50%. Orthodontia coverage of up to \$2000 for a lifetime = for dependents up to age 19. The annual maximum benefit per person is \$2000. A Rollover benefit is available to those that qualify – adding \$600 to the maximum, totaling \$2600 for the year.

DeltaCare – this plan provides care at a significantly lower cost – within a limited network of dentists. Benefits are provided using a co-payment schedule based on the services provided. Preventive Care is covered at 100%. Out of network coverage is available after a deductible, with a lower level of benefits.

Flexible Spending Accounts (FSA)

The FSA Plans allow you to set aside tax-free dollars to pay for predictable medical, dental and dependent care expenses. The College offers two plans: The Health Care FSA and the Dependent Care FSA. Once you enroll, contributions are taken from your pay before Federal, State and FICA taxes. You may set aside up to \$5000 per calendar year in each Plan. The IRS governs these Plans since they are funded with tax-free dollars. The IRS requires you use the dollars by the end of the calendar year – and grace period – which is the following March 15th - or you lose the contributions. These plans allow the opportunity to save on predictable expenses – it is important to estimate conservatively, to ensure you do not lose any contributions.

Life Insurance

The College provides term life insurance to full time employees. Term life insurance pays a benefit only in the event of death; there is no cash value in a term policy.

Basic coverage - the College automatically provides one times salary rounded to the next higher \$1000 at no cost to the employee.

Contributory coverage - is available at a multiple of 1 through 4



times salary. Rates are based on the employee's age and volume of coverage selected. Premiums are taken from pay after taxes. No evidence of good health is required for up to 2 times, if enrolled at the time of hire.

Spouse coverage - if the employee has elected Contributory Life Insurance – the spouse can be covered for \$15,000 with no evidence of good health, or 50% of the employee's contributory volume. Rates for this coverage are based on the employee's age.

Continuation of Life Insurance after separation from the College is available through The Standard with no evidence of good health requirement.



Short Term Disability (STD)

The College automatically provides a salary continuation benefit to those who are on a Short Term Disability. The College pays the full cost of the Plan. While on STD, all the College benefits continue with the regular premium deductions from pay.

Administrative staff – are eligible if they are scheduled to work at least half time for 9 months per year, following one year of service. An employee who meets the definition of disability, and is generally out for over 7 days, may receive 50% of regular wages for up to 26 weeks, (or until the disability ends – whichever is sooner).

Union employees – are eligible if they are scheduled to work full time for 9 months per year, following one year of service. An employee who meets the definition of disability, and is generally out for over 7 days, may receive 60% of regular wages for up to 26 weeks, (or until the disability ends – whichever is sooner).

Long Term Disability (LTD)

The College automatically provides salary continuation through the LTD Plan for all full time employees who meet the definition of disability under the Plan. Following a 180 day elimination period, those who are found disabled generally receive 60% of pay. The College pays the full

cost of the Plan and all other benefit programs continue with regular employee contributions. Contributory Life Insurance premiums are paid for by the College while on LTD

Long Term Care Insurance (LTC)

The College provides the LTC Plan to part time employees regularly schedule

to work 9 months per year. The Plan provides financial resources for services provided in the home and outside the home to meet long term care needs. New hires may enroll without evidence of good health within 30 days of hire. The cost is paid fully by the employee with after-tax premiums based on the employee's age and volume of coverage selected.

Spouse, parents, grandparents and in-laws are also eligible to enroll with evidence of good health; they are billed for the coverage. The LTC Plan is portable after separation from the College.

Employee Assistance Program

The EAP is a benefit program offered to assist with personal issues. You can access the benefits of our EAP by calling the confidential 800 number, visiting the Wellesley College HR site and clicking their link, visiting the AllOne Health website, or meeting face to face with an AllOne Health counselor.

The EAP provides much more than counseling, it also provides low or no cost access to:

- financial counselors,
- legal services,
- referral services (for day care, adult care, etc.),
- and general information on stress management tools and work/life balance problems.



Contact AllOne at 1-800-451-1834

www.allonehealthcorp.com

Username: **Wellesley** Password: **employee**

Retirement Plans

Faculty and Staff who work half time are automatically enrolled in the [Wellesley College 403\(b\) Retirement Plan](#). The Retirement Plan is fully funded by the College. There is no waiting period and College contributions begin the first of the month coincident with or following date of hire. The benefit is 100% immediately vested. The College makes contributions based on the following formula

9% on earnings up to ½ the social security wage base
12% on earnings above ½ the social security wage base

Contributions are invested with TIAA-CREF. If no funds are selected by the employee, the contributions default to the Life Cycle Fund based on your estimated age of retirement.

Union Employees are covered under a Defined Benefit Retirement Plan. They are 100% vested in the Plan after 5 years of service. Refer to the [Wellesley College Pension Plan for Classified Office and Service Employees](#) for details on this Plan.

Employee Voluntary Contributions to the Retirement Plan

Employees may make additional contributions to the Wellesley College 403(b) Retirement Plan. The College contributes a match on this money, based on the formula below:

Employee Contribution	College match
1%	1/3 of 1%
2%	1/3 of 2%
3%	1/3 of 3%

Up to a 1% maximum College match. The College match is invested with TIAA. If no funds are selected by the employee, the contributions default to the Life Cycle Funds. The IRS allows employees to contribute up to an annual maximum into these Plans each year. The maximum for 2011 is \$16,500, with a \$5,500 catch-up option for those ages 50 and over. The contributions an employee elects to put into the Retirement Plan are deferred from Federal and State taxes – the earnings grow before taxes as well. This tax sheltering opportunity makes this Plan a key component of each employee's retirement planning strategy. Rollovers from other Retirement Plans are accepted into this Plan.

Access to funds – while working an employee may access the voluntary contributions they have made either through the Loan or Hardship provisions of the Plan. Those employees age 59.5 or over may have additional access to funds.

Access to funds at separation from the College – the money you defer into the Retirement Plan is your money. When you leave the College you will go directly to the vendor to access the money or you may leave the funds invested with the vendor until a later date.

Benefits at Retirement

Employees who leave the College and meet the following criteria – have attained retiree status and are eligible for continuation benefits:

- Have at least 10 years of service; and*
- Are at least age 60 and under age of 65; and*
- Are enrolled in the medical and/or dental plans at the time of retirement*

Medical coverage will continue at the active employee rate until the employee reaches age 65. Spouse coverage will also continue at the regular active rate until the spouse reaches age 65. Spouses may remain on the Plan as long as the retiree is covered. If the retiree reaches age 65 before the spouse, the spouse is removed from the Plan at that time as well.

Dental coverage continues based on the above parameters – at 100% of the full cost.

Life Insurance can continue through The Standard as long as conversion or portability occurs within 30 days of separation. There is an additional benefit under the Life Insurance Plan for those who meet the criteria:

Have at least 10 years of service; and

Are at least age 65; and

Hire date was prior to 1/1/95

Non-exempt staff will receive a benefit of \$1000

Exempt staff and Faculty will receive a benefit of \$2500.

Sick Time – there is a payout of up to 5 weeks for those who retire at or over age 62 with 10 years of service. This payout may be deferred into the Retirement Plan through a voluntary contribution. Please read more about benefits at retirement [here](#).

Coverage Ends

Generally, coverage under the medical and dental plans ends at the end of the month you leave the College. Coverage under the Life, Long Term Disability and Flexible Spending Accounts ends on your last day of employment. For those leaving the College as retirees, plan to have a member of the Benefits Team to review coverage options.

Time Off

For more details, please refer to Section 8 of the [Administrative Handbook](#).



Vacation

Eligibility is dependent upon your employment status and the number of hours you work. There is a prorated schedule for employees who work less than full-time, 12 months per year. Accrued vacation time may be used after completing 6 consecutive months of employment. Unused vacation time is paid out with the final paycheck upon termination.



Sick Time

Employees accumulate one day per month of sick leave to a maximum of 130 days. The accumulation is prorated for employees who work less than full-time, 12 months per year. Sick time can be used after 90 days of employment.

Personal Time

Full-time 12 month employees are eligible for up to three Personal Days per fiscal year. Those hired before Thanksgiving will earn three days, those hired before winter session will earn two days, and those hired after winter session will not be eligible for personal days until the next fiscal year. Less than full-time employees will receive Personal Days on a pro rated basis. Academic year employees are eligible for two days per fiscal year. Personal Days must be used during the fiscal year they are granted and are not paid out at termination.

Holidays

Employees working 12 months are entitled to the following paid Holidays:

New Years Day*
Martin Luther King Jr Day*
President's Day*
Patriot's Day*

Memorial Day*
Independence Day
Labor Day*
Columbus Day*
Thanksgiving*
Friday after Thanksgiving*
Christmas*

Academic year employees are entitled to the paid Holidays noted*
Part-time employees who work at least 17.5 hours per week are entitled to pro-rated Holiday pay.

Special Time Off

The President may provide special time off with pay at Christmas depending on the day on which the Holiday is observed.

Employees may take religious Holidays as vacation or personal days.

Tuition Benefits

Tuition Remission for full time undergraduate study
This program provides tuition benefit to Wellesley College to daughters/wives of eligible employees.

Full time administrative staff, (hired on or after May 1, 1982) are eligible for tuition remission benefits after three years of continuous full time employment. They receive a 50% remission of Wellesley College tuition, the semester following completion of three years of employment.

Those hired before May 1, 1982 receive 100% remission.

Auditing Courses

Regular full-time employees and their spouses may each audit one course per semester at the College without charge, provided space is available. Half-time employees may audit one course without charge, while their dependents or spouses may each audit one course at a fee of \$150.

Tuition Reimbursement

This program provides tuition benefits to eligible employees taking courses at institutions other than Wellesley College. To be eligible an employee must work at least half-time for at least nine months per year, after completion of one year of continuous employment. For more information, please refer to Section 9 of the [Administrative Handbook](#).

Work/Life

The College offers an array of programs and resources to support and aid employees with the challenge of maintaining balance between work and home. Wellesley is committed to the whole person as an employee – their work at the College and their lives outside of work. The resources you can view by clicking



[here](#) help provide the tools necessary to achieve this key balance.

