

## WELLESLEY COLLEGE SUMMARY OF BENEFITS FOR ADMINISTRATIVE STAFF – January 2007

**Health Insurance and Dental Insurance** - Employees working half-time or more are eligible to enroll in either individual or family coverage and receive the normal College contribution for such coverage. Employees must enroll within the first 30 days of employment to comply with provider enrollment regulations. The employee's contributions for health and dental insurance are deducted from the monthly paycheck on a before-tax basis. A rate sheet is provided at the time of the employee's benefits orientation. (Enrollment is effective the first of the month coincident with or next following date of employment.) Otherwise the employee must wait until the two-week open enrollment in November, for an effective date of January 1. The employee may not change, cancel or select new coverage at any other time during the plan year unless they have a qualifying event such as a marriage, birth/adoption of a child, loss of a spouse's coverage. For additional information about qualifying events or in the event of family status changes, please contact Human Resources - Benefits within 30 days of the qualifying event.

**Health Insurance** - There are three options for election:

**The Harvard Pilgrim HMO** offers a variety of choices for each family member. The Harvard Pilgrim Network includes Harvard Vanguard Centers, which offer most services at a single location, Medical Group practices, which offer many services at a single location, and thousands of independent primary and specialty care physician providers in the traditional private office setting. Each family member can choose the method of care that provides the best arrangement for that individual.

**The Harvard Pilgrim PPO** is a Preferred Provider Network Program. The plan provides incentives for you to work with a physician within the network (the same as the Harvard Pilgrim HMO) but also provides for care outside the network, subject to deductibles and co-payments. Because of the freedom of choice offered by this plan, the premium is significantly higher.

**The Harvard Pilgrim Best Buy PPO** is a Preferred Provider Network Plan but with a more affordable premium than the regular PPO due to one of its cost-sharing features: a deductible (\$2,000 per Member and \$4,000 per Family) that applies to certain in-network and all out-of-network services and additional co-payments until you reach an Annual Out-of-Pocket Maximum of \$5,000 per Member and \$10,000 per Family.

**Dental Insurance** - There are two options for election:

**Delta Premier** is a traditional dental plan with a maximum benefits level of \$2,000 per family member enrolled with no deductibles for cleanings when using Delta Premier Providers. (There are deductibles and co-payments for other services.)

**DeltaCare** is an innovative dental plan (a Dental Maintenance Organization or "DMO") that provides comprehensive dental care at a significantly lower cost than more traditional plans. It is unique in its emphasis on preventive care. There are no deductibles or annual maximums when you use a DeltaCare provider and out-of-pocket costs are completely predictable because they are based on a fixed co-payment schedule.

**Reimbursement Accounts** (Health and Dependent Care) – Employees working half-time or more may enroll in either or both of these flexible spending accounts by completion of a reduction agreement. These accounts provide a Federal, State and FICA tax shelter for funds used for either dependent care expenses or health related expenses not covered by health/dental insurance. Consult the Summary Plan Description available in Human Resources for further details.

**Life Insurance** - The College provides full-time employees with a policy at the rate of 100% of annual salary which is effective the first of the month following date of employment. Additional contributory insurance is available through payroll deductions. Employees must enroll within the first 30 days of the date of employment. Otherwise, a statement of health must be completed and approved by the insurance company underwriters.

**Short-term Disability Insurance** - Administrative employees whose regular work schedule is at least half-time for at least nine months per year are eligible for short-term disability benefits after completion of one year of service. Short-term disability pays 50% of your regular wages, calculated on an hourly basis, for a maximum of 26 weeks for any single period of disability, or in any 52-week period.

**Long-term Total Disability Insurance** - Full-time benefits-eligible employees are eligible after 6 months of employment. The College pays for this coverage and enrollment is automatic. A waiver of the enrollment waiting period may be obtained. Consult Human Resources - Benefits.

**Long-Term Care Insurance** - Benefits eligible employees are eligible to enroll in the College's group long-term care insurance coverage, with guaranteed issue to the employee, regardless of health status, within the first thirty days of employment only. Spouses and parents are also eligible for this coverage with different levels of underwriting. (Such coverage is not guaranteed, however, as it is for the employee.) Consult Human Resources - Benefits.

**TIAA-CREF** – Employees working 17.5 hours per week or more are eligible to participate in the College's retirement plan

effective the first day of the month following their date of hire as long as the employee completes a TIAA-CREF Retirement Annuity Contracts Enrollment Form. The College contribution is 9% on compensation up to one-half of the SSWB (\$48,750. in 2007) plus 12% on compensation above one-half of the SSWB. The College also offers a match component, 1% or more, up to 3% of your salary in additional contributions if you contribute to a Tax Deferred Annuity. To qualify for the additional match component, new employees must open a new TDA with TIAA-CREF, Fidelity or Calvert and complete a Salary Reduction Form. The match will occur in even increments up to 1% as follows:

**Employee Voluntary Contribution College Match**

1%	1/3 of 1%
2%	2/3 of 1%
3%	1 %

**Tax-Deferred Annuity (403(b) or 403(b)(7) Accounts** - Under the IRS Code 403(b) or 403(b)(7), you are permitted to set aside tax-deferred retirement funds in addition to the amounts being contributed by the College to your regular retirement account. These voluntary salary reductions are sheltered from Federal and State taxes. They are subject, however, to Social Security (FICA) taxation. The College has TDA arrangements with TIAA-CREF SRA, Fidelity, and Calvert Investment Funds. Application packets and salary reduction agreement forms are available from Human Resources.

**Workers' Compensation Insurance** - All employees are covered by Workers' Compensation Insurance (College paid) which covers medical costs and loss of wages if an injury is incurred while the staff member is at work at Wellesley College or away from the office on College business.

**Federal Insurance Contributions Act (FICA)** - Social Security - All employees are covered by the provisions of the Federal Insurance Contributions Act (FICA) (Social Security). The College pays one-half the annual contribution required for each employee. The remaining one-half contribution will automatically be deducted from the employee's salary according to the current Federal schedule.

**Vacation Leave** - See the Administrative Handbook for full information on vacation accruals and usage, as well as vacation time for academic year employees. (The accumulation schedule is prorated for employees working less than full-time, 12 months.) Vacation time may be used after six months of employment.

**Sick Leave** - Employees accumulate 1 day per month of sick leave to a maximum of 130 days. The accumulation schedule is prorated for employees working less than full-time, 12 months. Sick leave can be used after 90 days of employment.

**Personal Days** - Employees working full-time, 12 months accumulate 3 days per fiscal year. Academic year employees accumulate 2 personal days per fiscal year.

**Holidays** - Employees working full-time 12 months are entitled to 11 holidays. Academic year employees are entitled to 10 holidays.

**Employee Assistance Program** - The College has an EAP, which provides confidential counseling to help faculty, staff, and their families. Brochures are available from Human Resources - Benefits.

**Facilities** – Employees may join the Sports Center, Golf Course, and College Club at the special employee rate.

**Tuition Benefits** - Application forms and eligibility requirements for all tuition benefit options are as detailed in the Administrative Handbook.

FOR FURTHER DETAILS ON ALL OF THE ABOVE, CONSULT THE ADMINISTRATIVE HANDBOOK, ISSUES OF THE HR ILLUMINATOR AND PERTINENT SUMMARY PLAN DESCRIPTIONS AVAILABLE FROM HUMAN RESOURCES.

To access the Administrative Handbook on the Campus-Wide Information System (CWIS):

1. Click on the Internet Explorer icon on your MAC or PC.
2. Go to [www.wellesley.edu/HR](http://www.wellesley.edu/HR), select **Administrative Handbook**. (<http://www.wellesley.edu/HR/Adminhandbook/toc.html>)
3. It is **your responsibility** to become familiar with the policies and procedures described in the Handbook.