

## WELLESLEY COLLEGE SUMMARY OF BENEFITS FOR UNION EMPLOYEES – January 2008

**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 benefit 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** - After one year of continuous full-time employment, disabled employees who have exhausted all accumulated sick leave are eligible to receive STD for a total of 26 weeks.

**Long-term Total Disability** - After STD is exhausted, if still disabled on the 181st day, eligible full-time employees may receive a monthly benefit equal to 60% of the employee's straight-time basic earnings.

**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.

**Wellesley College Pension Plan** - Full-time or regularly scheduled half-time (20 hours per week, 9 months per year, or more) employees are covered by this plan once they have passed probation. Employees are vested after 5 years of service. Benefits are

payable upon retirement on the first of the month coincident with or next following the 65th birthday, or on a reduced basis at age 50 or over with 10 years of service. Disability benefits are also available after 10 years of service when the employee is permanently disabled. (See the Summary Plan Description for further information.)

**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** - Academic year employees earn and take 3 weeks vacation within the same year. Full year employees earn 2 weeks vacation during the first year. Time increases according to length of service as outlined College - Union Agreement.

**Sick Leave** - During the first year employees accumulate 1 day per month employed. Thereafter on July 1 and January 1 full-year employees are credited with 6 days and academic year employees are credited with 4.5 days.

**Personal Days** - Employees are entitled to 1 Personal Day per year and may use up to 2 days of unused paid sick leave as additional personal days in any fiscal year.

**Holidays** - Full-time full-year employees receive 11 holidays.

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

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

**Educational Opportunities** - Application forms and eligibility requirements for all tuition benefit options are available in Human Resources.

**Tuition Remission for Dependent Daughters at Wellesley** - Full-time employees who have completed three full years of employment and continue to work full-time may receive a benefit for their dependent (for income tax purposes) daughters of 50% of Wellesley tuition, effective the semester following the anniversary of three consecutive years of full time employment.

**Tuition Assistance Plan** - Eligible employees who have completed one year of service may receive tuition assistance up to \$2500 maximum per fiscal year to take an academic course at an accredited institution. The particular course must be determined by the College to be related to any bargaining unit job (including English as a Second Language or literacy courses, as appropriate), must be taken for credit and must be approved by the College in advance of enrollment. (A complete description of the policy may be found in the College-Union Agreement.)

FOR FURTHER DETAILS ON ALL OF THE ABOVE, CONSULT THE CURRENT COLLEGE-UNION AGREEMENT AND ISSUES OF THE HR ILLUMINATOR AND PERTINENT SUMMARY PLAN DESCRIPTIONS AVAILABLE FROM HUMAN RESOURCES - BENEFITS.

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