

Wellesley College

Benefits At-a-Glance

Union

BENEFITS/HUMAN RESOURCES OFFICE: 781-283-3202

IMPORTANT WEBSITES:

www.wellesley.edu/hr

www.wellesley.edu/hr/benefits

www.wellesley.edu/hr/thewholeyou

www.wellesley.edu/hr/worklife



Benefits At-a-Glance

As a union employee, you have the following benefit options:

	Plan/Benefits	Your Coverage Choices
Medical	<ul style="list-style-type: none"> ■ Harvard Pilgrim HMO ■ Harvard Pilgrim PPO Plus HSA Annual Medical Opt Out: \$1,000	You may elect: <ul style="list-style-type: none"> ■ Individual coverage ■ Individual plus 1 coverage ■ Family coverage
Dental	<ul style="list-style-type: none"> ■ Delta Dental PPO Plus Premier ■ Delta Dental DeltaCare 	You may elect: <ul style="list-style-type: none"> ■ Individual coverage ■ Individual plus 1 coverage ■ Family coverage
Vision	<ul style="list-style-type: none"> ■ EyeMed Vision Plan 	You may elect coverage for yourself and eligible family members
Flexible Spending Accounts (FSAs)	<ul style="list-style-type: none"> ■ Health Care FSA ■ Dependent Care FSA ■ Limited Purpose FSA (if you participate in the PPO Plus HSA) 	You decide how much to contribute: <ul style="list-style-type: none"> ■ Up to \$3,200 for the Health Care or Limited Purpose FSA ■ Up to \$5,000 (or \$2,500 if married but filing taxes separately) for the Dependent Care FSA
Life Insurance	<ul style="list-style-type: none"> ■ Basic coverage of one times salary, rounded to next higher \$1,000, to a maximum of \$450,000 ■ Contributory coverage (for yourself), to a maximum of \$900,000 (including Basic) ■ Spouse coverage 	The College automatically provides Basic coverage; you decide whether to buy additional coverage for yourself or your spouse
Disability	<ul style="list-style-type: none"> ■ Short Term and/or Long-Term coverage, based on your employment classification and hours 	MA Paid Family and Medical benefits also provided if eligible
403(b) Retirement Plan* <small>*See page 4 if hired before 12/15/12</small>	You can contribute to the Plan on a pre-tax or Roth basis <ul style="list-style-type: none"> ■ Once eligible, the College Contributions are: ■ 3% Safe Harbor Contribution ■ 6% Discretionary non-elective contribution ■ College Match: Up to 50% of the first 3% an employee contribute rate 	The College contribution is based on your pay; if you make voluntary contributions, the College adds a match
Additional Work/Life Programs	<ul style="list-style-type: none"> ■ Healthy You and Prosperous You Programs ■ Vacation, Sick, and Holiday Time ■ Tuition Benefits & Pre-tax transportation program ■ Voluntary Pet Insurance Discount and Legal Plan ■ Employee Assistance Program – AllOne Health 	You decide whether to participate in the Pre-tax Transportation program; the College automatically provides access to the Healthy You Program, Prosperous You Program, and Employee Assistance Program

Note that eligibility for each of these programs is based on employment classification (including the hours you are regularly scheduled to work each week) and your collective bargaining agreement status.

ELIGIBILITY

To enroll in a benefit program offered by Wellesley College, you must be eligible:

- You must work at least 20 hours per week to elect coverage under the Medical, Dental, Vision and FSA plans.
- You must work at least 40 hours per week to be covered under Life Insurance, Short Term Disability and Long-Term Disability.
- You must work at least half-time to be eligible for the Healthy You, Pre-tax Transportation benefit, and EAP programs.

Medical, Dental, Vision and FSAs begin on the first of the month coincident with or following your date of hire, provided you have made your election within the 30 days after your hire date. You may participate in the Healthy You, Pre-tax Transportation, and the EAP programs on your hire date.

PRE-TAX PREMIUMS

Your premiums for Medical, Dental and Vision coverage are deducted from your paycheck on a pre-tax basis (before federal and state taxes are withheld). Any FSA contributions you make are deducted from your paycheck before federal, state and FICA taxes are withheld. For this reason, you may only make changes to these benefits during the Open Enrollment period or if you have a qualified change in family status during the year.

MAKING CHANGES TO YOUR BENEFITS

Once a year, during Open Enrollment in October/November, you may make changes to your benefits, to be effective the following January 1. During the year, you may be able to make changes if you experience a **qualified change in family status**, as defined by the IRS.

A change in status may include:

- Changes in your marital status (e.g., marriage, divorce, death of a spouse, legal separation)
- Changes in the number of your dependents (e.g., through birth, death, adoption or placement for adoption)
- A change in employment status (e.g., the termination or commencement of your own, your spouse's or your eligible dependent's employment)
- Work schedule changes such as a reduction or increase in your or your spouse's hours and
- Changes in your dependent's eligibility such as a change in age or marital, student or disability status.

Any change in your benefit elections must be consistent with your change in status. If you believe you have such an event, contact the Human Resources Office within 30 days of the event.



Healthy You is Wellesley College's program to help you take an active role in your health and health care.

Learn more about the Healthy You program on the Human Resources website (www.wellesley.edu/hr/thewholeyou).



MEDICAL

You have a choice of two medical plans through Harvard Pilgrim Health Care: an HMO and the PPO Plus HSA Plan. You may elect individual, 2 member or family coverage. Your premium is taken on a pre-tax basis. Go to the Human Resources website for more information about the PPO Plus HSA Plan.

The PPO Plus HSA includes a Health Savings Account that you can use to pay for eligible health care expenses. Any contributions you make to the HSA are made on a pre-tax basis. The College provides an annual lump sum contribution to the HSA.

DENTAL

You have a choice of two dental plans offered through Delta Dental: the PPO Plus Premier and DeltaCare. You may elect individual, 2 member or family coverage. You may enroll in individual or family coverage. Your contribution is taken on a pre-tax basis.

VISION

You may elect vision coverage through EyeMed. You have a choice of employee only, employee plus spouse, employee plus child(ren) or family coverage. You pay the full cost of this coverage on a pre-tax basis.

FLEXIBLE SPENDING ACCOUNTS (FSAs)

The FSAs allow you to set aside tax-free dollars to pay for predictable health care and dependent care expenses, up to IRS limits. The College offers two accounts: The Health Care FSA and the Dependent Care FSA. Once you enroll, contributions are taken from your pay before federal, state and FICA taxes are withheld. Because the IRS governs these accounts, you must make a new election each year.

The IRS requires you to use the money in your Dependent Care FSA by the end of each calendar year or you will lose the remaining balance. The Health Care FSA includes a carryover provision that allows you to use up to \$640 of leftover contributions for expenses in the following year.

LIFE INSURANCE

The College pays the full cost of Basic coverage for eligible full-time employees which is equal to one times your salary, rounded to the next higher \$1,000, up to a maximum of \$450,000. You may elect additional coverage:

- **Contributory** – in multiples of one through four times salary (up to two times salary without evidence of good health if you enroll when you are first hired), up to a combined maximum (Basic and Contributory) of \$900,000
- **Spouse** – \$15,000 with no evidence of insurability if you have elected Contributory coverage and you elect coverage when you are first hired, or up to 50% of your Contributory coverage with evidence of insurability (EOI).

Rates for Contributory coverage are based on your age and the amount of coverage you elect. Rates for Spouse coverage are based on your (the employee's) age. Premiums are deducted from your pay on an after-tax basis.

SHORT TERM DISABILITY

The College provides salary continuation benefits to eligible full-time employees. You receive 60% of weekly pay, to a maximum of \$1,000, for as long as you are disabled to a maximum of 26 weeks.

While you are on short-term disability, you will continue to be covered under any benefits you have elected and you will be billed your share of the cost.

LONG TERM DISABILITY

The College provides long term disability coverage for eligible full-time employees who meet the definition of disability. Following a 180-day elimination period, individuals who are found to be disabled generally receive 60% of pay to a maximum of \$3,000 per month.

Coverage End Dates

Generally, Medical, Dental and Vision coverages end at the end of the month in which you leave the College. Coverage under the FSAs, Life Insurance, Short Term and Long Term Disability ends on your last day of employment.

If you are retiring, schedule an appointment to review your coverage options by calling Human Resources at Ext. 2215.



Benefits at Retirement

If you leave the College and meet the following criteria, you may continue your benefits through the College. To be eligible to continue these benefits, you must:

- Have at least 10 years of service,
- Be at least age 60, and
- Be enrolled in the Medical and/or Dental plans at the time you retire.

In this case, you may continue your Medical and Dental coverage until you (the employee) reach age 65. Your spouse can be covered until the earliest of five years from your retirement date or when your spouse reaches age 65. You will pay the active rate for this coverage.

In addition, if you retire at or above age 62 with 10 years of service, you will receive a payout for your unused Sick Time: one-half of your accumulated sick pay, pro-rated for less than full-time service.

403(b) RETIREMENT PLAN

■ Your Contributions

You may begin making voluntary contributions to the Wellesley College 403(b) Retirement Plan as soon as you are hired. The IRS limits the amount that you may contribute each year. Any contributions you make are deducted from your pay before federal and state taxes are withheld.

Rollovers from other qualified employer retirement plans are accepted into our 403(b) Retirement Plan.

■ College Contributions

For eligible employees, College contributions (safe harbor, discretionary and match, if applicable) will begin as of the first of the month coincident with or following 12 consecutive months of eligible service, provided you work at least half-time.

The College's nonelective contribution for eligible employees will begin at a rate of 9% of eligible compensation. This rate includes both the required 3% safe harbor nonelective contribution as well as a discretionary nonelective contribution of 6% of eligible compensation. Additionally, the match for eligible participants is up to 50% of the first 3% an employee is contributing to the plan (which is capped at 1.5%). If you don't make voluntary contributions, you will not receive the matching contribution.

The College contributions are always 100% vested. That is, you have a right to the value of these contributions when you leave or retire, regardless of your years of service with the College.

Note: If you were hired before December 15, 2012, your retirement benefits are provided through a separate pension plan.



VACATION

Eligible employees earn vacation time. Details regarding the amount of vacation time are outlined in the College-Union Agreement.

SICK TIME

Eligible employees accumulate sick time. Details regarding the amount of sick time accrued are outlined in the College-Union Agreement.

HOLIDAYS

Eligible employees are also entitled to Holiday Time. Please refer to the College-Union Agreement for details.

TUITION BENEFITS

Tuition Remission (for full-time undergraduate study) provides tuition benefits at Wellesley College to daughters/wives of eligible employees. Full-time union employees (hired on or after May 1, 1982) are eligible for Tuition Remission benefits after three years of continuous full-time employment. The student receives a 50% remission of Wellesley College tuition. Those hired before May 1, 1982 receive 100% remission.



Work/Life

The College offers an array of programs and resources to support and assist you with the challenge of maintaining balance between work and home. To learn more, go to: www.wellesley.edu/hr/worklife.

Prosperous You

Wellesley College offers many retirement and financial planning resources through the Prosperous You program. For more information, go to: www.wellesley.edu/hr/benefits/prosperous-you.

Employee Assistance Program (EAP)

The College pays the full cost of the EAP and it is available as soon as you are hired. This benefit program can assist you and your family with personal issues and offers low – or no cost – access to:

- Financial counselors,
- Referral services (for day care, adult care, etc.), and
- General information on stress management tools and work/life balance issues.



AUDITING

Regular full-time employees and their spouses may each audit one class per semester at the College without charge. Half-time employees may audit one class per semester, while their dependents or spouses may each audit one course at a fee of \$250. There is a registration process and limited spaces are available each semester.

TUITION REIMBURSEMENT

Full-time employees who have completed one year of service may receive tuition reimbursement of up to \$2,500 per fiscal year for courses that are related to any bargaining unit job (including English as a Second Language or literacy courses). The course must be taken at an accredited institution and be approved by the College before you enroll.

PRE-TAX TRANSPORTATION BENEFIT

All employees can take advantage of our Pre-tax Transportation benefit. This program saves you money by allowing you to pay for transit and parking expenses with pre-tax dollars taken through automatic payroll deductions.

This is only a summary of your College benefits. The plan documents and certificates always govern.