



Wellesley College

Benefits At-a-Glance

Administrative

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 an administrative 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 ■ Limited Purpose FSA (if you participate in the PPO Plus HSA) <ul style="list-style-type: none"> ■ Dependent Care FSA 	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 (Full-time employees) disability benefits provided. 	MA Paid Family and Medical Leave benefits also provided.
403(b) Retirement Plan	<ul style="list-style-type: none"> ■ You may contribute to the Plan on a pre-tax or Roth basis ■ Once eligible, the College contributions are: <ul style="list-style-type: none"> ■ 6% Discretionary non-elective contribution ■ 3% Safe Harbor Contribution ■ College Match: Up to 50% of the first 3% of an employee contribution 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"> ■ Voluntary Pet Insurance and Legal Plan ■ Healthy You and Prosperous You Programs ■ Vacation, Sick, Personal and Holiday Time ■ Tuition and Development Programs ■ Pre-tax Transportation Benefit ■ 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). (Rev 12.23)

ELIGIBILITY

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

- You must work at least 17.5 hours per week to elect coverage under the Medical, Dental, Vision, FSA, Short Term Disability and Life Insurance plans.
- You must work at least 35 hours per week to be covered under Long Term Disability
- You must work at least half-time to be eligible for the Healthy You, Pre-tax Transportation benefit, and Employee Assistance Program (EAP)

Most coverages 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, 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. Visit 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 enroll in individual, 2 member, 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 which is equal to one times your salary, rounded to the next higher \$1,000, up to 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 (up to a maximum of \$150,000) 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 if you are scheduled to work at least 17.5 hours per week. Your benefit equals 60% of pay for as long as you are disabled, to a maximum of 26 weeks.

While you are on disability, you will continue to be covered under any benefits you have elected and your share of the cost will be deducted from your pay.

LONG TERM DISABILITY

The College provides Long Term Disability benefits for 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 \$15,000 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 medical and dental insurance 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, you will receive a payout for your unused Sick Time: 1/2 of accrued, unused time, up to five weeks (pro-rated for part-time employees) if you retire at or after age 62 and have 10 years of 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 will begin as of the first of the month coincident with or following 12 consecutive months of eligible service.

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%).

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



VACATION

Eligibility for vacation is dependent upon your employment status and the number of hours you work. For example, full-time, 12-month exempt employees accrue 20 days per year. Full-time, 12-month non-exempt employees accrue 15 days per year.

If you work less than full-time and/or are on an academic year schedule, please refer to the Administrative Handbook for vacation information.

SICK TIME

You accumulate one day per month of Sick Leave to a maximum of 130 days. The accumulation is pro-rated if you work less than full-time, 12 months per year. Sick time can be used after 90 days of employment.

PERSONAL TIME

Regular, full-year employees are eligible for three Personal Days per fiscal year. Academic year employees are eligible for two Personal Days per fiscal year. Your hire date determines your Personal Days for your first year.

HOLIDAYS

Employees working 12 months are entitled to the following Holidays:

- New Years Day*
- Martin Luther King Jr. Day*
- President's Day*
- Patriot's Day*
- Memorial Day*
- Juneteenth*
- Independence Day
- Labor Day*
- Indigenous People's Day*
- Thanksgiving*
- Friday after Thanksgiving*
- Christmas*

*Academic year employees are eligible to these paid Holidays depending on their schedule.

*Part-time employees who work at least 17.5 hours per week are entitled to pro-rated pay on these Holidays.

TUITION BENEFITS

Tuition Remission (for full-time undergraduate study) provides tuition benefits at Wellesley College to daughters/wives of eligible employees. Full-time administrative 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.

Special Time Off

The President may provide Special Time Off with pay at Winter Break depending on the day on which the Holiday is observed.

You may use Vacation or Personal Days for religious holidays.



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

This program provides Tuition benefits to eligible employees taking courses at institutions other than Wellesley College. To be eligible, you must work at least half-time for at least nine months per year and have completed one year of continuous employment. For more information, please refer to the [Administrative Handbook](#).

DEVELOPMENT PROGRAMS

Wellesley College supports the development of all employees through a variety of innovative training programs. See the Human Resources website for more about leadership development, skills training and other programs that are available to you.

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.