

## **EC/ESR Full Time\* Staff Member Non-Wage Benefits Summary**

<b>Non-Wage Benefits</b>	<b>Description</b>
<i>Paid Holidays</i>	New Year's Day, Martin Luther King Jr. Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the following Friday, Christmas Day and either the day before or the day following Christmas Day. Good Friday is a holiday for ESR Staff. Essential offices may not close on these days: Labor Day, Martin Luther King Jr. Day.
<i>Paid Vacation Time</i>	None is accrued during the first 26 weeks of employment. After that employees accrue vacation time on the basis of hours worked with the rate of accrual based on the number of years of service.
<i>Paid Sick Time</i>	None is accrued during the first 26 weeks of employment. After that employees accrue paid sick time at a rate of 0.0465 hours per hour worked (approximately one day per month).
<i>Paid Personal Day</i>	One day per year after being employed for one (1) year.
<i>Group Health Insurance</i>	Coverage is available for full time employees and dependents. The College pays 100% of the "employee only" premium and 75% of dependent premiums. The plan offers 90/10 coverage for expenses after deductible when PPO providers are used, 80/20 when using Reid Hospital, and 70/30 when non-PPO providers are used. Single and Family deductibles are \$500 and \$1000, respectively. Maximum annual out-of-pocket limits are \$1,800 and \$3,000, respectively. The plan has a prescription drug card and mail order service. Prescription services do not count toward deductible or out-of-pocket limits.
<i>Group Term Life Insurance</i>	Face value of the coverage is equal to \$40,000. The premium is covered by the College.
<i>Retirement Pension Plan/TDAs</i>	After two years of full-time service, the College will contribute 5% of the employee's annual gross wages to the staff member's pension annuity. The contribution increases to 10% after three years of full-time service. On their own, employees can make contributions to tax-deferred annuities.
<i>Flexible Spending Accounts</i>	Full time employees may have funds deducted from their paycheck on a pre-tax basis for reimbursement of dependent care expenses and those health care expenses not covered by insurance.
<i>Intermediate-Term Disability Insurance</i>	Coverage equal to 70% of gross compensation during first 180 days of disability, following the use of sick time. Staff members are eligible after one year of full-time service.
<i>Long-Term Disability Insurance</i>	Coverage is equal to 60% of gross compensation after 180 days of disability. After one year of full-time service, the employee is automatically enrolled at the College's expense. For the first year of employment, the employee may, but is not required, receive coverage by paying the premium charges.
<i>Employee Educational Benefits</i>	After one year of full-time service, employees may take up to 5 credit hours at the College at no regular tuition expense with written approval from the supervisor and the Director of Human Resources. No wages are paid for time spent in class.
<i>Professional Development Funds</i>	After six months of service, an employee may apply through the Employee Council for funds for coursework at other colleges, seminars, etcetera.
<i>Tuition Remission Benefits for Spouse and Dependents</i>	After the second year of full-time employment, an employee's spouse/dependent may take classes at Earlham tuition-free. Dependents may be eligible until their 25th birthday. Contact the Human Resources Office for more information.
<i>Tuition Export for Dependent Children</i>	After the fourth year of full-time service, an employee's dependent child may receive a scholarship to attend another college in the amount of up to 50% of Earlham's tuition, or, 50% of the other college's tuition, whichever is less. Staff dependents may also be eligible to participate in the GLCA Tuition Exchange Program. Contact the Human Resources Office for more information.

\* Regular part time employees receive the following benefits: Paid Holidays, Paid Vacation Time, Paid Sick Time, Paid Personal Days, Professional Development Funds and employee-only tuition remission. The benefits described above are not provided for limited part time and temporary employees.

## **Additional Staff Benefits**

**Travel Insurance:** Travel insurance is provided for all employees at the College's expense. This insurance provides coverage for accidents which occur while performing College business off campus. Contact the Human Resources Office for more information, extension 1619.

**Wellness Center Memberships:** Full time staff and their immediate family members receive complimentary memberships to our Wellness Center. Part time staff receive discounted membership rates. Contact the Wellness Center for more information, extension 1791.

**Bookstore Discount:** All staff receive a 10% discount on most items at the Bookstore. Spouses and dependent children are also entitled to the discount. Purchases may be charged to an employee's personal account. Contact the Bookstore for more information, extension 1310.

**Athletic Event Passes:** Your Earlham employee ID serves as your pass to athletic events, and will admit the employee and one guest to most College athletic events. Please note that tournaments may be excluded. Contact Athletics for more information, extension 1414.

**Special Event Tickets:** Many of the educational, cultural and recreational activities that occur on campus are free. Earlham employees are also often extended complimentary tickets to events which charge ticket prices to the public. Contact Earlham Events for more information, extension 1373.

**Computer Loans:** Up to \$500 is available for computer purchases by staff. Repayment is done through payroll deduction. Contact the Human Resources Office for more information, extension 1619.

**Personal Accident Insurance:** Full time employees may pay the premiums to enroll in an optional Group Accident Insurance policy. Contact the Human Resources Office for more information, extension 1619.

**Voluntary Dental Insurance:** Employees may pay the premiums to enroll in an optional Dental Insurance policy. Contact the Human Resources Office for more information, extension 1619.

*This is not a contract.*

*See the Staff Handbook and applicable benefits handbooks for detailed information about your benefits.*