Benefits Package 2016

• Introductions
• Medical Insurance
• Dental Insurance
• Retirement Plans
• Life Insurance
• Educational Opportunities
• Leave Types
• Additional Benefits
• Miscellaneous
HR Benefits

Aetna Website
Our Mission Statement:
Recognizing that the worth and dignity of all people is a core value of Gettysburg College, and that employees' performance is affected by their well-being, the Gettysburg College Wellness Committee will provide programming designed to improve the overall health of all employees.

Our Goals:

• **Educate** the campus community on the value of the dimensions of wellness, including **nutritional, physical, emotional, intellectual/cultural, social/family, and spiritual.**

• **Encourage** individuals to take action to improve their overall health.

• **Reduce** and/or **contain** significant growth of health care expenses.
2016 Wellness Program Requirements

To qualify for the Wellness discount on your 2017 medical premium, you must complete the following three Wellness Program requirements* between by October 10, 2016.

• Complete the Aetna Health Assessment – this program is provided by Aetna and available on Aetna.com

• Complete one Journey, part of Aetna’s online health program available at Aetna.com. (A $50 gift card is given by Aetna the month following successful completion of #1 and #2.)

• Participate in the Multiphasic Blood Screening (MBS) provided by WellSpan

More detailed information about how to complete these steps can be found on the Wellness website at the link below:
http://www.gettysburg.edu/about/offices/president/hr/wellness/index.dot

*If hired after August 1st, you only need to participate in the MBS to continue to receive the Wellness discount for 2017. You will then need to complete all requirements during the next Wellness year to earn the discount for 2018.
DENTAL INSURANCE

Everyone deserves a healthy smile
Two options are available through Delta Dental for full-time employees.

**Low Option**

- Deductible: All covered dental procedures, except diagnostic and preventative services, are subject to an annual per person deductible of $50.00/family limitation of $100.00
- Annual maximum of $750.00 per person
- Separate maximums for orthodontia and implants: both $750

**High Option**

- Deductible: None
- Annual maximum of $1200.00 per person
- Separate maximums for orthodontia and implants: both $1200
<table>
<thead>
<tr>
<th></th>
<th>Low Option</th>
<th>High Option</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single</td>
<td>$1.08</td>
<td>$3.92</td>
</tr>
<tr>
<td>Two Party</td>
<td>$6.20</td>
<td>$12.27</td>
</tr>
<tr>
<td>Family</td>
<td>$13.50</td>
<td>$24.61</td>
</tr>
</tbody>
</table>
## Delta Dental PPO plus Premier

<table>
<thead>
<tr>
<th>Example</th>
<th>Delta Dental PPO Dentists</th>
<th>Delta Dental Premier Dentists</th>
<th>Non-Participating Dentists</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dentist’s Charge for an Crown (Example)</td>
<td>$1,000</td>
<td>$1,000</td>
<td>$1,000</td>
</tr>
<tr>
<td>Sample Plan Payment Allowance</td>
<td>$640</td>
<td>$800</td>
<td>$800</td>
</tr>
<tr>
<td>Copayment Amount</td>
<td>50%</td>
<td>50%</td>
<td>50%</td>
</tr>
<tr>
<td>Delta Dental Payment</td>
<td>$320</td>
<td>$400</td>
<td>$400</td>
</tr>
<tr>
<td>Patient Payment</td>
<td>$320 ($640 - $320 =)</td>
<td>$400 ($800 - $400 =)</td>
<td>$600 ($1,000 - $450 =)</td>
</tr>
<tr>
<td>Patient Savings (over non-Delta Dental dentist)</td>
<td>$280 ($600 - $320 =)</td>
<td>$200 ($600 - $200 =)</td>
<td>$0</td>
</tr>
</tbody>
</table>
### Delta Dental Plan

<table>
<thead>
<tr>
<th>Category</th>
<th>Low Option</th>
<th>High Option</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Diagnostic and Preventive</strong> (exams, x-rays, consultations, cleanings, sealants, space maintainers)</td>
<td>100%*</td>
<td>100%*</td>
</tr>
<tr>
<td><em>Effective January 1, 2009 enrollees will be entitled to one additional regular or periodontal prophylaxis (cleaning). Exams performed by specialists will be excluded from the frequency limitations.</em></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Basic Restorative</strong> (fillings)</td>
<td>80%*</td>
<td>80%*</td>
</tr>
<tr>
<td><em>Effective January 1, 2009 posterior composites will be covered.</em></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Major Restorative</strong> (inlays, onlays, crowns)</td>
<td>50%*</td>
<td>50%*</td>
</tr>
<tr>
<td><strong>Oral Surgery</strong> (extractions)</td>
<td>80%*</td>
<td>80%*</td>
</tr>
<tr>
<td><strong>Endodontics</strong> (root canal therapy)</td>
<td>80%*</td>
<td>80%*</td>
</tr>
<tr>
<td><strong>Periodontics</strong> (treatment of gums)</td>
<td>80%*</td>
<td>80%*</td>
</tr>
<tr>
<td><strong>Prosthodontics</strong> (bridges &amp; dentures)</td>
<td>50%*</td>
<td>50%*</td>
</tr>
<tr>
<td><strong>Orthodontics</strong> <em>(Dependent children to the end of the month they reach age 19)</em></td>
<td>50%*</td>
<td>50%*</td>
</tr>
<tr>
<td><strong>Implants</strong></td>
<td>50%*</td>
<td>50%*</td>
</tr>
<tr>
<td><strong>Deductible</strong> <em>(per person / per family)</em></td>
<td>$50 / $100</td>
<td>N/A</td>
</tr>
<tr>
<td><em>(Diagnostic, Preventive, Ortho exempt)</em></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Annual Plan Maximum</strong> <em>(per person)</em></td>
<td>$750</td>
<td>$1,200</td>
</tr>
<tr>
<td><strong>Orthodontic Lifetime</strong></td>
<td>$750</td>
<td>$1,200</td>
</tr>
<tr>
<td><strong>Implant Lifetime</strong></td>
<td>$750</td>
<td>$1,200</td>
</tr>
</tbody>
</table>
RETIREMENT PLANS

TIAA

Emeriti Health Solutions
Retirement Program: TIAA

Gettysburg College provides a retirement program for employees who work 1000 hours or more per year. There is a two year waiting period before the college begins making a contribution to your retirement. The College makes a contribution of 10% of base salary to a retirement annuity with TIAA.

www.tiaa-cref.org

SRA - supplemental retirement annuity with TIAA – voluntary contributions
To qualify for the Gettysburg College contribution, a full-time employee must be age thirty-five (35) and have completed two (2) years of services. The contribution begins on the month after this criteria is met.

http://www.emeritihealth.org/
LIFE INSURANCE
Life Insurance

Group Term Life and Accidental Death & Dismemberment Insurance

Life Benefit Amount: 1.5 times your Annual Earnings to maximum of $400,000. FREE TO YOU.

You can purchase Additional Life Insurance

Additional Life Benefit: Increments of $10,000 to a maximum of $300,000, minimum of $10,000

Guarantee Issue: $60,000 for the employee $10,000 for the employee’s spouse/partners $5,000 & $10,000 for the employee’s dependants

Prudential Travel Insurance
Educational Opportunities
Dependent children of those employees of Gettysburg College who have met the eligibility rules listed in the blue binder and have been admitted to an accredited four-year college or university as full-time candidates for a bachelor’s degree, are eligible to participate in one of the 3 tuition benefit plans listed below:

1. **Gettysburg College Tuition Credit Plan** - your dependent attends Gettysburg College.

2. **The Tuition Exchange Program** - your dependent receives a scholarship to one of the tuition exchange schools.

3. **The Grant program** - 30% of the tuition and mandatory cost to attend Gettysburg College is put towards tuition and mandatory fees at another qualified institution.
Education for you at Gettysburg

**Employees and Their Spouses**
- After one year of service, regular full-time employees and their spouse/partner become eligible for tuition benefits at Gettysburg College. Up to four (4) courses may be taken a year for credit and/or audit.

**Tuition Aid For Support Staff (Outside of Gettysburg College)**
**Program Requirements:**
- The individual must be a full-time support staff employee for a minimum of two years.
- The employee must be enrolled in an undergraduate academic program in a credit course.
- The employee must pay the course costs during the course enrollment period.
Leave Types
Holiday Schedule 2016-2017

Independence Day
Monday, July 4, 2016

Thanksgiving
Thursday, November 24, 2016
Friday, November 25, 2016

Winter Holidays
Friday, December 23, 2016
Monday, December 26, 2016
Tuesday, December 27, 2016
Wednesday, December 28, 2016
Thursday, December 29, 2016
Friday, December 30, 2016
Monday, January 2, 2017

Memorial Day
Monday, May 29, 2017

Floating Holiday
One day to be used from June 1, 2016 – May 31, 2017

Total: 12 Days

Presentation by: Karen Re
Types of Leaves

Dining Services Holiday Schedule
• Please confirm with your supervisor

Additional Leave Types
• Maternity Leave
• Parental/Partner Leave
• Adoption Leave
• Bereavement Leave
• Jury Duty
• Family and Medical Leave of Absence
  – 12 months of employment & 1250 hours of service needed to be eligible for this *unpaid* leave.
• Military Leave
Sick Leave:

Support Staff employees earn sick leave in the amount of 0.0308 hours for every hour worked. Hours to be included in accrual calculations are regular, sick, vacation, holidays, and floating holidays. Extra time and over time hours are not used in accrual calculations. Unused sick leave may be accumulated for use in case of accident or illness for up to a maximum of 26 weeks.

Vacation:

Eligibility: All full-time and part-time employees (working over 1000 hours per salary year) are eligible for paid vacation leave. Vacation leave is accrued from the first day of employment and is earned in proportion to time worked. Additionally, vacations time can be used in ¼ hour increments. Vacations are to be taken at times mutually agreeable to the employee, the College and his/her super visor.

The accrual of vacation leave for Support Staff employees is affected by a variety of factors.
1. The number of service hours to the College.
2. Hours to be included in accrual calculations are regular, sick, vacation, holidays, and floating holidays. Extra time and over time hours are not used in accrual calculations.
3. The number of hours employees work per year is cumulative in nature. The influences when accrual rates increase.
## For Employees Scheduled to Work 40 hours per week

<table>
<thead>
<tr>
<th>Service Hours:</th>
<th>Hours Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-520 hrs</td>
<td>20 hours total (Hours will not appear on pay stub until the employee has successfully completed their orientation period)</td>
</tr>
<tr>
<td>(13 weeks, if work full 40 hrs/wk)</td>
<td></td>
</tr>
<tr>
<td>521-10399 hrs</td>
<td>.038462 hours earned/hr worked (x 2080 hrs = 80hrs/yr)</td>
</tr>
<tr>
<td>(0-4 years, if work full 40 hrs/wk)</td>
<td></td>
</tr>
<tr>
<td>10400-20799 hrs</td>
<td>.057692 hours earned/hr worked (x 2080 hrs = 120hrs/yr)</td>
</tr>
<tr>
<td>(5-9 years, if work full 40 hrs/wk)</td>
<td></td>
</tr>
<tr>
<td>20800-31199 hrs</td>
<td>.076923 hours earned/hr worked (x 2080 hrs = 160 hrs/yr)</td>
</tr>
<tr>
<td>(10-14 years, if work full 40 hrs/wk)</td>
<td></td>
</tr>
<tr>
<td>Over 31200 hours</td>
<td>.084615 hours earned/hr worked (x 2080 hrs = 176 hrs/yr)</td>
</tr>
<tr>
<td>(15 years, if work full 40 hrs/wk)</td>
<td></td>
</tr>
</tbody>
</table>
Holiday Pay for Support Staff

Occasionally, support staff employees are required, by supervisors, to work when the College is officially closed for holiday observations. Below is the holiday pay policy for all support staff employees.

<table>
<thead>
<tr>
<th>Work Schedule</th>
<th>Compensation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scheduled to work on the holiday</td>
<td>Actual hours worked @ time-and-a-half plus additional appropriate holiday pay.</td>
</tr>
<tr>
<td>Not scheduled to work on the holidays</td>
<td>Holiday Pay</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Work Schedule</th>
<th>Compensation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scheduled to work on the holiday</td>
<td>Actual hours worked @ time-and-a-half</td>
</tr>
<tr>
<td>Not scheduled to work on the holidays</td>
<td>-0-</td>
</tr>
</tbody>
</table>

This schedule applies only to holiday occurring during the employee’s work period. Employees who work less than 12 months per year will not receive compensation for holidays occurring during the period they are not working.
Disability Policies for Regular FT Support Staff Employees

**Short Term Disability**

Employees, after at least one year service with the college, may be eligible to participate in the short-term disability leave program.

There is a 10-working day waiting period before the paid short-term disability leave begins. Support staff employees are required to use accrued sick and vacation leave during the 10-day waiting period to maintain compensation. Paid short-term disability leave will begin on the 11th working day of the leave and may continue for up to 24 weeks.

**Group Long Term Disability**

Employees, after at least one year service with the college, may be eligible to participate in the long-term disability leave program.

For more information on our long term disability insurance please visit the Human Resources web site.
Leave Benefits for Administrators

Vacation for Administrators

Regular full-time administrators working 12 months are eligible to receive 22 vacation days per salary year (June - May). This equates to an accrual rate of 1.83 days per month.

Short- Term Disability/Sick Leave for Administrators

Regular full-time administrators who are unable to perform their duties because of illness may receive up to six months (26 weeks) of sick leave with pay.

Group Long Term Disability Insurance

Employees, after at least one year service with the college, may be eligible to participate in the long-term disability leave program.

For more information on our long term disability insurance please visit the Human Resources web site.
Additional Benefits

- PayFlex / Health Hub - Flexible Spending Qualifying Expenses
  $5,000 Dependent Daycare Expenses & $2,550 Medical Care Expenses.

- Global Insurance (Travel Outside U.S)

- AFLAC’s Supplemental Insurance Plans
  3Plans: Accident, Cancer, and Specified Health Event

- United Legal Benefits

- Genworth – Long Term Care Insurance

- Computer Purchase Program – 2 year interest free loan

- Gettysburg College ID information

- Bookstore Charge Policy – 10% employee discount / charge up to $250

- Growing Places - on campus day care center
• Gettysburg College Department of Public Safety

• Workers’ Compensation Panel

• Book Store Discount Coupon!

• EAP with Wellspan

• Pillars Appreciation Program


Thank you for your time today, if you have questions please contact me ~ Karen Re

717-337-6071

[kre@gettysburg.edu](mailto:kre@gettysburg.edu)