

Gettysburg College Benefit Package 2019

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Medical Insurance Highmark

Human Resources Benefits

Highmark



Delta Dental Insurance

DELTA DENTAL

Everyone deserves
a healthy smile



Low Option

- Deductible: All covered dental procedures, except diagnostic and preventative services, are subject to an annual per person deductible of \$50/family limitation of \$100
- Annual maximum of \$750 per person
- Separate maximums for orthodontia and implants: both \$750

High Option

- Deductible: None
- Annual maximum of \$1200 per person
- Separate maximums for orthodontia and implants: both \$1200

2019 Delta Dental Premiums

Employee Premiums per pay (24/26 pays)

	<u>Low Option</u>	<u>High Option</u>
Single	\$ 1.00	\$ 3.64
Two Party	\$ 5.75	\$11.03
Family (3 or more people)	\$12.69	\$21.28

Please search for In Network dentist on our website:

[Delta Dental Website](#)





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.

SRA - supplemental retirement annuity with TIAA – voluntary contributions

[How to Enroll on line TIAA/Gettysburg College Site](#)

Retirement Program: Emeriti Health Solutions

A new approach to investing for your retirement health care needs.

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.

[Emeriti Website](#)

RETIREMENT PLANS



Emeriti Health Solutions

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
\$30,000 for the employee's spouse/partners
\$5,000 & \$10,000 for the employee's dependents

*Mutual of Omaha
Travel Insurance*

Tuition Credit Program for your Children

Dependent children of those employees of Gettysburg College who have met the eligibility rules listed on our tuition webpage 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 three tuition benefit plans listed below:

Gettysburg College Tuition Credit Plan

your dependent attends Gettysburg College.

The Tuition Exchange Program

your dependent receives a scholarship to one of the tuition exchange schools.

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.

Wellness Program

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.





Support Staff Leave Benefits

Sick/Vacation Leave Accruals

Sick Leave:

Support Staff employees earn sick leave in the amount of **.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 $\frac{1}{4}$ hour increments. Vacations are to be taken at times mutually agreeable to the employee, the College and his/her supervisor.

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

Service Hours

0-520 hours

(13 weeks, if work full 40hrs/wk)

521-10399 hours

(0-4 years, if work full 40 hrs/wk)

10400-20799 hours

(5-9 years, if work full 40 hrs/wk)

20800-31199 hours

(10-14 years, if work full 40 hrs/wk)

Over 31200 hours

(15 years, if work full 40 hrs/wk)

Hours Earned

20 hours total (Hours will not appear on pay stub until the employee has successfully completed their orientation period)

.038462 hours earned/hr worked (x 2080 hrs = 80hrs/yr)

.057692 hours earned/hr worked (x 2080 hrs = 120hrs/yr)

.076923 hours earned/hr worked (x 2080 hrs = 160 hrs/yr)

.084615 hours earned/hr worked (x 2080 hrs = 176 hrs/yr)



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.

Holiday Schedule 2018-2019

Independence Day

Wednesday, July 4, 2018

Thanksgiving

Thursday, November 22, 2018

Friday, November 23, 2018

Winter Holidays

Monday, December 24, 2018

Tuesday, December 25, 2018

Wednesday, December 26, 2018

Thursday, December 27, 2018

Friday, December 28, 2018

Monday, December 31, 2018

Tuesday, January 1, 2019

Memorial Day

Monday, May 27, 2019

Floating Holiday

One day to be used from June 1, 2018 – May 31, 2019

Total: 12 Days

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.

Work Schedule

Scheduled to work on the holiday

Compensation

Actual hours worked @ time-and-a-half plus additional appropriate holiday pay.

Not scheduled to work on the holidays

Holiday Pay

Work Schedule

Scheduled to work on the holiday

Compensation

Actual hours worked @ time-and-a-half

Not scheduled to work on the holidays

-0-

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.



Types of Leave of Absence

- Maternity Leave
- Parental/Partner Leave
- Adoption Leave
- Bereavement Leave
- Jury Duty
- Family and Medical Leave of Absence (FMLA)
12 months of employment & 1250 hours of service needed to be eligible for this *unpaid* leave.
- Military Leave

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 1 – May 31). This equates to an accrual rate of 1.83 days per month.

Regular full-time administrators working 11 months are eligible to receive 15 vacation days per salary year (June 1 - May 31). This equates to 1.36 days per month to be used during the 11-month period.

Additionally, regular full-time administrators working 10 months are eligible to receive 10 vacation days per salary year (June 1 - May 31). This equates to 1.00 day per month to be used during the 10-month period.

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



- **Optum Flex Account**
Flexible Spending Qualifying Expenses
\$5,000 Dependent Daycare Expenses
\$2,700 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

Miscellaneous

- Gettysburg College Department of Public Safety
- Workers' Compensation Panel
- Book Store Discount Coupon!
- EAP with WellSpan
- Pillars Appreciation Program
- Commuter Services – www.PaCommuterServices.com

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

~ Karen Re, Assistant Director of Human Resources

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