

*This brochure provides a summary of Grinnell College's benefit plans. The topics covered include holidays, vacation, sick leave, personal time off, health insurance, dental insurance, optional vision insurance, life insurance, optional supplemental life insurance, travel/accident insurance, long-term disability insurance, retirement plan, educational benefits, Employee Assistance Program, admission to college events, and Bookstore discount.*

*Please address any questions to **Sherry Leshen Foster**, Benefits Specialist, at **641-269-4356** or **leshens@grinnell.edu**, or **Jim Mulholland**, Assistant Treasurer, at **641-269-3500** or **mulholla@grinnell.edu**. After acceptance of an employment offer, all benefits will be explained in greater detail.*

The information provided in this brochure is only a summary. Insured benefits are governed by the detailed language in the insurance contracts and Summary Plan Descriptions. Uninsured benefits are governed by the detailed language in the employee handbooks. Grinnell College reserves the right to add, change, or terminate any provisions addressed in this summary statement.

### **Holidays (nine)**

- √ New Year's Day
- √ Martin Luther King Jr. Day
- √ Memorial Day
- √ Independence Day
- √ Labor Day
- √ Thanksgiving Day
- √ Day after Thanksgiving Day
- √ Day before Christmas Day
- √ Christmas Day

(Offices close the week between Christmas Day and New Year's Day, however some employees may be asked to work during this time.)

### **Vacation**

- √ Eligible first day of work
- √ Hours are earned based upon the hours actually worked, excluding overtime

<b>Years of Service</b>	<b>Earned Vacation Days</b>
1 through 4	10 (.0385 per hour)
5 through 9	12 (.0463 per hour)
10 through 14	15 (.0578 per hour)
15 +	20 (.0770 per hour)

- √ Part-time employees earn vacation in proportion to the actual hours worked
- √ Must complete probationary period prior to using vacation

### **Sick Leave**

- √ Eligible date of hire
- √ Hours are earned based upon the hours actually worked, excluding overtime (.0463 per hour)
- √ Hours are earned for hours actually worked at the rate of one day for each month worked full time
- √ Part-time employees earn sick leave in proportion to the actual hours worked
- √ Unused sick leave may be accumulated to a maximum of 1,040 hours (six months)

### **Personal Time Off**

- √ Eligible following one complete year of employment
- √ Must have a balance of at least 48 hours of sick leave
- √ May convert up to 24 hours of sick leave to personal time off
- √ Part-time employees calculate proportionately
- √ Following first-year anniversary all conversions occur annually on July 1

### **Health Insurance**

- √ Eligible the first of the month following first day of work, or coinciding with first day of work if on the first of the month
- √ Administered by Blue Cross/Blue Shield
- √ \$250/\$750 deductible, \$1,000/\$2,300 OPM (out of pocket maximum)
  - 80/20 co-insurance for Preferred Provider
  - 70/30 co-insurance out of network
- √ Drug card program \$1,000/\$2,000 OPM
  - generic: \$10 or 10% co-pay\*
  - brand: \$20 or 20% co-pay\*
  - \*whichever is greater
  - \*\$100 deductible on brand name only
- √ College currently pays 90% of employee only and 80% of employee and dependant(s) premium cost
- √ Alternative coverage options available for individual, spouse, and children

### **Dental Insurance**

- √ Eligible the first of the month following first day of work, or coinciding with first day of work if on the first of the month
- √ Administered by Delta Dental of Iowa
- √ 100% coverage, preventive and diagnostic
- √ \$50 annual deductible, basic and major procedures
  - 80/20 co-insurance for basic procedures
  - 50/50 co-insurance for major procedures
- √ \$1,500 per person calendar year benefit
- √ Orthodontia for dependent children; lifetime maximum \$1,500 per child
- √ College currently pays 90% of employee only and 80% of employee and dependant(s) premium cost
- √ Coverage options for individual plus one or more dependants available

### **Optional Vision Insurance**

- √ Eligible the first of the month following first day of work, or coinciding with first day of work if on the first of the month
- √ Exams covered in full every 12 months
- √ Prescription lenses for single vision, lined bifocal or trifocals covered in full every 12 months
- √ Covers one set of frames every 24 months up to \$150, plus 20% off additional out of pocket expense
- √ 20% off additional prescription glasses and sunglasses
- √ Contacts covered up to \$120 every 12 months
- √ Employee pays 100% of premium

# BENEFITS SUMMARY

## SUPPORT STAFF EMPLOYEES

### Admission to College Events

- v Free admission to most college events for employees and family
- v Free use of the Physical Education Center

### Bookstore Discount

- v 10% discount on most purchases

### Life Insurance

- v Eligible the first of the month following first day of work, or coinciding with first day of work if on the first of the month
- v One and one-half times annual salary or \$20,000, whichever is greater
- v College currently pays entire cost

### Optional Supplemental Life Insurance

- v Eligible August 1
- v Guarantee issue if enrolled w/in first 30 days of employment: \$150,000 employee, \$50,000 spouse, \$5,000 or \$10,000 child(ren)
- v Coverage available up to the lesser of five times salary or \$500,000, spousal coverage available up to one half of employees insured amount.
- v Employee currently pays entire cost

### Travel/Accident Insurance

- v Eligible date of hire
- v Provides \$100,000 coverage for employee while traveling on college business
- v College currently pays entire cost
- v May be extended to 24-hour coverage at employee's expense

### Long-Term Disability Insurance

- v Eligible after one year of employment or first of the month following date of hire if enrolled in a plan immediately prior to coming to Grinnell
- v Written verification from previous employer required
- v Six-month elimination period
- v Monthly income protection for total disability
- v Benefit equals 66-2/3% of monthly salary up to \$15,000 with maximum monthly benefit not to exceed \$10,000 per month
- v Continues college's retirement plan contribution
- v College currently pays entire cost

### Retirement Plan

- v Eligible after one year of employment or the first plan entry date if previously fully vested in an employer sponsored retirement plan
- v Written verification from previous employer required
- v Administered by TIAA/CREF
- v College contributes 10 percent of annual actual salary
- v Must work 1,000 hours per calendar year
- v Employee directs investment of college contribution
- v Employee is eligible to participate in voluntary tax sheltered supplemental retirement annuity (SRA)

### Educational Benefits

- v Tuition remission (of 90%) to Grinnell College for dependent children of employees; children must qualify for admission; employee must have been employed full-time by the college for two years
- v Employee and spouse may take courses free at Grinnell College; limited to two courses per semester for spouse, one course per semester for employee; approval of registrar required; course must have space available
- v Cash scholarship award of \$2,000 per year (per child) while attending other accredited institution under eligibility requirements above
- v Exchange program with Associated Colleges of the Midwest (ACM) and Great Lakes College Association (GLCA) schools; same eligibility rules as at Grinnell College

### Employee Assistance Program

- v Eligible date of hire
- v Agreement with Poweshiek County Mental Health Center for employees and families
- v Five diagnostic sessions per family at no cost; group therapy sessions count as one-half session per year
- v College currently pays entire cost
- v Additional sessions available, may be covered by health insurance

