DARTMOUTH COLLEGE
Dartflex/Retirement Benefits
2014 Summary Information
For
Hourly Staff *

* Working at least 9 months each year, and at least twenty hours per week.

Hourly Staff
“Hourly Staff” refers to employees who are not exempt from overtime pay according to the Fair Labor Standards Act. Hourly staff are paid biweekly. SEIU employees, please see the 2014 Summary Information for Union Members.

Orientation Program
Once the Benefits Office receives notice of a new hire, hourly staff are invited to attend a comprehensive orientation program at which they receive their benefit information and enrollment materials. It is important for the new hire to give their department correct personal information (social security number, date of birth, legal mailing address) as soon as possible after accepting the position. Absence of this information will delay an invitation to orientation.

Dartflex Benefits
Hourly staff are eligible to enroll in the Benefit Plans effective as of their date of hire. Medical, dental, life insurance, retirement benefits, and disability coverage are not activated until the FlexOnline enrollment process is completed. The enrollment deadline is 30 days from date of hire, date of notification, or date of orientation (whichever gives the individual the most time).

Dartflex: The Flexible Benefits Plan of Dartmouth
Under Dartflex, the money spent on benefits is not considered taxable income by the IRS (Some exceptions apply).

Benefit Options:
Medical (must elect one of the following):
- No coverage (must have other coverage)
- Open Access High Deductible Plan
- Open Access Plan 1 (default)
- Open Access Plan 2

Dental (may elect one of the following):
- No coverage (default)
- Coverage in a comprehensive plan

Long-Term Disability (may elect one of the following):
- 50% of pay replacement (default)
- 60% of pay replacement
- 70% of pay replacement
Life Insurance (must elect one of the following):
- $5,000 coverage (default)
- 1 x pay in coverage
- 2 x pay in coverage
- 2.5 x pay in coverage
- 3 x pay in coverage
- 4 x pay in coverage
- 5 x pay in coverage
(The maximum possible election is $1,000,000 in coverage. Dartmouth matches the elected coverage with Accidental Death and Dismemberment Insurance at no cost, to a maximum of $250,000. No personal medical information is needed for an initial election of up to 2.5 x pay in coverage within the first 30 days of employment)

Dependent Life Insurance (may elect any of the following):
- $10,000 in coverage for each dependent child
- $25,000 in coverage for a spouse or same sex domestic partner

Flexible Spending Accounts (FSA) (may deposit the following- 2014 limits): (Deposits are non-taxable income and are used to pay for expenses in the following categories)
- Medical Care - up to $2,500
- Dependent Care - up to $5,000 per family (day care expenses only)
  Note: For non-exempt staff and those employees making $60,000 or less, Dartmouth contributes $250 to a Medical FSA annually, regardless of whether you make a voluntary contribution. Part-time employees and new hire contributions are prorated.

Health Savings Account (may deposit the following- 2014 limits): (Deposits are non-taxable income and may be saved or used for qualified medical expenses)
- Available only for those individuals electing the Open Access High Deductible plan
- Up to $3,300 per individual or $6,550 per family plus $1,000 catch-up for those over 55

Health Benefits College Contribution:
Under Dartflex, staff receives a contribution which they subtract from the total cost of their elected benefits:

  Elected Benefit Cost minus Contribution equals Net Cost

The contribution an employee receives is dependent upon the number of people covered under the medical plan, the amount of base salary, and the percent of working full-time. Lower paid staff will receive a higher contribution to cover the cost of medical coverage. The contribution given by the College used to purchase benefits is prorated for part-time employees. For more information, please refer to the Medical Plan Cost Estimator at http://www.dartmouth.edu/~hrs/benefits/premium_cost/estimator/

Status Change Events
The benefits you elect will remain in effect through December 31, 2014. You may only make changes to your benefits during the annual Open Enrollment period unless you have a qualified change in family or employment status (i.e. birth, marriage, divorce, change in hours, change in residence, etc.). If you have a qualified change, you may notify the Benefits Office using the Status Change Form available at http://www.dartmouth.edu/~hrs/forms/index.html
Vacation, Holidays and Personal Leave

Vacation
Hourly staff are credited at the beginning of each fiscal year (July through June), according to the number of months worked in the prior fiscal year.

Administrative/Professional Positions:
- 1 - 3 years of service . . . . . . . . . . . . . .10 days
- 3 - 15 years of service . . . . . . . . . . . . .15 days
- 15 or more years of service . . . . . . . . . . . . .20 days

Non-Union Service Positions:
- 1 - 5 years of service . . . . . . . . . . . . . .10 days
- 5 - 12 years of service . . . . . . . . . . . . .15 days
- 12 - 20 years of service . . . . . . . . . . . . .20 days
- 20 or more years of service . . . . . . . . . . . . .25 days

Holidays
Dartmouth celebrates 8 holidays. These holidays are New Year’s Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the day after Thanksgiving, Christmas Day, the day after or before Christmas Day (as determined by Dartmouth).

Personal Leave
Eleven days of personal leave are granted each fiscal year, providing time off for personal reasons. When employment begins within the fiscal year the amount is pro-rated for the remainder of that fiscal year.

Retirement Plan Benefits
Retirement plan benefits consist of two parts: College contributions made on an employee's behalf under the Defined Contribution Retirement Plan and contributions voluntarily made by an individual under a Supplemental Retirement Account. Contributions are made on a pre-tax basis and will be taxed as income when withdrawn from the Plan.

Defined Contribution Retirement Plan
Under this plan Dartmouth makes regular, per paycheck contributions based on a percentage of salary and age:
- Age 21 through age 29 - 3%
- Age 30 through age 34 - 5%
- Age 35 through age 39 - 7%
- Age 40 and older - 9%

No contributions are required from the staff member. There are three investment companies in which to invest the contributions: TIAA-CREF, Fidelity, and Calvert. It is necessary to continue working at the College for three years to be vested in this plan. If employment ends before achieving three years of service, the balance in the Plan will be forfeited.

Supplemental Retirement Account
Under the Supplemental Retirement Account (SRA), staff may make voluntary tax-deferred contributions to increase their retirement income. These contributions belong solely to the staff member - no vesting schedule applies. The amount one can tax-defer is subject to IRS limits. Staff have three investment companies in which to invest the contributions: TIAA-CREF, Fidelity, and Calvert.
**Match**
Benefit-eligible employees, hired on or after July 1, 2009 who contribute to a Supplemental Retirement account (SRA) will receive a matching contribution to his or her 401(a) Defined Contribution Retirement Plan which will be proportionately distributed consistent with the employee’s designated 401(a) investment directions.

Dartmouth will match voluntary contributions during the first six years of benefits-eligible employment, up to a lifetime maximum of $3,000.

**Short-Term Disability**
Hourly staff are eligible for up to twenty-six weeks of disability payments for a medically certified disability. This plan replaces salary at 100% for the first eight weeks of disability and 60% for weeks nine through twenty-six. Disabilities lasting longer than twenty-six weeks may be eligible for coverage under the Long-Term Disability plan elected under Dartflex.

**Supplemental Benefits**
Hourly staff can select coverage from a variety of plans offered by Winston Benefits and CNA. Winston Benefits offers AFLAC Hospital Indemnity, AFLAC Personal Accident, Boston Mutual Personal Accident, Transamerica Critical Illness/Cancer and Transamerica Universal Life Insurance/Long Term Care plans. Please visit our website at [http://www.dartmouth.edu/~hrs/benefits/supplemental_benefits.html](http://www.dartmouth.edu/~hrs/benefits/supplemental_benefits.html) to learn more and enroll. Dartmouth College also offers employees a Long Term Care plan through CNA. To learn more about this plan please visit [http://www.dartmouth.edu/~hrs/benefits/open_enrollment/#ltc](http://www.dartmouth.edu/~hrs/benefits/open_enrollment/#ltc).

**Interest-Free Loans**
Hourly staff may borrow up to $1,000 (less any loans already received) interest free. The loan is intended for emergency use only. Repayment must be made within a ten-month period through payroll deductions; e.g., for a $1,000 loan, the minimum repayment is $50.00 based on twenty deductions. Once approved, there is a two (2) year wait before an employee can apply for another loan. Applications and additional information are available at [http://www.dartmouth.edu/~hrs/benefits/loans/index.html](http://www.dartmouth.edu/~hrs/benefits/loans/index.html).

**Travel Accident Insurance**
As of the first day of employment, hourly staff are insured for accidental death and dismemberment insurance with a life benefit of $750,000, while traveling on College business. Additionally, the College provides Supplemental Scheduled Air Business Travel Accidental Death and Dismemberment coverage with a life benefit of $750,000.

Please visit [http://www.dartmouth.edu/~hrs/benefits/](http://www.dartmouth.edu/~hrs/benefits/) for additional benefit information.

*This Benefit Summary is not intended to be a summary plan description (SPD) as defined under ERISA law. For more information please see the certificate and SPD for each benefit plan. The College reserves the right to change these employee benefit plans and policies at its discretion. For more information, please call the Benefits Office at 603-646-3588.*

*Updated: September 2013*