DARTMOUTH COLLEGE
Standard/Retirement Benefits
2014 Summary Information
For
Research Associate B employees*
*Appointments of at least 9 months, and at least half-time.

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

Standard Benefits
Research Associate B employees can enroll in Standard Benefits effective as of appointment date. Medical, dental, life insurance, and retirement benefits, are not activated until the FlexOnline enrollment process is completed. The enrollment deadline is 30 days from hire, date of notification, or date of orientation (whichever gives the individual the most time). The payroll deductions for these benefits are pre-tax for Research Associate B’s.

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

Life Insurance (may elect one of the following):
- No coverage (default)
- $5,000 coverage
- 1 x pay in coverage
- 2 x pay in coverage
- 2.5 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)

Health Savings Account (may deposit the following - 2014 limit)
(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
The College provides a contribution for medical insurance, which can be used to purchase any of the medical plan options. The contribution amount is based on 96 percent of the cost of single membership in the Open Access Plan 1, or if covering dependents, 81 percent of the two-person or family membership cost for this same plan. The contribution received under Standard Benefits, used to purchase the medical plan, is pro-rated for part-time appointments. Costs for medical coverage in excess of the contribution amount are paid by the Research Associate B. A contribution is not provided for dental or life insurance, and participation is voluntary. These costs are paid with contributions from your salary.

**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](http://www.dartmouth.edu/~hrs/forms/index.html)

**Vacation**

Research Associate B employees are given 14 calendar days of vacation per fiscal year on July 1, to use in that fiscal year. The fiscal year at Dartmouth runs July through June. New appointments that begin sometime other than July 1 receive pro-rated vacation for 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 Research Associate B. 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 you leave employment before achieving three years of service, the balance in the Plan will be forfeited.

**Supplemental Retirement Account**

Under the Supplemental Retirement Account (SRA), Research Associate B employees can make voluntary tax-deferred contributions to increase their retirement income. These contributions belong solely to the individual - no vesting schedule applies. The amount one can tax-defer is subject to IRS limits. Research Associate B employees have three investment companies in which to invest the contributions: TIAA-CREF, Fidelity, and Calvert.

**Match**
Research Associate B 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.

**Supplemental Benefits**

Research Associate B employees 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**

Research Associate B employees may borrow up to $2,000 interest free. This loan is available due to a generous gift from the Gilman Foundation. The loan must be repaid within one (1) year, and once awarded there is a two (2) year wait before an employee can receive 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 appointment, Research Associate B employees 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*