

## **Benefits–Other**

Applies to: See specific eligibility under policy

Policy Statement:

### *Adoption Benefit*

**Applies to: All benefits-eligible employees**

The College provides benefits-eligible employees with up to \$5,000 reimbursement of fees associated with the cost of adopting a child.

### Definitions and Regulations:

The maximum paid per adoption is \$5,000, even if the employee adopts multiple children at one time. If another child is adopted at a different time, the employee may apply for another \$5,000. This benefit is pro-rated for employees working less than full time; the amount is based on full-time equivalency. The payment, which is made through the employee's paycheck, can be paid out in a lump sum or in smaller amounts as the employee pays the adoption payments/expenses. The funds are not subject to taxation. Payment will be processed in the employee's next available paycheck.

### Procedure:

To apply, the faculty or staff member must send a written request to the associate director of benefits. The request should include the employee's name and social security number and documentation of proof of payment.

### Documentation:

<http://www.dartmouth.edu/~hrs/benefits/index.html>

### *Seven Percent Special Benefit*

**Applies to: Salaried (exempt) benefits-eligible employees**

Under this benefit, faculty and salaried staff aged 40 years and older will receive an additional seven percent of base salary. This money is paid monthly and appears as a separate line item in the employee's paycheck. The employee can take the seven percent as taxable income or contribute it to a supplemental retirement account on a pre-tax basis.