

Dartmouth College

Benefit Summary for Hourly Staff*

* Working at least 9 consecutive months, 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.

Orientation Program

Once the Benefits Office receives notice from the payroll department 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, address) as soon as possible after accepting the position. Absence of this information will delay an invitation to orientation.

Benefits

Hourly staff are eligible to enroll in Benefits Plans effective on their date of hire. Medical, dental, life insurance, retirement benefits, and disability coverage are not activated until the FlexOnline enrollment process is completed. The window to enroll is 30 days from date of orientation.

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)
- \$1500 deductible Indemnity plan (***default***)
- BlueChoice (a Point of Service plan)
- Preferred Blue (a Preferred Provider Organization)

Dental (*may elect one of the following*):

- No coverage (***default***)
- Coverage in a comprehensive plan
- Orthodontia is not covered
- No waiting period

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. The College 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 first 30 days of employment, unless 2.5 x your pay equals \$500,000 or more.)

Dependent Life Insurance (*may elect any of the following*):

- \$10,000 in coverage for each dependent child
- \$25,000 in coverage for a spouse

Flexible Spending Accounts (*may deposit the following*):

(deposits are non-taxable income and are used to pay for expenses in the following categories)

- Health Care - up to \$5,000
- Dependent Care - up to \$5,000 per family (day care expenses only)
- \$250 Employer contribution for full-time employees, pro-rated for part-time employees and those hired mid-year.

Benefit Contribution:

Under Dartflex staff receive a contribution, which they subtract from the total cost of their elected benefits:

Elected Benefit Costs *minus* Contribution *equal* 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 receive more contribution to cover the cost of medical coverage for family members than higher paid staff. The contribution given by the College used to purchase benefits is prorated for part-time employees.

Cash Out

If not all of the Dartflex contribution is spent on benefits, up to \$800 of unused contribution is provided as additional taxable salary over a twelve-month period. This amount is prorated for part time employees.

Vacation, Holidays and Personal Leave

Vacation

Vacation is 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 service10 days
- 3 - 15 years of service15 days
- 15 or more years of service20 days

Non-Union Service Positions:

- 1 - 5 years of service10 days
- 5 - 12 years of service15 days
- 12 - 20 years of service20 days
- 20 or more years of service25 days

Holidays

The College celebrates 8 holidays. These 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 the College).

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 Benefits

Defined Contribution Retirement Plan

Under this plan Dartmouth makes regular, per paycheck contributions based on a percentage of salary and age:

- Age 21 to age 29 - 3%
- Age 30 to age 34 - 5%
- Age 35 and older - 10%

No contributions are required from the staff member and 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 consecutive years to be vested in this plan. If employment ends before achieving three years of service, the contributions made to this plan are 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.

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.

Interest-Free Loans

Effective November 26, 2008, the loan amount available to benefits eligible Hourly staff has been doubled to \$1000 (less any loans already received) through May 31, 2009. The loan is

intended for emergency use only. Repayment must be made within a ten-month period through payroll deductions; e.g., for a \$1000 loan, the minimum repayment is \$50.00 based on twenty deductions. Once approved, there is a two (2) year wait and before an employee can apply for another loan, and there must not be an outstanding loan balance.

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.

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.
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