Summary Information

For

Research Staff

For employees with one of the following titles:
Research Associate C, Research Scientist, Research Analyst, or Research Engineer

*Research staff working at least 9 months each year, and at least half-time.*
SUMMARY INFORMATION

2015 Research Staff

RESEARCH STAFF
For the purposes of this document, “Research Staff” refers to a Research Associate C, Research Scientist, Research Analyst and Research Engineers. Research staff are exempt from overtime pay according to the Fair Labor Standards Act, and are paid monthly.

RESEARCH ASSOCIATE C
Research Associate C (RAC)’s refer to grant or college-funded employees (other than those on certain kinds of training grants) with an appointment of greater than three (3) years and less than six (6) years.

RESEARCH SCIENTIST/ANALYST/ENGINEER
The title Research Scientist, Research Analyst, or Research Engineer can be given to individuals who perform essential roles in the research enterprise of individual laboratories (i.e. under the auspices of a faculty sponsor), in institutional cores, or in providing support for broad-based institutional initiatives through roles in data analysis and assessment.

ORIENTATION PROGRAM
Once the Benefits Office receives notice of benefits eligibility, Research Staff are invited to attend a comprehensive orientation program at which they receive their benefit information and enrollment materials. It is important for the employee 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
Research Staff are eligible to enroll in the Benefit Plans effective as of their date of hire/eligibility. Medical, dental, life insurance, disability coverage and retirement benefits are not activated until the online enrollment process is completed.

The deadline for enrollment is the latter of 45 days from the date you become benefits eligible, or 45 days from the date you are notified you are benefits eligible.

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)
• High Deductible Health Plan (HDHP) (default)
• Open Access Plan 1 (OAP1)
• Open Access Plan 2 (OAP2)

DENTAL
must elect one of the following:
• No coverage (default)
• Coverage in a comprehensive plan

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.
SUMMARY INFORMATION

2015 Research Staff

No personal medical information is needed for an initial election of up to 2.5 x pay in coverage if elected within the first 45 days of benefit eligibility (or date of notification, whichever is later). You elect the beneficiaries of this plan.

DEPENDENT LIFE INSURANCE
must elect one of the following:

- No Coverage (default)
- $25,000 in coverage for a spouse or same-sex domestic partner
- $10,000 in coverage for each dependent child under age 26

Adding and/or changing coverage for adults after your initial enrollment may require additional health questions. You are the beneficiary of this plan.

SHORT-TERM DISABILITY

Research 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.

LONG-TERM DISABILITY (LTD)
must elect one of the following:

- 50% of pay replacement (default)
- 60% of pay replacement
- 70% of pay replacement

FLEXIBLE SPENDING ACCOUNTS (FSA)
May deposit up to the following 2015 limits:

Deposits are non-taxable income and are used to pay for expenses in the following categories:

- Medical Care - up to $2,550
- Dependent Care - up to $5,000 per household (child or adult day care expenses only)

Note: For all Research Staff making $60,000 or less, Dartmouth contributes $250 to a Medical FSA annually, regardless of whether you make a voluntary contribution. Contributions are prorated for part-time employees and those who become eligible for benefits mid-year.

You are not eligible to participate in the Flexible Spending Account if you contribute to or receive an employer contribution to the HSA.

HEALTH SAVINGS ACCOUNT (HSA)
may deposit up to the following 2015 limits:

- Up to $3,350 per individual plan
- Up to $6,650 per family plan
- Plus $1,000 catch-up for those who are age 55 as of December 31, 2015.

Deposits are non-taxable income and may be saved or used for qualified medical expenses.

Available only for those individuals enrolled in a High Deductible Health Plan.

Note: Research Staff electing the Dartmouth HDHP, will receive an employer contribution to an HSA in the amount of $500 for those electing an individual plan or $1,000 for those electing a family tiered plan, regardless of whether you make a contribution. Contributions are prorated for part-time employees and those who become eligible for benefits mid-year.
You are not eligible to contribute to the Health Savings Account if you contribute to a Medical Flexible Spending Account. This includes employer contributions to a Medical FSA.

Employees electing the Dartmouth HDHP who choose to forego a Health Savings account in 2015 so that they may be a patient at Dartmouth Health Connect, will be eligible for an employer contribution of up to $500 in a Medical Flexible Spending Account.

Due to strict eligibility guidelines, employee's interested in participating in the HSA plan are encouraged to consult with a tax professional prior to enrolling.

SUPPLEMENTAL BENEFITS

Research 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: www.dartmouth.edu/~hrs/benefits/2015/supplemental.html to learn more and enroll. Dartmouth College also offers employees an additional Long Term Care plan through CNA. To learn more about this plan please visit www.dartmouth.edu/~hrs/benefits/2015/ltc.html.

HEALTH BENEFITS COLLEGE CONTRIBUTION

Under Dartflex, Research Staff receive a contribution to their medical and life insurance benefits, which they subtract from the total cost of their premiums.

Elected Benefit Cost minus Dartmouth Contribution equals Employee Net Cost

The contribution an employee receives is dependent upon the amount of base salary, the percent of working full-time and the medical plan tier (number of people covered) elected.

Lower paid staff receive a higher contribution to cover the cost of medical coverage than higher paid staff. The contribution given by the College used to purchase benefits is pro-rated for part-time employees.

For more information, please refer to the Medical Plan Cost Estimator at www.dartmouth.edu/~hrs/benefits/premium_cost/estimator/

STATUS CHANGE EVENTS

The benefits you elect will remain in effect through December 31, 2015. 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 www.dartmouth.edu/~hrs/docs/scf_2015.pdf.

VACATIONS AND HOLIDAYS

VACATION

Research Staff are credited with 22 vacation days at regular pay at the beginning of each fiscal year (July through June). When service on July 1 is under one year, the amount is prorated according to the number of months worked in the prior fiscal year.
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 before or after Christmas Day (as determined by Dartmouth).

RETIREMENT PLAN BENEFITS
Retirement plan benefits consist of two parts: College contributions made on an employee’s behalf under the 401(a) Defined Contribution Retirement Plan and contributions voluntarily made by the employee under a 403(b) Supplemental Retirement Account (SRA). Contributions are made on a pre-tax basis and will be taxed as income when withdrawn from the Plan.

Retirement plan elections may be changed at any time without a qualifying event or change in status.

401(a) DEFINED CONTRIBUTION 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.

403(b) SUPPLEMENTAL RETIREMENT ACCOUNT
Under the Supplemental Retirement Account (SRA), Research Staff may make voluntary tax-deferred contributions to increase their retirement income. These contributions belong solely to the employee - no vesting schedule applies. The amount one can tax-defer is subject to the annual IRS limits. Employees have three investment companies in which to invest the contributions: TIAA-CREF, Fidelity, and Calvert

MATCH
Benefits-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.

If employment ends before achieving three years of service, the balance in the plan will be forfeited.

7% SPECIAL BENEFIT PLAN
Certain Research Staff who are age 40 and older receive an additional 7% of their base salary from the College. This may be taken as taxable income, or it may be contributed to the employee’s Supplemental Retirement Account (SRA). Those eligible to receive this benefit are staff in salaried positions as of June 30, 2010 who remain in a salaried position and who have already reached, or will reach, the age of 40 on or before December 31, 2015.
These dollars do not count as part of your annual salary for benefit purposes.

**INTEREST-FREE LOANS**

Research Staff may borrow up to $2,000 interest free. This emergency 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 waiting period before an employee can receive another loan. Applications and additional information are available at [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, research 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 [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 November 2014*