

# Dartmouth College

## Benefit Summary for Salaried Staff\*

\*Salaried staff working at least 9 consecutive months, and at least half-time.

### **Salaried Staff**

“Salaried Staff” refers to employees who are exempt from overtime pay according to the Fair Labor Standards Act. Salaried staff are paid monthly.

### ***Orientation Program***

Once the Benefits Office receives notice from the payroll department of the new hire, salaried 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***

Salaried staff are eligible to enroll in Benefit Plans effective on their hire date. 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 the 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)

### ***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 and Holidays**

### ***Vacation***

Salaried staff are credited with one month or 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***

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).

## **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***

Salaried 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.

### ***7% Special Benefit***

Salaried staff age 40 and older will receive an additional 7% of base salary.

## **Interest-Free Loans**

Salaried staff may borrow up to \$2,000 interest free. This loan is available due to a generous gift from an anonymous donor. The loan must be repaid within one year, and once awarded, there is a two year wait before an employee can receive another loan.

## **Travel Accident Insurance**

As of the first day of employment, salaried 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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