

2009 Carleton College Benefit Program Summary For Eligible Union Employees

Carleton College offers a comprehensive program of benefits designed to provide a variety of protections for you and your family. The College contributes significantly to the cost of most of these benefits, and you may be required to contribute a portion of your pay to some. Benefits mandated by law, Social Security and Medicare, require significant contributions by both you and the College. Following is an outline of benefits available to you and a brief description of the coverage offered by each.

Group Health Insurance - The College offers a plan provided by Blue Cross and Blue Shield of Minnesota. Participants select one of three different plan options; a change in options may be made once every year unless you experience a qualifying event.

Options Blue – This is a high deductible option offering preventative and catastrophic coverage with an employer funded health reimbursement account (HRA). This plan also offers a large network of providers. Preventive care is covered at 100% to a maximum of \$500. Routine cancer screenings are covered at 100%. Prescription drugs require a \$15 co-pay for generic drugs, a \$30 co-pay for brand name formulary drugs, or a \$45 co-pay for non-formulary brand name drugs. You may also receive coverage with non-network providers but can expect higher out-of-pocket costs and other restrictions.

AWARE Preferred Provider Organization (PPO) - This option offers preventative and catastrophic coverage through a large network of health care providers. This option covers eligible services at 80% through a large network of health care providers. Office visits require a \$35 co-pay. Preventive care is covered at 100%. Prescription drugs require at \$15 co-pay for generic drugs, a \$35 co-pay for brand name formulary drugs, or a \$55 co-pay for non-formulary brand name drugs. You may also receive coverage with non-network providers but can expect higher out-of-pocket costs and other restrictions.

AWARE Gold - This option offers coverage for preventative and catastrophic coverage through a large network of health care providers. You pay a part of the cost of some services such as office calls which require a \$35 co-pay and pharmaceuticals which require a \$15 co-pay for generic drugs, a \$35 co-pay for brand name formulary drugs, or a \$55 co-pay for non-formulary brand name drugs. You may also receive coverage with non-network providers but can expect higher out-of-pocket costs and other restrictions.

The 2009 employee cost per bi-weekly pay period for Options Blue is \$103.33 (family) and \$68.42 (single + one) and \$33.57 (single). AWARE PPO is \$161.32 (family) and \$102.18 (single + one) and \$48.38 (single). AWARE Gold is \$230.03 (family) and \$147.07 (single + one) and \$69.99 (single). The cost associated with health coverage is not prorated for less than full-time employees. Participation in the group health insurance is optional. New employees may enroll the first of the month following date of hire, or coincident with the first of the month. Open enrollment is offered on an annual basis.

Group Dental Insurance - Eligible staff members are able to enroll in the College-sponsored voluntary group dental program offered by Delta Dental. The College does not contribute to the plan but the group design allows you to purchase dental insurance at premium rates. A variety of coverage and cost options are available. New employees may enroll the first of the month following date of hire. Open enrollment is offered every two years. Bi-weekly premiums are shown below for the two plan options that are available.

| <u>Value Plan</u> | | <u>Comprehensive Premier Plan</u> | |
|------------------------|---------|-----------------------------------|---------|
| Employee only | \$13.27 | Employee only | \$16.85 |
| Employee plus spouse | \$26.63 | Employee plus spouse | \$33.85 |
| Employee plus children | \$25.06 | Employee plus children | \$31.85 |
| Family | \$43.08 | Family | \$54.69 |

Pension Plan - All regular employees covered by the Union agreement who have completed their probationary period will be covered by the Central Pension Fund. The College agrees to pay to the Fund \$2.40 per hour (effective July 1, 2006) for each regular hour (up to 40 hours/week) that an employee receives pay. The Central Pension Fund can be contacted in writing at 4115 Chesapeake Street Northwest, Washington D.C. 20016-4665 or by calling collect at 202-362-1000.

Savings Plan - The College will make available to its Union employees the TIAA-CREF tax deferred supplemental annuity program. The College does not contribute to SRA accounts but you benefit through tax-deferred savings. Since there are

limits to the amount that individuals may defer, anyone interested in contributing to an SRA account should contact TIAA-CREF in order to determine the maximum amount of deferral allowed. Participation in the Supplemental Retirement Account program is optional. Forms are available by contacting Human Resources or on-line at www.tiaa-cref.org.

Group Life Insurance - The College provides Group Term Life Insurance coverage to all eligible employees through The Hartford Insurance Company. Effective 7/1/2005 the benefit is increased to \$47,000. You are eligible for this plan when you become eligible for employee benefits and are not required to contribute toward its cost. Coverage begins the first of the month following date of hire. Additional life insurance may be purchased by the employee in amounts from \$1,000 up to a maximum of \$6,500.

Long Term Disability - If you become disabled, you receive benefits equal to approximately 60% of your current monthly salary and continued deposits to your retirement plan. Benefit payments begin after a three-month waiting period from the date of total disability. You become eligible to participate in the Long Term Disability Plan the first of the month following date of hire or coincident with the first of the month. You and the College share in the cost of Long Term Disability Coverage. Your cost is 0.520% of your annual salary. Participation in this plan is optional.

Flexible Spending Accounts - Tax-sheltered Flexible Spending Accounts (FSAs) allow you to pay for certain expenses related to medical, dental and dependent care costs with pre-tax salary dollars. To participate, you estimate what your annual minimum out-of-pocket costs will be and arrange to contribute that amount of your pay to build your account. Then, as you incur eligible expenses you file a request for reimbursement from your account. Reimbursements may not exceed your estimated expenses (account balance). Claims processing and administration is outsourced with ARC (Administration Resources Corporation). You forfeit money remaining in your account if you cannot claim expenses for the plan year. Therefore, you might want to predict your expenses conservatively. Participation in the Flexible Spending Account Program is voluntary and although the College does not contribute monetarily to these accounts, the tax-sheltering feature can result in significant savings for you. You may, of course, want to review the impact of participation in the Flexible Spending Account Program with your tax advisor.

Employee Assistance Program - All Carleton employees and their families have access to the Employee Assistance Program (EAP). The EAP is a confidential professional assessment and referral service. The College pays the cost of this service. The service provides assistance with, and is not limited to, problems such as drug and alcohol abuse, emotional stress, legal concerns or financial difficulties. You or anyone in your family or living in your home can call anytime for professional help.

Toll-free: 1-888-371-1125

Domestic Partners - The College provides a domestic partner program for staff members who are part of committed, non-traditional relationships. Program details, including a description of benefits, and a required application form may be obtained from Human Resources.

Paid Vacation Days - As a Union employee, you are entitled to paid vacations according to the following schedule: Date of hire but less than five years of employment -- two weeks; five years but less than twelve years -- three weeks; Twelve years or more -- four weeks. Vacation days will be prorated if you work part-time.

Paid Sick Leave - All regular full-time and regular part-time employees will accrue sick leave for all regular hours worked in each pay period. The rate of accrual shall be based on one day for each month and allowed to accumulate to the maximum of 182 days. This amount is prorated if you work part-time. New employees sick days will be available after the probation period of ninety (90) days. Sick leave will accumulate back from the employee's start date. If you have accumulated sick leave, you may use any of it to care for an ill dependent child. Employees will be allowed to use up to two days sick leave pay for FMLA leave to care for an ill spouse or domestic partner.

Paid Holidays - New Year's Day, July 4th, Labor Day, Thanksgiving Day, Christmas Eve Day, Christmas Day, and a College designated floating holiday (usually the day after Thanksgiving) are observed. You are also entitled to three floating holidays. Holidays are prorated if you work part-time. New employees are not eligible for floating holidays until they have completed their first year of employment.

Social Security and Medicare - Social Security and Medicare benefits are designed to help provide financial stability during retirement or periods of permanent disability. The College is required to match your tax contributions to these programs. In 2002 your tax rate equals 6.2% (Social Security) and 1.45% (Medicare) and was matched in full by the 5/1/09

College. The amount of tax paid by both the College and you equals more than 15% of your salary. Benefit levels are set by Congress and may not be directly related to the taxes you paid during your years of employment. Participation by you and the College is required.

Credit Union - Carleton Faculty and Staff may elect to participate in services offered by the Oak Trust Credit Union. The College does not contribute to the services provided by the credit union. Please contact Oak Trust Credit Union at (800) 232-6728 or (630) 792-0100 or visit www.oaktrust.com for membership details.

In the event of any differences between these summary statements and official information on benefit plans in the College's files, the latter will apply and govern in all cases.

Additional information on all benefit programs is available from the College's Human Resource Office, (507) 222-5989.