

Carleton College Benefits Summary Non-Exempt Staff

Eligibility

Benefits are effective the first of the month following an employee's start date. If the employment date occurs on either the first day of the month or the first working day of the month, benefits will become effective immediately. Open enrollment is offered on an annual basis. For costs and detailed information about the benefit plans, please visit the [Carleton College Benefits Page](#).

Health Insurance – Two plans are provided through HealthPartners. [Employees have pre-tax deductions for these plans.](#)

Blue Plan – This is a high deductible health plan with a health savings account ([HSA](#)). Within the HealthPartners network, preventive care is covered at 100%. Eligible services and prescription drugs are covered at 80% after the deductible has been met. Specified preventive medications are offered with a co-pay. [Blue Plan SBC](#)

Maize Plan – This plan has a co-pay for office visits, a deductible for other types of care, and 80% coverage for eligible services after the deductible is met. Preventive care is covered at 100%. Prescription drugs have a co-pay based on the type of prescription filled. [Maize Plan SBC](#)

Dental Insurance – Optional dental coverage is available through two Delta Dental programs. Both programs include two cleanings per year. [Employees have pre-tax deductions for these plans.](#)

Value Plan – Basic dental coverage; Delta Dental covers up to \$750 per participant annually.

Comprehensive Plan – Enhanced dental coverage with a limit of \$1500 per participant annually. This plan includes restorative dental services and orthodontia for adolescent dependents.

Vision Insurance – The voluntary vision plan provided by VSP Choice includes an allowance of \$130 for standard frames or \$150 for featured frames (available every other year), or a \$130 allowance for contact lenses (available every year), and discounts on lenses and laser correction surgery. [Employees have a pre-tax deduction for this benefit.](#)

Required Government Notices – There are several notices that the federal government requires us to provide individuals covered under our group health plan(s). Please review these notices as you make your benefit enrollment decisions and retain this information with your other written plan materials.

Flexible Spending Accounts – Plans through HR Simplified allow pre-tax dollars to be set aside for eligible medical or dependent care costs. FSAs are annual “use or lose” plans; they must be elected every year and funds remaining after the end of the year are forfeited. Grace and run-out periods apply.

Retirement Plans – Employees can save for retirement through two TIAA-CREF plans:

Defined Contribution – Employees contribute 2% of their salary to this non-optional plan. Carleton contributes 10%. Contributions are tax-deferred and are immediately vested.

Supplemental Retirement Account – Employees are encouraged to participate in the voluntary plan. Contributions may be either tax-deferred or Roth (after tax), and are subject to annual IRS limits.

Life Insurance – The College provides Group Term Life Insurance coverage through Cigna. The amount provided is 3.5 times base pay up to a maximum of \$250,000. There are reductions in coverage starting at age 65. Employees may purchase additional life insurance for themselves and their families. The cost is based on age and the benefit amount chosen.

Accidental Death and Dismemberment (AD&D) Insurance – The College provides AD&D Insurance coverage to all eligible employees through The Hartford. The amount provided is 3.5 times base pay up to a maximum of \$250,000 with reductions in coverage starting at age 65. Employees may purchase additional AD&D insurance for themselves and their families. The cost is based on the benefit amount chosen.

Long Term Disability Insurance – If you become disabled, this plan will cover approximately 60% of your monthly salary after a 90-day waiting period. The premium for this plan is shared between Carleton and the employee, and the cost is determined by base wage.

Employee Assistance Program (EAP) – All Carleton employees and their families have access to the EAP, which is a confidential assessment and referral service. The EAP provides assistance with, and is not limited to, problems such as drug and alcohol abuse, emotional stress, legal concerns, and financial difficulties. The College pays the cost of this service.

Dependent Tuition Benefit – Non-exempt employees are eligible for dependent tuition benefit at Carleton for one-half tuition plus one-half board charge if all conditions are met:

- The employee is a benefit-eligible employee;
- The employee, if hired on or after July 1, 1990, has completed six consecutive years of service;
- The dependent is accepted as a full time Carleton student.

The benefit is pro-rated if work is less than full time. The benefit does not apply to summer program courses. Receipt of this educational credit would not preclude the possibility of additional student aid from the College if approved under the provisions of the appropriate financial need analysis.

Leave

Vacation – accrued at the following rates:

At start date	2 weeks per year
Upon completion of fifth year of employment	3 weeks per year
Upon completion of tenth year of employment	4 weeks per year

Sick – accrued at the rate of one day for each month worked.

Holidays – New Year’s Day, July 4th, Labor Day, Thanksgiving Day, Christmas Eve Day, Christmas Day, and a College-designated holiday (usually the day after Thanksgiving) are observed.

Floating Holidays – employees are eligible for up to three floating holidays.

Vacation, sick, holiday, and floating holiday accruals are pro-rated for those working less than full time or less than twelve months per year and leave is accrued on a bi-weekly basis.

FMLA – Employees who meet eligibility requirements for FMLA may receive up to 5 days of paid FMLA leave.

Paid Parental Leave – Non-exempt employees with one or more years of continuous service who become parents and are designated as the primary caregiver may receive 12 weeks of paid parental leave. The amount of paid leave is calculated based on budgeted FTE. To qualify for parental leave, a staff member must have worked at the college as regular benefit-eligible for at last one year.

For other benefits including financial planning reimbursement, long-term care insurance, estate guidance, and employee travel assistance & ID theft protection services, please refer to the [Benefits Page](#) or contact Human Resources at 507-222-7471.

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.