Carleton College Benefit Program Summary
For Eligible Non-Exempt Staff

The following is an outline of benefits and a brief description of the coverage. Unless otherwise stated, benefits are effective the first of the month following an employee’s start date. If the employment date occurs on 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 on the benefit plans please visit www.carleton.edu, keyword: benefits.

Group Health Insurance - The College offers a plan provided by HealthPartners.

  - **Blue Plan** – This is a high deductible health plan option offering preventative and catastrophic coverage with health savings account (HSA) through HealthPartners largest network of health care providers. Preventive care is covered at 100%. Eligible services and prescription drugs are covered at 80% once the deductible has been met.

  - **Maize Plan** - This option has a copay for office visits, a deductible for other types of care and covers eligible services at 80% after the deductible is met. Preventive care is covered at 100%. Prescription drugs have a copay based on the type of prescription filled.

  - **Teladoc** – The College provides the Teladoc program to all eligible employees and their dependents. Teladoc provides on-demand care 24/7 with U.S. licensed/board certified physicians who will provide medical treatment and advice for non-emergent medical issues, questions or concerns via telephonic, secure email and online video consultations. Prescription medications or refills can be requested. There is no cost to staff or their dependents for this program.

Group Dental Insurance - Eligible employees are able to enroll in the College-sponsored voluntary group dental program provided by Delta Dental. Two plans and cost options are available.

  - **Value Plan** - Offers basic dental coverage up to $750 per participant. Two office visits and cleanings are offered as part of the insurance plan.

  - **Comprehensive Premier Plan** - Offers enhanced dental coverage up to $1000 per participant. Two office visits and cleanings are offered as part of the insurance plan. Adolescent orthodontic coverage is offered under this plan.

Vision Insurance - Eligible employees are able to enroll in the voluntary group vision plan provided by VSP Choice. Highlights of the plan include a $130.00 allowance for frames and 20% off any amount above the retail allowance, lenses, an allowance of $130.00 towards contacts (in lieu of glasses), and laser correction surgery discounts.

Flexible Spending Accounts - Flexible Spending Accounts (FSAs) allow pre-tax dollars to be set aside for certain expenses related to medical and dependent care costs. Claims processing and administration is outsourced through HRSimplified. FSAs are yearly “use-it-or lose-it” plans: remaining money in accounts at the end of the plan year is forfeited. The medical flex plan is not an option for those enrolled in the Blue plan medical insurance. A limited FSA covering vision and dental expenses will be offered for Blue plan members.

Retirement Plan - All benefit-eligible, non-union employees are required to participate in the Defined Contribution plan. Employees contribute 2% of their salary and Carleton contributes 10%. All contributions are made on a tax-deferred basis and are immediately vested. The plan is administered by TIAA-CREF.

Additional, voluntary retirement plan contributions may be made through a Group Supplemental Retirement Account (GSRA) administered by TIAA-CREF. There are limits to the amount that individuals may defer. Contributions may be made either tax-deferred or post-tax (ROTH).

Group Life Insurance - The College provides Group Term Life Insurance coverage to all eligible employees through the Hartford Insurance Company. The amount provided is 3.5 times base pay with reductions in coverage starting at age 65. Participation is mandatory.

Group Accidental Death and Dismemberment (AD&D) Insurance - The College provides AD&D insurance to all eligible employees through the Hartford Insurance Company. The amount provided is 3.5 times base pay up to a maximum of $250,000 with reductions in coverage starting at age 65. Participation is mandatory.

Voluntary Group Term Life Insurance – Employees may purchase additional life insurance to supplement the College provided life benefit through the Hartford Insurance Company. Additional insurance can be purchased to cover an employee’s spouse/domestic partner and/or dependents (up to age 26). The cost is based on age and the benefit amount chosen.

Voluntary AD&D Insurance- This plan allows employees the ability to purchase additional AD&D insurance to supplement the College provided benefit through the Hartford Insurance Company. Additional insurance can also be purchased to cover an employee’s spouse/domestic partner and/or dependents (up to age 26). The cost is based on the benefit amount chosen.
**Long Term Disability** - This plan will cover approximately 60% of an employee’s current monthly salary and continued retirement plan required contributions if an employee becomes disabled. Benefit payments begin after a 90 day waiting period from the date of total disability. The premium for this coverage is split between Carleton and employee. Costs are based on base wage.

**Long-Term Care Insurance** – The College offers benefit-eligible staff the opportunity to purchase long-term care insurance through Transamerica Insurance Company. This type of insurance helps with the expense of long-term care which assists individuals who are unable to perform the basic activities of daily living. Coverage can also be purchased at discounted rates for other family members (i.e. spouse/partner, adult children, parents, siblings, and grandparents) with underwriting approval.

**Paid Parental Leave** - Benefit-eligible, non-exempt employees with one or more years of continuous service who becomes either a birth or adoptive parent and who is designated as the primary caregiver may receive 12 weeks of paid parental leave. The amount of paid leave is calculated based on the budgeted FTE.

**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.

**Dependent Tuition Benefit** – Non-exempt employees are eligible for dependent education benefit at Carleton of one-half tuition plus one-half board charge if the employee is:
- a benefit-eligible employee;
- an employee hired on or after 7/1/90 and must have been on the payroll for at least six consecutive years (completion of six consecutive years);
- the dependent is accepted as a full-time Carleton student.
This benefit is prorated if work is less than full-time. This 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.

**Financial Planning Reimbursement** - A reimbursement is available to defray the costs associated with financial planning advice provided by a certified financial planner, accountant, attorney or other financial planning professional. Eligible employees are regular employees who work half time or more for six continuous years. After this time, $150.00 will be available. When the employee has reached age 50, an additional $150 is available for a total reimbursement of $300.00. For those employees 50 years or older with one year of service, the total of $300.00 is immediately available.

**Paid Vacation Days** - Bi-weekly employees will accrue paid vacation time according to the following schedule: At start of employment - two weeks; Upon completion of the fifth year of employment - three weeks; Upon completion of the tenth year of employment - four weeks. Vacation time is pro-rated for those working less than full-time, less than twelve months, or a new hire with less than one year of employment.

**Paid Sick Leave** – Benefit eligible non-exempt employees accrue paid sick leave at the rate of one day for each month worked. The amount of sick leave is pro-rated for those working less than full-time, less than twelve months, or a new hire with less than one year of employment.

**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. Holidays are pro-rated for those working less than full-time.

**Paid Floating Holidays** – Bi-weekly employees are eligible for up to three floating holidays. Floating holidays are pro-rated for those working less than full-time, less than twelve months, or a new hire with less than one year of employment.

*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.*

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