

# PINE MANOR COLLEGE

## OFFICE OF HUMAN RESOURCES

### **Employee Benefits-At-A-Glance (Full-Time)**

**2017-2018**

<b>Health Insurance:</b>	Health insurance is provided through Blue Cross/Blue Shield for employees who work 30 or more hours per week. The College pays a portion of the health insurance premium based on employee earnings. Eligibility begins on the first day of the month following date of hire.
<b>Dental Insurance:</b>	Dental coverage is provided by Blue Cross/Blue Shield for employees who work 30 or more hours per week. The College pays a portion of the premium on behalf of employees. There is a \$1,500 calendar year limit on covered services. Eligibility begins on the first day of the month following date of hire.
<b>Vision Insurance:</b>	Vision coverage is provided by EyeMed for employees who work 30 or more hours per week. Premiums are paid in full by the employee. Eligibility begins on the first day of the month following the date of hire.
<b>Life Insurance:</b>	Basic Life Insurance coverage in the amount of \$50,000 is issued to eligible employees who work 30 or more hours per week. The premium is paid in full by the College. Additional amounts are available, based on evidence of insurability and an additional premium paid by the employee. Eligibility for Life, Short-term Disability and Long-term Disability begins on the first day the month following date of hire.
<b>Short-Term Disability:</b>	Employees who work 30 or more hours per week are eligible to receive a short-term disability benefit in the amount of 60% of base salary after a 14-day exclusion period. The benefit runs for up to 120 days and the cost of coverage is 100% paid by the College.
<b>Long-Term Disability:</b>	Employees who work 30 hours or more per week are eligible for this benefit after satisfying the 120-day qualification period through short-term disability, and receive a benefit of 60% of salary. The benefit is designed to run, if necessary, through the last day before normal retirement.
<b>Retirement Plans:</b>	PMC offers the choice of TIAA-CREF and Fidelity 403(b) plans. Employees may begin saving 90 days after beginning employment. There is currently a 1% (one percent) matching contribution.
<b>Flex Spending Account:</b>	A flexible spending account (FSA) is available through payroll deductions for employees to set aside pre-tax dollars to pay for dependent care costs and certain health costs not covered by their health plan. Membership is open at the time of hire or during annual open enrollment.
<b>Meal Plan:</b>	The College offers reduced rates for meals at the cafeteria, which is currently catered by Aramark Institutional Services Corporation. Payment may be made by cash or through payroll deductions.
<b>Facility Use:</b>	Employees may use the Annenberg Library and Gym free of charge.
<b>Child Study Center:</b>	Dependents of employees who are at least 2.9 years of age are eligible for discounted child care rates at the Child Study Center.
<b>Free Parking:</b>	Free parking is provided on campus. Parking stickers and ID badges are issued at the time of hire.