



Boston College

BENEFITS AVAILABLE TO ELIGIBLE EMPLOYEES

The information below assumes that an employee is in a benefits-eligible position working full-time for at least six (6) months or part-time working at least 20 hours per week for a minimum of 36 weeks per year.

Boston College provides a broad and competitive range of benefits in order to promote the health and general well-being of its workforce. The following is a brief outline of the benefits available to eligible staff. A more detailed explanation can be found in the Benefits Section of the Employee Handbook, which can be found at www.bc.edu/employeehandbook. Employees may email the Benefits Office (benefits@bc.edu) or call 617-552-3329 with any benefits-related questions.

- ***Medical Insurance***

Boston College offers two comprehensive medical plan options, the Harvard Pilgrim HMO (Health Maintenance Organization) and the Harvard Pilgrim PPO (Preferred Provider Organization). Information is available at www.harvardpilgrim.org/bostoncollege. New employees have 31 days from date of hire to enroll and may choose an individual or a family membership. The effective date of medical coverage will normally be your date of hire.

- ***Dental Insurance***

Boston College offers two dental plan options, the Delta PPO Plus Premier Plan and the DeltaCare Plan. See summary information in the Employee Handbook. New employees have 31 days from date of hire to enroll and may choose an individual or a family membership. The effective date of dental coverage will normally be your date of hire.

- ***Vision Plan***

The *EyeMed* Vision Plan provides free routine exams and other services subject to various copays and discounts. Employees may enroll within 31 days of their hire date and may elect an individual or family membership. The effective date of coverage will be the first of the month coinciding with or next following your date of hire. Employees may also enroll, or re-enroll, during the annual open enrollment period each fall effective January 1.

- ***Life Insurance***

Basic Life Insurance

Boston College pays **100%** of the cost for the following group life insurance coverage:

<u>Age</u>	<u>Amount of Coverage</u>
Under 55	2.0 times annual salary
55-64	1.5 times annual salary
65-69	1.0 times annual salary
70 and over	.67 times annual salary

Supplemental Life Insurance

This voluntary insurance is fully paid by the employee. An employee may purchase coverage up to four times annual salary to a maximum of \$900,000. The premium rates are based on age. If a new employee enrolls within 31 days of hire, coverage for up to one times salary is available with guaranteed issue (maximum \$300,000). A completed health statement must be provided for additional coverage or for enrollment outside the 31-day window (except for qualified life events).

Dependents Life Insurance

This insurance is fully paid by the employee and is expressed in “Units” of coverage for spouses and dependents. Each Unit provides \$10,000 of coverage for a spouse and \$5,000 for each eligible dependent (children under age 26). Up to three Units may be obtained by new employees with guaranteed issue within 31 days of hire.

- ***Employee Death Benefit***

In addition to the life insurance program, if a deceased employee had been employed full time at Boston College for more than five years, but less than 10 years, the beneficiary will receive from Boston College a death benefit equal to one-fourth of the employee’s current annual salary. If the employee had been employed full time for more than ten years, the death benefit will be one-half the employee’s annual salary. The beneficiary will be the same as designated under the Basic Life Insurance plan.

- ***Retirement Plans***

New employees may participate immediately in Boston College’s “Voluntary 403(b) Retirement Program.” After one year of eligible service, employees can participate in Boston College’s “Qualified 401(k) Retirement Plan.” In the 401(k) Plan, for a required **2%** of salary contribution by the employee, Boston College contributes an amount equal to **8%** of the employee’s basic salary. After nine years of employment, the College’s contributions increase to **10%**. **Investment options** are available in both the 401(k) and 403(b) plans through TIAA and Fidelity Investments.

A new employee who previously worked at Boston College in a benefits-eligible position should notify the Benefits Office upon re-hire to determine if the one year service requirement for the 401(k) Plan can be waived. Also, an employee who comes to Boston College immediately from a full-time position at another institution of higher education may qualify for a Retirement Equivalency Payment in lieu of 401(k) Plan contributions for the first year. To qualify, the Benefits Office must be notified and required documentation must be received within 60 days of hire.

- ***Tuition Remission***

Employee Benefit

100% tuition remission is available to full-time employees for undergraduate courses through the Woods College of Advancing Studies. Full remission is also available for two graduate courses per semester and two in the Summer Session. Pro-rated benefits are available to eligible part-time employees working 20 hours or more per week.

(Full-time is defined as 35 or more hours per week. Any hours under 35 are part-time).

Spouse Benefit

The spouse of an employee with less than 5 years of full-time service is eligible for a 50% tuition remission benefit. After the employee has attained five years of full-time service, his/her spouse is eligible for 100% tuition remission. A spouse’s benefit covers two courses a semester, and two in the summer period, and applies to undergraduate and graduate courses. The value of graduate course tuition remission for spouses is taxable to the employee.

Child Benefit

Children of employees with five or more consecutive years of full-time service are eligible for 100% undergraduate tuition remission for courses at Boston College (fees and room and board charges are excluded). Children must be admitted through the normal application process.

(See the Employee Handbook for other Tuition Remission provisions and restrictions.)

- ***Sick Leave***

Weekly-paid (non-exempt) and part-time monthly-paid (exempt) employees accrue the equivalent of one sick day per month worked. Sick days can be accumulated from year to year.

Full-time monthly-paid (exempt) employees are entitled to their regular pay for a reasonable number of days missed due to short-term illnesses and, in the event of an extended illness or disability, may receive full salary continuation for up to a maximum of six months (pro-rated with under a year of service).

Employees may use up to 40 hours of sick time a year to care for an ill family member.

- ***Short-Term Disability***

The Short-Term Disability (STD) policy applies to weekly-paid employees who have completed one year of full-time, benefits-eligible service. The STD policy provides a bridge between accrued sick leave and the (potential) start of Long-Term Disability Insurance benefits. STD payments will be 75% of the employee's regular weekly gross pay, may begin following six weeks of medical absence, and could continue for a maximum of 22-24 weeks depending on the calendar and the amount of sick and vacation time used. See the Employee Handbook for details.

- ***Long-Term Disability***

After an employee's first year of eligible service Boston College pays **100%** of the premium for Long-Term Disability Insurance coverage. This requirement may be waived if a new employee had been enrolled in a group LTD plan immediately before being hired at Boston College. This coverage provides an Income Benefit equal to 65% of salary after six months of disability, if approved by the insurance company. The plan also provides for continued 401(k) Retirement Plan contributions for disabled employees. [Note: This plan does not cover part-time employees on the monthly payroll.]

- ***Vacation***

Full-time members of the professional/administrative staff earn 22 days of paid vacation per year of employment, which accrue at the rate of 1 5/6 days per month of service. The accrual is 27 days per year after 25 years of service.

Full-time weekly-paid employees earn vacation accruals based on their years of eligible service. The following accrual chart illustrates the days earned by 52-week employees:

<u>Completed Service</u>	<u>Accrual Rate</u>	<u>Earned Time</u>
1 to 12 months	5/6 day/month	10 days/year
1 to 9 years	1 1/4 days/month	15 days/year
9 to 24 years	1 2/3 days/month	20 days/year
25 or more	2 1/12 days/month	25 days/year

Employees who work fewer than 12 months accrue at the same rates listed above, but only for the number of months actually worked. Eligible part-time employees earn vacation time on a pro-rated basis using the same schedules. See the Employee Handbook for details.

Long Service Employees

Employees who complete **15** or **20** years of service earn an additional five days of vacation time for one year only, to be used during the 12-month period following the anniversary date.

- ***Holidays***

The University grants up to 16 paid holidays per year. The schedule varies from year to year, depending on the requirements of the academic calendar and the days on which holidays fall.

- ***Personal Days***

Weekly-paid employees are entitled to two personal days each anniversary year, to be used when an employee needs a day off for personal reasons not related to vacation or illness.

- ***Summer Early Release***

For 12 weeks during the summer, the University permits most offices to close two hours early each Friday. Employees should always refer to their department's policies with respect to scheduling and pay during this period.

- ***Flexible Spending Accounts***

These accounts allow employees to save taxes on the money they spend for uncovered medical/dental and/or dependent care expenses. An employee must enroll within 31 days of hire, with the account normally being effective the first of the month coinciding with or next following your date of hire. Employees may also enroll during the annual open enrollment period each fall effective January 1.

- ***Group Automobile and Homeowners Insurance***

Employees can arrange through Farmers Insurance Company's "Farmers Group Select" program to have payroll deductions for discounted automobile and home insurance policies. A Farmers representative is available to answer questions and assist with arrangements.

- ***Group Legal Plan***

Through a pre-paid group legal plan called "Met Life Legal," employees have access to qualified attorneys for assistance in such areas as purchasing a home or property, drafting a will or estate planning documents, dealing with elder care or debt issues, and many other matters. New employees must enroll within 31 days of hire. Employees may also enroll, or re-enroll, during the annual open enrollment period each fall effective January 1.

- ***Employee Discounts***

Various discounts and promotions are described on the Discount Page on the HR website: <http://www.bc.edu/offices/hr/resources/discountprograms.html>.

- ***Financial Planning Subsidy***

After one year of full-time service, employees age 30 and over are eligible for Boston College to subsidize up to **80%** of the cost of financial planning services, to a maximum contribution of **\$650** per person. Complete information can be obtained from the Benefits Office.

- ***Adoption Benefits***

Boston College offers an Adoption Assistance Plan and an Adoption Leave Policy. The Adoption Assistance Plan provides reimbursement for qualified adoption expenses up to \$10,000. For details please refer to the “Adoption Leave” section in the Employee Handbook.

- ***Metro Credit Union***

Boston College employees are eligible to be members of the Metro Credit Union. The Credit Union offers all normal banking services, including checking and savings accounts, personal and automobile loans, mortgages, and home equity loans.

The above is intended as a brief summary only. More complete information is contained in the on-line Employee Handbook and/or in the documents governing the plans. Bargaining unit employees should also refer to their union contract. Boston College reserves the right to change or terminate these policies at any time.