

**MARYGROVE COLLEGE
BENEFITS SUMMARY FOR
FULL-TIME ANNUAL HOURLY – NON-EXEMPT EMPLOYEES**

MEDICAL INSURANCE

The college offers the following HMO's and PPO plans:

- Blue Care Network (BCN)
- Community Blue PPO (BC/BS)
- Traditional (BC/BS)
- Total HMO/PPOM Cofinity

The College pays a fixed amount of the premium for full-time annual employees and dependents. Employees are responsible for a portion of the deductible and co-insurance based upon plan selection.

An employee has the option of opting out if proof can be provided of other coverage. The employee, who opts out, is given \$100.00 per month.

DENTAL INSURANCE

Marygrove dental plans are Delta Dental PPO and Delta Premier Point of Service (POS). The services covered are:

- 100% of diagnostic, preventive and radiograph under both plans.
- 75% (PPO) 80% (Premier) of oral surgery, minor restorative services, periodontics and endodontics.
- 50% of major restorative and prosthodontics under both plans.
- \$1800 maximum per contract year (PPO); \$2000 maximum per contract year (Premier).
- \$1000 lifetime maximum for orthodontia under both plans

The College pays 100% of the premium for the employee under the PPO plan. There is a slight cost for an employee who chooses the Premier Plan.

There is an opt-out option for an employee who has other dental coverage. The employee, who opts out, is given \$10.00 per month.

FLEXIBLE SPENDING ACCOUNTS

- Health Care Reimbursement- Medical/Dental
- Dependent Care Reimbursement
- Premium Variable

All accounts are in pre-tax dollars. Pre-tax dollars are amounts that are exempt from federal, state, city and social security taxes. Contributions to the reimbursement accounts are deducted in equal amounts from each payroll period. The college pays for the administrative fee.

LIFE INSURANCE

- Mutual of Omaha Group Life Insurance is fully paid for by the College. The Group Life Insurance policy provides an employee with \$50,000.00 of life insurance and \$50,000.00 of accidental death and dismemberment benefits.
- An employee has the option to buy-up coverage on their spouse and/or dependents as well as for himself/herself in increments of \$10,000.00.

DISABILITY

- Short Term Disability Program provides income at 66% after an employee is disabled 30 working days. Eligibility is after 90 days of service.
- Long Term Disability Insurance is fully paid for by the College. This benefit provides an employee with 60% of his/her salary to a maximum of \$5,000.00 per month after six months of disability.

RETIREMENT PLANS

- TIAA Retirement Annuity is temporarily suspended.
- Supplemental Retirement Annuity is a retirement plan strictly based on employee contributions only. The minimum contribution is **\$25.00** per month..

EDUCATIONAL ASSISTANCE

- Marygrove College offers education assistance to undergraduate, continuing education and most graduate programs.
- Eligible after 90 day waiting period.
- College pays 100% for the employee, Maximum of two courses-Graduate or Undergraduate, 100% for dependents in undergraduate programs.50% for graduate programs, however some graduate programs are excluded.

Tuition Exchange Programs

- Council of Independent Colleges Tuition Exchange Program (CIC-TEP)
- Tuition Exchange Program (TE)

Through these exchange programs, employees as well as their dependents may receive the benefit of free tuition at other participating Catholic institutions of higher education.

EMPLOYEE ASSISTANCE PROGRAM (EAP)

- Employee Assistance Program is fully paid for by the College. The EAP will help resolve personal problems before they affect health, relationships with others or job performance.

VACATION

<u>Fiscal Yrs. Of Service</u>	<u>Vacation – Non-Exempt</u>
First *	5
Second, Third, and Fourth	10
Fifth and Sixth	15
Seventh and subsequent	20

Fiscal years start July 1st and end June 30th

*Vacation days are pro-rated during the first fiscal year if the date of hire is after July 1 and only accrual to date is paid in the year of termination.

SICK AND PERSONAL TIME

Upon the completion of a 90-day introductory period, an employee earns one sick day per month. In subsequent years, an employee accrues twelve per year. Maximum accrual is 180 days.

Personal Days -An employee is allowed two days per fiscal year. Depending on date of hire, the days may be pro-rated.

ELIGIBILITY

No Waiting Period	First of month following 30 days of service.	Completion of 90 day introductory period
Holiday Pay	Health Insurance	Personal Days
	Dental Insurance	Vacation
	Life, Accidental Death & Dismemberment	Disability - Short and Long Term
	Pension Plans (six months)	
	Flexible Spending	
	Savings Bonds	
	Employee Assistance Plan	

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