

BENEFITS MATRIX ADMINISTRATION AND STAFF

1/9/2013

BENEFIT	WHO PAYS	WHO IS ELIGIBLE	WHEN ARE YOU ELIGIBLE	GENERAL NATURE OF BENEFITS
Group Medical Insurance	You and The College	Full time employees	Upon Hire	Harvard Pilgrim Health Care: Best Buy HMO or Best Buy PPO Plan options, Vision savings, Wellness program information. Cost per month: HMO Individual-\$127.93/Dual-\$255.86/Family-\$383.80 PPO Individual-\$151.28/Dual-\$302.55/Family-\$453.83
Group Dental Insurance	You and The College	Full time employees	Upon Hire	Guardian DentalGuard Preferred PPO: Option 1 and Option 2, Vision savings. Cost per month: High Individual-\$25.03/Family-\$72.72 Low Individual-\$22.77/Family-\$66.17
Group Life Insurance	The College	Full time employees	Upon Hire	Guardian: One and one-half times annual salary to a maximum of \$150,000.
Disability Insurance	The College	Full time employees	Enrolled Upon Hire	Guardian: After qualifying period, 60% of the normal monthly salary up to a maximum of \$5,000 per month in the event of permanent or long-term disability.
Flex Spending	You	Full time employees	Upon Hire	HR Concepts: The College offers flexible spending accounts for medical and dependent care.
TIAA Retirement Plan	You and The College	All employees	First of the month after two years of service of 1000 hours or more per year. If coming from an eligible employer, without a break in service, time may be applied toward two years of service.	TIAA-CREF: Defined contribution 403(b) tax sheltered annuity plan. The College contributes 8.5% and the employee must contribute 2.5%. One-on-one consultations available thru TIAA-CREF.
Supplemental Retirement Annuity	You	All employees	Upon Hire If scheduled to work a minimum of 1000 hours a year.	TIAA-CREF: Defined contribution 403(b) tax sheltered annuity plan. One-on-one consultations available thru TIAA-CREF.
Sick Days	The College	Full time employees and Part time with a minimum of 20 hours per week	After one complete calendar month of employment.	One day for each month of employment for Administration and Staff up to 90 days maximum. Part time earn sick leave on a prorated basis.
Vacation Days	The College	Full time employees and Part time with a minimum of 20 hours per week Fiscal Year	After one complete calendar month of employment.	Administration earn 1 2/3 days per month of service. Staff earn 1 day per month during the first five years of service: 1 1/3 days per month from the fifth to tenth anniversary; and 1 2/3 days per month after the tenth anniversary. Part time earn on pro-rated basis.
Personal Days	The College	Full time employees and Part time with a minimum of 20 hours per week	Upon Hire	Full time & Part time employees with a minimum of 20 hours per week Fiscal Year receive three days per year from date of employment (part time prorated). Academic Year Full time & Part time employees are eligible for one day per year (part time prorated). Personal days do not carry over to the next year.
Holidays	The College	Full time employees and Part time with a minimum of 20 hours per week	Upon Hire	Fourteen and one-half paid Holidays. Employees receive holiday pay if they are regularly scheduled to work on the holiday. Part time equal or greater than 20 hours per week paid on prorated basis.
Merrimack College Tuition	You and The College	All employees	Upon Hire	Employees may attend up to three courses tuition free per semester. Spouses and children (to age 25) are eligible for tuition remission according to length of service and position classification.
Employee Assistance Program	The College	All employees	Upon Hire	Guardian/WorkLifeMatters: EAP provides confidential counseling for emotional & mental health, financial, work-related, family & substance abuse.