



COLBY COLLEGE

BENEFITS SUMMARY



This summary provides general information about Colby's employment terms and benefit plans. It is intended for informational purposes only and does not constitute an offer of employment. If you have questions about Colby's policies or practices that are not addressed in this summary, please feel free to contact the Office of Human Resources at (207) 859-5500 or visit the website at www.colby.edu/hr for additional information.

Colby is an Equal Opportunity/Affirmative Action employer, committed to excellence through diversity and encourages applications and nominations for candidates that will contribute to the cultural and ethnic diversity of our College.

BENEFIT ELECTIONS

For new hires or rehires that start work on the first day of any month, benefits are effective immediately. For those whose start date is after the first of the month, benefits are effective on the first day of the following month.

Colby's medical plans and Flexible Spending Accounts are maintained pursuant to Internal Revenue Code rules governing "cafeteria" plans. In order to achieve the tax-savings under such plans, the employee signs irrevocable benefit elections for each plan year (January 1-December 31). Changes are permitted only in limited circumstances.

In November, there is a mandatory on-line enrollment process to choose benefits for the following year.

MEDICAL INSURANCE

Colby provides a choice of three medical plan options, which include prescription drug coverage: Open Access Plus In-Network (OAPIN), Open Access Plus (OAP), and a high deductible plan with a Health Savings Account (Choice Fund-HSA). CIGNA administers all plans. For additional information go to www.colby.edu/hr/benefits.

OPEN ACCESS PLUS IN-NETWORK (OAPIN)

The OAPIN plan offers the convenience of referral-free access to participating CIGNA providers. Once a \$250 Individual or \$500 Family deductible has been satisfied, the plan pays 90% of eligible expenses until the out-of-pocket maximum has been met and then the plan pays 100% of eligible in-network expenses after that. The maximum annual out-of-pocket expense (the combination of the deductible and co-insurance) is \$1,250 for an individual (\$250 deductible + \$1,000 out-of-pocket) or \$2,500 for a family (\$500 deductible + \$2,000 out-of-pocket).

The office visit co-pay is \$20/\$25 (specialty) for in-network providers and no coverage for out-of-network. Most of the other services are paid at 90% after deductible when in-network.

The OAPIN plan also provides coverage for preventive medicine including well-baby care, routine eye exams, routine immunizations, and family planning (in-network only) at no cost to the employee when coded as preventive and services are in-network.

Separate benefit limitations may apply to expenses for: occupational, physical, and speech therapy; skilled nursing facility care; and home health care.

OPEN ACCESS PLUS (OAP)

The OAP plan allows participants more flexibility to choose their own medical providers for primary, specialty, and hospital care. Once the \$500 Individual or \$1,000 Family deductible has been satisfied, the plan pays 80% of eligible expenses until the out-of-pocket maximum has been met, then it pays 100% of eligible in-network expenses after that. The maximum annual out-of-pocket expense (the combination of the deductible and co-insurance) is \$1,500 for an individual (\$500 deductible + \$1,000 out-of-pocket) or \$3,000 for a family (\$1,000 deductible + \$2,000 out-of-pocket).

The office visit co-pay is \$20 for in-network providers and 60% after deductible for out-of-network providers. Most of the other services are paid at 80% after deductible when in-network or 60% after deductible out-of-network.

The OAP plan also provides preventive care benefits (in-network only at no cost). All hospital stays and surgical procedures are subject to a utilization review.

This plan also has an out-of-network reduced benefit, which pays 60% of eligible expenses until the out-of-pocket maximum has been met, and then it pays 100% of eligible expenses after that. The maximum annual out-of-pocket expense (the combination of the deductible and co-insurance) is \$1,500 for an individual (\$500 deductible + \$1,000 out-of-pocket) or \$3,000 for a family (\$1,000 deductible + \$2,000 out-of-pocket).

Most medical providers in Maine participate in Cigna's network and will submit claims directly to CIGNA. Other providers will require payment from you and you would need to submit receipts for reimbursement.

CHOICE FUND HEALTH SAVINGS ACCOUNT (Choice Fund-HSA)

The Choice Fund-HSA has a \$1,500 Individual/\$3,000 Family deductible in-network. Once the deductible has been satisfied, the plan pays 80% of eligible expenses until the out-of-pocket maximum has been met, then it pays 100% of eligible in-network expenses after that. The maximum annual out-of-pocket expense in combination with the deductible and co-insurance is \$3,000 for an individual (\$1,500 deductible + \$1,500 out-of-pocket) or \$6,000 for a family (\$3,000 deductible + \$3,000 out-of-pocket).

This plan also has an out-of-network reduced benefit, which pays 60% after you have met a maximum out-of-pocket expense of \$6,000 (\$3,000 deductible + \$3,000 out-of-pocket) for an individual or \$12,000 (\$6,000 deductible + \$6,000 out-of-pocket) for a family.

Deductibles – if enrolled in a family plan, all family members contribute to the family deductible which must be satisfied before the plan co-insurance is applied to any family member’s individual claim.

Routine office visits for preventive care are covered at 100% in-network. After meeting your deductible, you pay 20% of any other office visits.

MEDICAL INSURANCE COST

Employees electing medical insurance coverage are required to contribute to the cost of coverage. The cost will vary based on the plan selected, the number of individuals covered, and current salary. Employees with other coverage may elect to opt out of the medical insurance plan and receive a monthly payment of \$60, subject to evidence of other coverage.

OAPIN Monthly Employee Contribution			
	Employee Only	Employee +1	Employee +2 or more
Under \$37,500	\$24	\$187	\$248
\$37,500 to \$76,499	\$46	\$264	\$356
\$76,500 and above	\$70	\$348	\$449

OAP Monthly Employee Contribution			
	Employee Only	Employee +1	Employee +2 or more
Under \$37,500	\$20	\$170	\$230
\$37,500 to \$76,499	\$40	\$239	\$331
\$76,500 and above	\$60	\$298	\$399

CHOICE FUND-HSA Monthly Employee Contribution			
	Employee Only	Employee +1	Employee +2 or more
Under \$37,500	\$14	\$120	\$180
\$37,500 to \$76,499	\$23	\$175	\$275
\$76,500 and above	\$36	\$250	\$350
Colby Contributions to Employee Health Savings Account			
Per Month	\$84	\$167	\$167

DENTAL INSURANCE

Colby has partnered with Northeast Delta Dental to offer employees important dental benefits including preventive, basic, and major services, as well as child and adult orthodontia benefits. With Delta Dental, you have the freedom to receive care from any licensed provider, regardless if they are in-network or out-of-network.

There is no waiting period for coverage, no office visit co-pays, and diagnostic and preventative services are covered at 100% with no deductible, including cleaning visits. Basic restorative services are covered at 80% and major restorative services are covered at 50%. Orthodontics for children and adults are covered at 50% up to \$1,500 with no deductible.

Monthly Employee Contribution		
Employee Only	Employee +1	Employee +2 or more
\$8	\$29	\$52

VISION INSURANCE

Vision Service Plan (VSP) is the national leader in providing eye health management. VSP complements our current benefits by providing examinations, lenses, frames, or contact lenses with reasonable co-pays. The individual monthly rate is \$8.56 and family is \$18.40. Discounts averaging 20% are also available on sunglasses lens options such as scratch resistant and anti-reflective coatings and progressives.

LONG-TERM DISABILITY INSURANCE

Colby's Long-Term Disability (LTD) plan, paid by the College and underwritten by The Hartford, provides a monthly income equal to 60% of covered salary, subject to the completion of the 180-day elimination period. In the event of disability after two years of service, the insurance program will contribute 12 percent of covered salary to the retirement plan, normally until age 65.

LIFE INSURANCE

Basic group term life insurance, paid by Colby and underwritten by The Hartford, is provided to employees according to the schedule to the right.

Optional life insurance in amounts ranging from \$50,000 to \$500,000 (5 x salary maximum) is available through payroll deduction. A \$150,000 travel accident insurance policy covers staff traveling on College business.

Dependent life insurance is also available through Colby underwritten by The Hartford. Employees may purchase up to \$50,000 for a spouse and up to \$10,000 per dependent child. Spousal life insurance may not exceed employee amount.

Age	Amount
< 30	\$50,000
30-34	\$45,000
35-39	\$40,000
40-44	\$35,000
45-49	\$30,000
50-54	\$25,000
55-59	\$20,000
60 +	\$15,000

FLEXIBLE SPENDING ACCOUNTS

Flexible Spending Accounts (FSA) allow employees to make pre-tax contributions to an account in their name, from which reimbursements are made for dependent care expenses and/or eligible medical expenses (such as deductibles, co-payments, dental, and eye-care expenses). Claim forms are submitted for reimbursement of expenses incurred during the Plan Year in which contributions are made.

If you choose the Choice Fund-HSA, you are not allowed to participate in Flexible Spending for medical expenses; however, you may elect to enroll in a Limited Purpose Flex Account for vision and dental expenses only.

403(b) RETIREMENT PLAN

VOLUNTARY – TAX DEFERRED ANNUITIES

Employees may save additional funds for retirement on a tax-deferred basis by contributing to a Group Supplemental Retirement Annuity (GSRA). Contributions are not subject to federal and state income taxes; rather, contributions and earnings are taxed when received as income in retirement. These individually owned supplemental retirement annuity contracts are issued by TIAA.

MANDATORY – RETIREMENT ANNUITY (RA)

As a condition of employment, participation in the mandatory retirement annuity plan begins automatically after completion of two years of eligible employment. As a result, the Plan requires contributions from both the College and the employee. The College contributes 8% on the first \$84,900 of base salary and 10% on eligible earnings above \$84,900. Employees will contribute 2% of their regular earnings.

Contributions to annuity contracts are immediately vested. Participants may allocate contributions among a variety of investment options.

VACATION

Note: This benefit does not apply to Faculty members.

ADMINISTRATIVE STAFF

For Administrative Staff, vacation is earned at the rate of two days per month and can be accrued up to a maximum of 36 days (for full-time, fiscal year appointments).

HOURLY STAFF

For Hourly Staff, vacation is earned on a monthly basis at the annual rate of 10 days during the first four years, 15 days after four years, 20 days after nine years, and 24 days after twenty years of employment. Vacation may be accrued up to a maximum of one and one-half times the annual accrual amount.

SICK LEAVE

Sick leave is earned at the rate of one day per month and may be accrued up to a maximum of 130 days. Sick leave may be used for illness, injury, and in some cases may be used for medical appointments.

HOLIDAYS

Colby currently provides twelve paid holidays, including a winter break between Christmas and New Year's Day, and two floating holidays each year. The holiday schedule is announced in advance and most major holidays are observed by the College. Floating holidays are available after completion of the six-month probationary period and must be taken before the end of the fiscal year.

PARENTAL LEAVE

Colby provides four weeks of paid parental leave for the birth or adoption of a child to continuing employees (half-time or more) with two or more years of service. Eligible staff with less than two years of service will be granted leave pro-rated based on their length of service at a rate of one week of paid leave for every six consecutive months of completed service.

DEPENDENT TUITION SUBSIDY

For dependent children of continuing, full-time employees who have been employed for six continuous years at Colby, the College offers a tuition subsidy benefit of up to 38.1 percent of Colby's comprehensive fee (up to \$27,432 for 2019/2020).

Benefits are earned on the basis of one year of benefit for each year of service and payable for a maximum of eight semesters for any one dependent for undergraduate instruction only at an accredited institution. Colby's benefit is paid on tuition charges only, for no more than half the annual benefit per semester. Room and board, books, and fees, etc., are not eligible expenses.

EMPLOYEE TUITION BENEFIT

Employee tuition is available to continuing, full-time employees upon completion of their initial six-month probationary period at a rate up to \$279 per credit hour for undergraduate courses and up to \$418 per credit hour for graduate courses. The benefit is limited to 12 credit hours per calendar year and is payable to tuition only; other fees are not eligible. Employees in a continuing, full-time position may also audit or enroll for credit in one Colby course each semester at no cost.

COMMUNITY PARTNER MERIT SCHOLARSHIP at KENTS HILL

The Community Partner Merit Scholarship Program at Kents Hill will provide a \$12,000 annual scholarship to admitted children of Colby employees. This is separate from any financial aid resources that families may be eligible to receive. Kents Hill (kentshill.org) is an independent co-educational high school offering more than 100 college preparatory, AP, and honors classes on a 400-acre campus about 40 minutes from Colby.

EMPLOYEE ASSISTANCE PROGRAM (EAP)

The Employee Assistance Program (EAP) offers confidential assessment, referral, and counseling benefits for a variety of personal, work, life, and emotional concerns. These include, but are not limited to, parenting, elder care, legal, substance abuse, marital, stress, and eating disorder issues. The EAP is offered to all employees and dependent family members.

IDENTIFICATION (ID) CARDS

Identification (ID) cards are issued to employees and spouses. These cards serve as identification for admission to home athletic events, for use of athletic facilities and library services, and for obtaining discounts on goods or services at some area businesses.

PARKING

Parking stickers are available at the Security Office, located in the Roberts building, at no charge.

For additional information about benefits offered through Colby, please visit

www.colby.edu/hr/benefits

If there is any inconsistency between this summary and any plan, contract, or policy, the actual terms of the plan, policy, or contract will govern.