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## ADMINISTRATIVE STAFF BENEFIT SUMMARY

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### **INTRODUCTION**

This summary has been prepared to provide candidates for employment general information about Colby's employment terms and benefit plans. The summary is intended to be used 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 Personnel Services at (207) 859-5500 or visit the web site at [www.colby.edu/personnel](http://www.colby.edu/personnel) for additional information.

Colby is an Equal Opportunity/Affirmative Action employer, committed to excellence through diversity, and strongly encourages applications and nominations for persons of color, women, and members of other under-represented groups.

### **INTERVIEW PROCESS**

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Interviews for selected candidates will be arranged by the hiring department. All candidates selected for on-campus interviews will meet with a representative of Personnel Services to discuss general employment information.

Upon request, candidates of diverse backgrounds who have an interest in meeting employees or individuals with similar backgrounds are encouraged to do so. Please communicate any such interest to a member of the Personnel Services staff at (207) 859-5500.

### **EMPLOYMENT OFFERS**

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Employment offers at Colby are provided in writing and state the type of appointment being offered, position title, starting date of employment, annual salary, eligibility for benefits, and any other terms of appointment.

### **TERMS OF APPOINTMENT**

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All administrative staff at Colby are exempt from the minimum wage and overtime provisions of the Fair Labor Standards Act. Upon satisfactory completion of a six-month probationary period, administrative staff are eligible for annual re-appointment each July 1.

### **PERFORMANCE REVIEW**

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Colby conducts annual performance appraisals of all staff, generally coinciding with the July 1 - June 30 fiscal year.

### **SALARY**

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Starting salaries are determined by the Associate Vice President for Administration consistent with the College's administrative staff salary system. All administrative staff salaries are reviewed each year. The College tries to provide annual general and merit salary increases.

### **VACATION**

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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).

### **SICK LEAVE**

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

### **PARENTAL LEAVE**

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Colby provides four weeks of paid parental leave for the birth or adoption of a child to employees with two or more years of service.

### **HOLIDAYS**

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Colby currently provides nine paid holidays and two floating holidays each year. The holiday schedule is announced each year 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 during the fiscal year.

## HEALTH INSURANCE:

Colby's health plan currently provides a choice of two plans: HMO Maine, a health maintenance organization, and the Comp-Care Plan. Anthem Blue Cross Blue Shield of Maine administers both plans.

### HMO

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HMO Maine is a managed care program with extensive benefits, minimal co-payments, few claim forms, and has a network of contract providers. The HMO features coverage for preventive medicine including well-baby care, routine eye exams, routine immunizations, and family planning.

The HMO requires that each employee and covered family member select a Primary Care Physician (PCP) from an approved list of providers. All medical care – routine, specialty, and hospital – must be authorized by the PCP to be covered by the HMO. By working through the PCP, participants generally receive 100 percent coverage for eligible expenses, less a \$20 co-payment for office visits.

Separate benefit limitations may apply to expenses for: mental and substance abuse treatment; occupational, physical, and speech therapy; skilled nursing facility care; and, durable medical equipment.

For employees who prefer not to be covered by an HMO, Colby provides a traditional indemnity plan with more flexibility.

### INDEMNITY PLAN

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Comp-Care is an indemnity plan that allows participants more flexibility to choose their own medical providers for primary, specialty and hospital care. Once the \$250 per person deductible has been satisfied, the plan pays 80 percent of the next \$5,000 in eligible expenses and 100 percent of eligible expenses above \$5,250. The combination of the deductible and co-insurance is the maximum annual out-of-pocket expense for an individual (\$250 + \$1,000 = \$1,250).

Payments are based on the eligible charges for medical procedures. In addition to the deductible and co-insurance amounts, participants are responsible for charges over the usual and customary charges for service.

Comp-Care also provides a schedule of preventive care benefits. Separate benefit amounts and restrictions apply for substance abuse, and treatment of mental and nervous illness. All hospital stays and surgical procedures are subject to utilization review.

Most medical providers in Maine have participation contracts with BCBS and will submit claim forms directly to BCBS. Other providers will require payment from you and you would need to submit for reimbursement.

### PRESCRIPTIONS

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Both the HMO and Comp-Care offer a prescription drug card program. Available from participating pharmacies, generic prescriptions cost \$10, brand name prescriptions cost \$25, and optional brand name prescriptions cost \$40 for a supply of up to 30 days. Certain maintenance-type medications are available by mail order in supplies of up to 90 days at a cost of \$20 generic, \$50 brand name and \$80 optional brand name.

Step-therapy - Anthem requires physicians to prescribe less expensive "first line" medications before moving to a more expensive "second line" medication. If the "first line" medication is not successful, the physician will be able to prescribe a "second line" medication.

### COST

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All employees electing health insurance coverage will be required to make contribution to the cost of coverage and 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 health insurance plan and receive a one-time payment of \$300 (pro-rated for partial years), subject to evidence of other coverage.

<b>2006 HMO Plan Monthly Contribution Rates</b>			
	Employee Only	Employee +1	Employee +2 or more
Under \$32,000	\$21.70	\$169.20	\$225.20
\$32,000 to \$72,000	\$42.00	\$239.10	\$323.10
over \$72,000	\$63.70	\$315.50	\$407.10

  

<b>2006 Indemnity Plan Monthly Contribution Rates</b>			
	Employee Only	Employee +1	Employee +2 or more
Under \$32,000	\$28.10	\$225.20	\$309.20
\$32,000 to \$72,000	\$49.60	\$323.10	\$436.40
over \$72,000	\$70.00	\$422.40	\$563.50

## **LIFE INSURANCE**

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Basic group term life insurance, paid by Colby and underwritten by UNUM, is provided to employees according to the following schedule:

<b>Age</b>	<b>Amount</b>
< 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

Optional life insurance in the amount of \$50,000, \$100,000, \$150,000, \$200,000 or \$250,000 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 UNUM. Employees may purchase up to \$50,000 for a spouse/domestic partner and up to \$10,000 per dependent child.

## **DOMESTIC PARTNERS**

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Employees may elect to cover opposite- or same-sex domestic partners under the health and life insurance programs subject to completion of an affidavit of domestic partnership.

Employees interested in electing domestic partner coverage should understand that under IRS rules, contributions for domestic partner coverage are generally not tax-sheltered and employees will be required to pay additional taxes on the difference between the family rate and the individual rate—this is true even if the election includes coverage for other tax dependents.

## **FLEXIBLE SPENDING ACCOUNTS**

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Flexible Spending Accounts (FSAs) allow employees to make pre-tax contributions to an account in their name, from which reimbursements are made for dependent care expenses and 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.

## **BENEFIT ELECTIONS**

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Colby's health plan and FSAs 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.

## **LONG-TERM DISABILITY INSURANCE**

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Colby's Long-Term Disability (LTD) plan, paid by the College and underwritten by UNUM, provides a monthly income equal to 60 percent 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.

## **RETIREMENT PLAN**

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Colby contributes to individually owned retirement annuity contracts issued by Teachers Insurance and Annuity Association/College Retirement Equities Fund (TIAA/CREF). Participation is mandatory and begins after two years of employment.

The College contributes 8% percent of earnings up to \$84,900 and 10% thereafter. Employees must contribute two percent of earnings on a mandatory salary reduction basis. Contributions to annuity contracts are immediately vested.

Participants currently may allocate contributions among 10 investment options. TIAA offers a fixed dividend rate and Real Estate Account, and CREF offers Stock, Growth, Equity Index, Money Market, Social Choice, Bond Market, Inflation-Linked Bond, and Global Equities accounts.

## **TAX DEFERRED ANNUITIES**

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Employees may save additional funds for retirement on a tax-deferred basis by contributing to a Supplemental Retirement Annuity (SRA) or tax deferred annuity (TDA). Contributions are not subject to federal and state income taxes; rather, contributions and earnings are taxed when received as income in retirement. TIAA/CREF currently provides 10 investment funds. Other annuity contracts are also available.

## **EMPLOYEE TUITION REIMBURSEMENT**

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Tuition reimbursement is available to continuing, full-time employees at a rate up to \$184.00 per credit hour for undergraduate courses (up to \$274.00 per credit hour for graduate courses through Master's level), up to a maximum of 12 credit hours per calendar year. Employees may audit or enroll for credit in one Colby course each semester at no cost.

## **DEPENDENT TUITION SUBSIDY**

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The College offers a tuition subsidy benefit of up to 38.1 percent of Colby's comprehensive fee (\$15,930 for 2005/06) for dependent children of continuing, full-time employees after a six-year waiting period.

## **EMPLOYEE ASSISTANCE PROGRAMS**

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The 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.

## **ID CARDS**

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

## **MORTGAGE SUBSIDY**

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Full-time, fiscal-year staff moving to accept employment at the College are eligible for a mortgage subsidy benefit. The subsidy provides reduced closing costs and interest rate for a home mortgage secured within two years of employment. The interest rate, based on current market rates, varies with the amount of the down payment.

## **COMPUTER LOANS**

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Full-time employees may obtain 100 percent financing at a low percentage rate for the purchase of computers, printers, and software. Loans are issued by a local credit union and guaranteed by the College. Payments are made through payroll deduction.

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*This is only a summary of benefits offered to Colby employees. 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.*