

Meredith College Benefit Summary

Benefits are available to all employees who work a minimum of 1,000 hours per year (equivalent to a minimum average of 20 hours per week over a 12 month period) in a regular, non-temporary position, unless otherwise noted. Employees who work a minimum of 1,560 hours per year (equivalent to a minimum average of 30 hours per week over a 12 month period) in a regular, non-temporary, position are classified as full-time equivalent and are eligible for contributions from the College for specific benefits.

- Health Insurance: Coverage is available to any employee in a regular position, working 1,560 or more hours per year. Blue Cross Blue Shield Insurance – Four health plan options are offered: Choice PPO, Limited PPO, Select (HDHP with an HSA option), Limited (HDHP with an HSA option), and Opt-Out. Coverage levels include employee only, employee plus spouse/domestic partner, employee plus child(ren), and family. Meredith College pays a portion of the premium.
- Life Insurance: Coverage is available to any employee in a regular position, working 1,560 or more hours per year. The Hartford Life Insurance – Coverage is provided for all regular, full-time employees. Meredith pays the full premium. Eligible employees may elect full-coverage or a reduced benefit amount. Coverage may be converted, and in certain instances be portable, to individual coverage upon termination of employment.
 - Full Benefit Amount: A benefit amount of up to 2 1/2 times the employee's annual salary (up to \$450,000 maximum) is provided by the College at no cost to the employee. An excess life tax is paid by the employee on the benefit amount above \$50,000. This tax is deducted from the employee's pay bi-weekly or monthly, based on their pay schedule.
 - Reduced Benefit Amount: A benefit amount of \$50,000 provided by the College at no cost to the employee. Employee's full benefit amount must be at least \$50,000 to elect this option. The reduced benefit amount is not subject to the excess life tax and no deduction is made from the employee's pay.
- Dental Insurance: Delta Dental Insurance – Coverage is available to any employee in a regular position. All premiums are paid by the employee. There are two plan options:

- High plan has an annual benefit amount of \$1,500 per covered person. Diagnostic and preventative services are covered at 100%; Basic services are covered at 80%; and Major services are covered at 50% after a 12 month waiting period.
 - Low plan has an annual benefit amount of \$750 per covered person. Diagnostic and preventative services are covered at 100%; Basic services are covered at 80%; and Major services are covered at 25% after a 12 month waiting period.
- Vision Insurance: Superior Vision Insurance – Coverage is available to any employee in a regular position. All premiums are paid by the employee.
- Accident Insurance: The Hartford – Coverage is available to any employee in a regular position. Coverage pays cash benefits for expenses associated with an accidental non-work related injury. All premiums are paid by the employee.
- Critical Illness Insurance: The Hartford – Coverage is available to any employee in a regular position. Coverage pays a lump-sum cash benefit to help cover the out-of-pocket expenses associated with a critical illness. All premiums are paid by the employee.
- Pet Insurance: Nationwide – Coverage is available to any employee in a regular position. Nationwide offers two budget-friendly plans to choose from. Both plans are guaranteed issuance, have a \$250 annual deductible, and include medical coverage with the choice of 50% or 70% reimbursement levels.
- LifeLock: Available for all benefit-eligible employees, LifeLock assists their members in resolving any identity issue that may impact them. From credit card accounts fraudulently opened in a member's name to tax refund fraud, to bank-account takeover. LifeLock helps resolve these and many more types of identity fraud.
- Section 125 Flexible Benefits Plan: Coverage is available to any employee in a regular position. Employees may elect to tax-shelter a portion of their salary each pay period for reimbursement of childcare expenses or medical expenses. All premiums, with the exception of long-term disability, Accident, Critical Illness and LifeLock, will be taken pre-tax. Elections must be made annually during the benefit open enrollment period.

- Retirement: TIAA - The College provides retirement benefits for regular, non-temporary, employment for all employees working 1,000 or more hours per year. The 403(b) plan is 100% vested after one year of eligible service. In addition, the employee is eligible to make contributions that are 100% vested from the first day of participation. Employees have the option to make contributions on an after-tax or pre-tax basis. Pre-tax dollars will be vested in a 403(b) while after-tax dollars will be vested in a Roth 403(b).
- Long-term Disability: The Hartford – Coverage is available to any employee in a regular position, working 1,560 or more hours per year. Available to employees after one year of employment in a regular, full-time position (waiting period may be waived with proof of coverage within the 12 month period prior to hire date). Rates are based on the employee's annual salary amount. The College will pay half of the premium amount if the employee elects coverage. The benefit includes continuation of salary (60%). If coverage is not elected when initially eligible, a medical review may be required for late enrollment.
- Tuition Remission Opportunities: Benefit is available to all employees in regular full-time positions for a minimum of six months. The employee may take up to two courses in any regular term without tuition charge at Meredith, with possible work release time for one class. Legal dependents of the employee may also be eligible for tuition remission. Please see intranet for full details.
- Tuition Exchange Opportunities: Meredith College participates in two exchange programs. The first program, The Tuition Exchange, is a reciprocal scholarship program for children and other family members of faculty and staff. Employees are eligible to apply to the program on behalf of their dependents, but there is no assurance of approval. The second program, The Council of Independent Colleges (CIC), is an international membership of colleges and universities in several countries dedicated to assisting faculty and staff with the costs of higher education. Both employees and their dependents can apply to the CIC program, but there is no assurance of approval.
- Leave Benefits:
 - Annual Leave: Full-time staff and administrative positions earn 96 hours (12 days) of annual leave beginning with their date of employment (prorated in the first calendar year of hire) and the amount is then increased by one day every other calendar year. For example, 104 hours will be available for use in year three and four, 112 hours will be available in years five and six, 120 hours in years

seven and eight, etc. The maximum annual leave amount that can be earned in a calendar year is 160 hours (20 days). Full-time employees may carry over a total of 40 hours of accrued but unused annual leave to the following calendar year. Part-time employees (working 1000+ hours) earn and may carry forward leave amounts on a prorated basis.

- Sick Leave: Full-time staff and administrative positions earn 96 hours (12 days) of sick leave per calendar year. Any accrued and unused sick time will be carried forward (up to 404 hours) for a maximum balance of 500 hours. Part-time staff earn sick hours proportioned to the amount of hours worked. Faculty may request up to 90 days of leave due to an illness or injury.
- Personal Day: Full-time staff, Part-time staff and administrative positions are awarded one day of personal leave per year to be used for their birthday or a personal or religious holiday.
- Parental Leave: During the pregnancy or up to one year after the birth or placement of a child for adoption, employees who meet the requirements of FMLA (Family and Medical Leave Act), may take up to 12 weeks of leave for pregnancy/birth or adoption. During this time, those employees may be paid with sick or vacation leave earned under the College's sick and vacation leave policies. In addition, they may qualify for supplemental leave benefits under one of the following parental leave provisions:
 - Maternity Leave: Full-time equivalent employees who give birth are eligible for up to six weeks paid time off. (Up to 12 weeks total time off may be requested under FMLA.)
 - Paternal Leave: Full-time fathers / domestic partners may be eligible for up to three weeks of paid leave with up to 12 weeks off for FMLA.
 - Adoptive Leave: Full-time adoptive parent is allowed up to three weeks of paid leave, to be taken within the first three months following the child being placed in the home. This paid leave is in addition to any vacation or sick leave earned in accordance with the College's sick and vacation leave policies.
- Catastrophic Leave Program: After one year of employment, full-time equivalent staff may elect to participate in the Catastrophic Leave Bank by making a donation of their own leave during the annual open enrollment period. In the event of a catastrophic illness

that depletes their own leave time, they would then have the option of requesting additional leave from the leave bank.

- Emergency Assistance Fund Program: Provides assistance to eligible Full-time and Part-time employees who are experiencing a personal financial crisis and who have exhausted all other avenues for obtaining financial assistance. The program is designed to provide limited assistance and is not a loan. Funds are donated to the program through employee and non-employee generosity.
- Paid Holidays: The College offers an average of 20 paid holidays per year, including a week or more off for Christmas.
- Flexible Work Schedule: The College supports requests for work schedule modifications that enrich quality of life and help an employee meet their own unique needs. All requests will be balanced with the needs of the department, service to students and others, and the needs of coworkers.
- Reduced Summer Schedules: Most departments on campus also offer reduced summer schedules with offices closing at noon on Fridays. This is approved by the President on an annual basis.
- Working on Wellness - WOW!: Wellness programs are available to all eligible employees and include health programs, exercise classes, wellness release time, and much more.
- Use of Campus Facilities: Free use of tennis courts and exercise facilities during specified hours.
- Free Parking: Free convenient parking is provided in a secure environment.
- Library Access: All employees have access to the Carlyle Campbell Library.
- Supply Store Discount: The Campus Supply Store – A 10% discount is available on merchandise for all employees.
- Dining Services Discount: Belk Dining Hall - Reduced dining rates are available to all employees.