

## Current Benefits for Part-Time Staff Members\*

Definition of part-time employment is fewer than 1,511 hours (.75 FTE) worked within 12-months or less, is .19 fte or above and a continuing appointment period 180 days or more.

January 2004

Benefits	Who Pays	When You Are Eligible	What You Receive
Health Insurance (.50 FTE or greater)	The College and employee share the cost of coverage for the employee and dependents.	Upon employment	HealthPartners Choice; HMO coverage and fee-for service coverage. Enrollment must take place within 30 days of start date.
Dental Insurance	You	Upon employment	In Network coverage only. Must enroll within 30 days of start date.
Medical Reimbursement (.50 FTE or greater)	You	Upon employment	Allows pre-tax dollars to pay for out-of-pocket medical/dental expenses.
Dependent Daycare Reimbursement (.50 FTE or greater)	You	Upon employment	Allows pre-tax dollars to pay for daycare expenses.
Life Insurance (.50 FTE or greater)	The College	Upon employment	100% of annual salary rounded to the next highest \$1000 increment. Enrollment must take place within 30 days of eligibility.
Additional Life Insurance	You	Upon employment	Additional term life insurance for you and/or your dependents.
Supplemental Death Benefit	The College	After 1 year of employment.	One month's salary and accumulated vacation to designated beneficiary.
Business Travel Accident Insurance	The College	Upon employment	\$100,000 accidental death or dismemberment.
Retirement Plan (.50 FTE or greater)	The College contributes 10% of salary	After 1 year of employment. If entering directly from another college/university and participating in a group retirement plan within six months, service requirement may be waived provided proof of participation is shown.	Fully and immediately vested defined contribution retirement annuity plan. Death benefits for beneficiary.
Supplemental Retirement Plan (Optional)	You	Upon employment	Tax deferred contributions up to Federal maximum to individually owned annuities.

Vacation**	The College	Upon employment	<b>2 Year Maximum Accrual</b> <u>Nonexempt accumulate:</u> 1.25 days/month for 1-5 years; 1.66 days/month for 6-10 years; 2 days/month after 11 years or greater. <u>Exempt accumulate:</u> 2 days/month
Medical Leave**	The College	Upon Employment	Accrue one day per month. No maximum.
Holidays**	The College	Upon employment	Ten paid holidays per year.
Dependent Tuition Assistance Program (DTAP) (.50 FTE or greater)	You and the College	After 10 years of service with FTE between .50 -.74	2 years of full-time tuition assistance at participating ACM schools and Macalester, for dependent children and spouses/domestic partners.
Parental Leave** (.50 FTE or greater)	You	Full benefit available after 2 years; pro-rated after 1 year of employment	Six weeks paid leave and up to four and ½ months unpaid leave for <b>primary</b> caregiver of new dependent child.
Bereavement Leave**	The College	Upon employment (90 day waiting period)	Up to 5 days depending on relation to deceased; see Employee Handbook.
Jury Duty**	The College	Upon employment	Salary and benefits continue.
Workers' Compensation	The College	Upon employment	Provides medical expense coverage and income for on-the-job injury/illness.
Unemployment Compensation	The College	State mandated	May be eligible for benefits upon leaving the College.
Social Security	You and the College	Upon employment	Provides retirement, disability, Medicare and survivor benefits.
Automobile Liability Insurance	The College	Upon employment	Coverage for accident resulting from operation of College or private motor vehicle for business purposes. Secondary to private auto insurance.
Flexible Hours	N/A	Upon employment	Flexible arrival and departure times within guidelines.
Employee Assistance Program	The College	Upon employment	Confidential advisory resource for you and your family.
Athletic & Cultural Events	You and the College	Upon employment	Free or reduced admission for you and your family to home athletic and cultural events. Access to athletics facilities and library.

\* These benefits or the level of these benefits are subject to change at any time.

\*\* Will be prorated based on appointment if less than 38.75 hour work week.

This summary is for reference purposes only and is subject to change. Please refer to the Employee Handbook, or the Human Resources Department for complete current information on specific benefits.