

OBERLIN

ADMINISTRATIVE & PROFESSIONAL STAFF BENEFITS

Members of the A&PS receive the benefits summarized below. Before arrival on campus, please call the Department of Human Resources at 775-8430 to make an appointment for a Benefit Orientation and to complete the paperwork for these College benefits. **NOTE: Paychecks, health care insurance, etc., cannot be processed until you officially sign-in at the Department of Human Resources. The benefit plans listed below have a 31-day initial enrollment period. If you do not enroll you will have to wait until Open Enrollment, which has an effective date of January 1 of the following year.**

GROUP HEALTH INSURANCE - Preferred OAP Plan A

The current cost of the health plan is 1.75% - 4% of your monthly salary, depending on the number of people insured. Same sex domestic partners are eligible for health coverage. If the spouse/same sex domestic partner is also an Oberlin College employee, with no dependents, both employees must carry single coverage. If there are dependents, then a family plan may be taken. When family plan is taken, the cost shall be deducted from the employee with the higher salary. Your spouse/same sex domestic partner, if employed is required to carry single health coverage offered by their employer. The Oberlin College Preferred OAP Health Plan A may be reviewed at www.oberlin.edu/HR/

FLEXIBLE SPENDING ACCOUNT (FSA)

The FSA allows an employee to set aside a predetermined amount of pre-tax dollars to cover certain out-of-pocket expenses. The FSA can be established for non-covered health care expenses such as co-payments, coinsurance, deductibles and certain vision, hearing, dental, and expenses not covered by the health benefits plan. An FSA may also be established for dependent day care costs.

VOLUNTARY VISION INSURANCE

A voluntary vision plan, paid fully by participating employees, is offered. The plan covers an annual examination and one pair of standard glasses or for contact lenses. A small deductible amount is required at the time of service for exam and glasses or contact lenses. **The premium rates are \$7.75 for single coverage, \$15.49 for employee plus one and \$21.30 for family coverage.** The premium will be deducted from the employee's paycheck on a pre-tax basis.

VOLUNTARY DENTAL INSURANCE:

There are two Dental Programs to choose from - the MetLife PPO provides in-network and out-of-network benefits for enrollees. This plan covers preventative and repair dental work. **The premium rates are: Single coverage, \$20.51 per month; employee plus one, \$40.75 per month; family coverage, \$74.95 per month.** CIGNA HMO provides in-network benefits only. **The premium rates are: Single coverage, \$16.64 per month; employee plus one, \$27.90 per month; family coverage, \$46.36 per month.** The premium will be deducted from the employee's paycheck on a pre-tax basis.

RETIREMENT PROGRAM

Plan Contributions as a Percentage of Salary

	26-34	35-44	45-54	55+
Required Contribution				
Individual	0.0	0.0	0.0	0.0
Oberlin	5.0	8.0	10.0	12.0
Optional/Matching Contribution				
Individual	2.0	2.0	2.5	3.0
Oberlin	2.0	2.0	2.5	3.0
Total Potential Contribution				
Individual	2.0	2.0	2.5	3.0
Oberlin	7.0	10.0	12.5	15.0
Total	9.0	12.0	15.0	18.0

REGULAR ANNUITY - RA

All classified employees from date-of-hire may open a TIAA/CREF retirement account in order to make personal tax deferred contributions or may continue to contribute to an existing account. After one year of service and at age 26, an employee is eligible for the College contribution. For complete details regarding the retirement program, refer to the Summary Plan Description. **Please make an appointment for a Retirement Plan information session, x58430.**

SUPPLEMENTAL RETIREMENT ACCOUNT - SRA

This is an additional opportunity to save for retirement on a tax-deferred basis. SRA accounts are available through TIAA-CREF. Contact the Department of Human Resources for enrollment information.

TERM LIFE INSURANCE AND ACCIDENTAL DEATH AND DISMEMBERMENT

Basic Life and AD & D: Funded totally by the College, a plan of 1 X annual earnings to a maximum of \$200,000. **Optional Life and AD & D:** Funded by the employee. The Plan allows an employee to choose the additional amount of Life and AD & D for him/herself and dependents. Group premium rates use age-banded rates.

DISABILITY INSURANCE

Employee must meet FMLA eligibility to qualify for Disability payments. Based on medical verification the College provides 100% salary continuation for the first 6 months of disability. For income continuance after 6 months of certified disability, employees must apply for and be approved for Long-Term Disability, which will provide pay at 60% of salary. **Persons on limited-term appointments are not eligible for the Long-Term Disability benefit.**

VOLUNTARY LONG TERM CARE INSURANCE

Group rates are available for this in-home, assisted living, nursing home care insurance. There is a guarantee issue during the initial enrollment period. The plan provides options for coverage, duration of care and premiums. Employees, spouses, children over age 18, brothers, sisters and their spouses, parents & parents-in-law under age 84 are eligible to apply.

VACATION

A&PS members on full-time, 12-month appointments earn 22 days of vacation per fiscal year, to be taken during the following year at times approved by the employee's supervisor. For staff members who begin employment after the beginning of the fiscal year, or who are on less than full-time, 12-month appointments, vacation time is pro-rated and rounded up to the next whole day.

HOLIDAYS

The College observes the following national holidays: **Labor Day, Thanksgiving Day, Christmas Day, New Year's Day, Martin Luther King Jr. Day, Memorial Day, and Independence Day.** In addition, the College observes a winter shutdown for most offices from December 24 through January 1.

EXPENSES OF RELOCATION TO THE OBERLIN AREA

The College will pay the first \$1,000 of moving expenses of household goods and half of the next \$2,000 of moving expenses up to a maximum of \$2,000 to be paid by the College. Personal travel expenses are not covered by the College's relocation assistance policy. Oberlin College has contracts with moving companies that provide substantial discounts. Please go to the Purchasing and Auxiliary Services web page (<http://www.oberlin.edu/purchase/purchasing/Default.html>), and download the movinginfo.doc (<http://www.oberlin.edu/purchase/purchasing/movingInfo.doc>) for instructions on your move and selection of movers. If you still have questions regarding your move then contact the Oberlin College Purchasing and Auxiliary Services Department at 440-775-MOVE (6683). Available for Continuing A&PS Appointments only.

STAFF TUITION REMISSION

Employees may take one Oberlin College course, up to five hours per semester without tuition charge, with the approval of their department head and the Dean of the College or Conservatory, as appropriate. Half-time employees may take one course, up to 5 hours **per year**. Private reading and Conservatory applied studies courses are excluded.

SPOUSAL TUITION REMISSION

Spouses of employees are eligible to take one course per semester. Private reading and Conservatory applied studies courses are excluded.

TUITION SUPPORT FOR CHILDREN

The College provides full tuition for employee's natural or legally adopted dependent children who are granted admission to Oberlin College, or up to 50% of the Oberlin tuition or the tuition of the accredited institution attended, whichever is less. This program is subject to provisions and limitations expressed in the Tuition Scholarship Plan for Children of Faculty Members and Administrators adopted by the Oberlin College Board of Trustees.

CAMPUS LIFE

The College of Arts and Sciences, the Conservatory of Music and the Allen Memorial Art Museum provide a variety of concerts, lectures, theater performances, athletic events and other activities. In addition, College staff, their spouses/same-sex partners and families are eligible to use College recreational facilities such as bowling lanes, tennis courts, skating rink, swimming pool, gymnasium and other physical education complex facilities in accordance with established time and fee schedules. Most activities have a nominal fee; many are free. The Computer Store, located in the lower level of the Mudd Library, offers hardware, software and related peripherals at educational discount pricing.

PARKING

The College provides free parking for employees. Register at the Office of Safety & Security to receive your parking pass.

The above descriptions of employee benefits have been simplified as much as possible, consistent with accuracy. More comprehensive materials containing detailed descriptions of benefit plans are available in the Office of Human Resources. The provisions found in detailed benefit plan documents and policies, and collective bargaining agreements take precedence over these descriptions where there appears to be conflict between the two. The specific provisions of Oberlin College benefit plans are subject to periodic change.