SERVICE EMPLOYEES’ BENEFITS

Before your first day of work, please call Human Resources at (440) 775-8430 to make an appointment. You will be asked to stop in to complete paperwork. You will also be scheduled to attend a “New Employee Orientation” for an overview of your benefits and OC policies.

NOTE: Paychecks, health 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 within that time period, you will have to wait until Open Enrollment, which has an effective date of January 1 of the following year.

PAYROLL
Payroll is processed Bi-weekly and is paid on Friday. Direct Deposit is required with the ability to deposit at the institution(s) of choice. Enrollment will take place at the time of processing at the Department of Human Resources.

GROUP HEALTH INSURANCE – Open Access Plus Plan NBSR OR Consumer Driven Health Plan (CDHP) w/Health Savings Account (HSA)
The Oberlin College Health Plan currently provides in-network benefits at 90% of usual and customary with minimum co-pay for physician visits and prescriptions. The current standard cost of the health plan is 4.89% - 10.35% of your gross bi-weekly salary. If an employee and spouse participate in a Wellness Program, incentive rates are gained, lowering the standard cost of the health plan to 3.22% - 5.60% of your gross bi-weekly salary. The cost of the Consumer Driven Health Plan (CDHP) with a Health Savings Account (HSA) is 2.10% - 5.50%. Same gender domestic partners are eligible for health coverage. If the spouse/same gender 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 must be taken. When family plan is taken, the cost shall be deducted from the employee with the higher salary.

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 and certain vision, hearing, dental, and expenses not covered by the health benefits plan. An FSA may also be established for dependent care costs. The Medical FSA can only be used with the Open Access Plan. A Dependent Care FSA can be established for dependent care expenses for children under the age of 1 or for elderly dependents who reside with you. Eligible expenses include day care, preschool, before/after school programs, summer camps.

HEALTH SAVINGS ACCOUNT (HSA)
Employees who choose the Consumer Driven Health Plan (CDHP) will automatically be enrolled in a Health Savings Account (HSA). A HSA is a tax-advantaged plan that allows both the employee and the employer to contribute funds to be used for current qualified health care expenses with the option to accumulate savings for the future. Oberlin College makes contributions to the Health Savings Account of up to $1,000 per year for Single, $1,500 for Employee + Spouse/Domestic Partner or Employee + Children and $2,000 for Employee + Domestic Partner/Spouse + Child(ren), Employees enrolled in a HSA are ineligible to also participate in a Medical FSA.

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 will be deducted from the employee’s paycheck on a pre-tax basis.
Monthly premium information: Single $6.92; Single+1 $13.84; Family $19.04.

VOLUNTARY DENTAL INSURANCE:
There are three Dental plans to choose from with Superior Dental, a PPO plan providing in and out-of-network benefits. The Core plan covers preventative and basic services. The Enhanced plan covers preventative, basic, major, and orthodontia (to members < 20 yrs. old) services. The third option Network Only plan providing in-network benefits only. Premium rates differ based on plan and coverage you have in place. The monthly premium rate will be deducted from the employee’s paycheck on a pre-tax basis. Superior Dental CORE plan option - Single: $25.99; Single+1: $52.09; Family: $95.05 / Superior Dental, ENHANCED plan option – Single: $32.33; Single+1: $64.56; Family: $117.82 / Superior Dental NETWORK ONLY plan – Single: $22.18; Single+1: $44.37; Family: $79.85

TERM LIFE INSURANCE AND ACCIDENTAL DEATH AND DISMEMBERMENT
Basic Life and AD&D: Funded entirely by the College; a plan of 1 X annual earnings to a maximum of $200,000.
Optional/Supplemental Life and AD&D: Funded entirely 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 are age-banded.

DISABILITY INSURANCE
Employee’s medical condition must meet the serious health condition definition under the FMLA. After 10 consecutive working days of absence for a certified non-employment related illness or injury, pay continues at 60% up to 6 months with medical justification. Employee may be asked to return with restrictions when released by their doctor. For income continuance after 180 days of certified disability, employees must apply for and be approved for Long-Term Disability, which will provide pay at 60% of salary.

VOLUNTARY LONG TERM CARE INSURANCE
Group rates are available for this in-home, assisted living, nursing home care insurance. There is a guaranteed 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.
SUPPLEMENTAL ANNUITY: OBERLIN TAX-DEFERRED ANNUITY (TDA) 403(b) CONTRACT

GROUP SUPPLEMENTAL RETIREMENT ANNUITY (GSRA):
All classified employees are eligible to save for retirement on a tax-deferred basis by enrolling into a TIAA GSRA Contract, a tax-advantaged account you can use to build extra retirement savings. GSRAs are funded with voluntary employee pre-tax dollars. Contact the Department of Human Resources for enrollment information.

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.

VACATION
Vacations are computed according to length of service as of June 30 of any year, to be taken during the following fiscal year, according to the following schedule: Less than 6 months = No vacation eligibility; More than 6 months but less than 1 year = 1 week; More than 1 but 5 or less years = 2 weeks; More than 5 years = 4 weeks

SICK LEAVE**
On July 1st of each year, each employee will be eligible for 13 paid sick leave days per year, 3 of which may be used as personal days. The numbers of days is pro-rated for employees working less than a full fiscal year. Sick leave absences of 3 or more days require medical verification regarding the need for absence and the ability to return to work with or without restrictions. Contact the Department of Human Resources for our medical verification Physician Statement.

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 five hours per year. Private reading and Conservatory applied studies courses are excluded.

SPOUSAL TUITION
Spouses/same-gender domestic partners are eligible to take one course at Oberlin College per semester. Private reading and Conservatory applied studies courses are excluded. A spouse/same-gender domestic partner may not prevent a student or an active employee from taking a class.

TUITION SUPPORT FOR CHILDREN
After five years of employment with the College, all full-time regular status employees’ shall be eligible for a tuition scholarship plan for biological or legally adopted dependent children who are granted admission to Oberlin College or a GLCA-member institution. For children attending another accredited institution, the College provides a tuition benefit of 20% up to 50% of the Oberlin tuition or the full tuition of the accredited institution attended, whichever is less, subject to a vesting period. Tuition remission benefits are pro-rated for part-time employees. This program is administered in accordance with the Eligibility, General Provisions, and Administrative Provisions of the Tuition Scholarship Plan 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-gender partners and families are eligible to use College recreational facilities such as bowling lanes, tennis courts, swimming pool, gymnasium and other physical education complex facilities in accordance with established time and fee schedules.

PARKING
The College provides free parking for employees. Register for your parking pass at the Security Building. Security will issue parking tickets if parking in wrong lot/area or not registering automobile.

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. ** See Article 8.3 of the UAW contract regarding sick leave conversion contributions to retirement. REV. 1/14, 7/14, 1/15, 1/16, 11/16, 3/18, 8/19, 10/19