

Dickinson

Summary of Fringe Benefits

PART-TIME STAFF

Human Resource Services
55 N West St, Carlisle PA 17013
717-245-1503
www.dickinson.edu/hrservices
hrservices@dickinson.edu

Holidays

You are eligible for holiday pay if a college designated holiday falls on your scheduled work day.

If you are an hourly paid employee required to work on a college designated holiday you will be paid at one and one half times your hourly rate.

Holiday Schedule

- Independence Day
- Thanksgiving Day
- Friday after Thanksgiving Day
- Christmas Day *
- Day after Christmas Day *
- New Year's Day *
- Memorial Day
- Two Floating Holidays

*The college generally closes from Christmas Day through New Year's Day. A decision on whether to close during this week will be made on an annual basis.

Floating Holidays

You are eligible for :

- two floating holidays, if your start date is between July 1st and December 31st.
- one floating holiday, if your start date is between January 1st and February 28th.

Vacation

Vacation time is made available to you in advance at the beginning of the fiscal year (July 1). While vacation may be used before it is earned, if you leave the employ of the College you must repay the College for any vacation taken but not earned.

You will receive vacation that is prorated based on your date of hire and the number of hours worked. Vacation may be taken in quarter hour increments.

Funeral Leave

You will be eligible for five days leave with pay in the event of the death of your spouse or child. Should a parent, sibling, grandparent, grandchild or son-, daughter-, parent-, brother-, sister-, grandparent-, or grandchild-in-law die, you will be eligible for three days of leave with pay. At the death of an aunt, uncle, cousin, nephew or niece of the first generation, you will be eligible for one day with pay. You may attend the funeral of other relatives, in-laws, or non-relatives without compensation or may elect to use a vacation day.

Jury Duty

The College will provide you with paid leave, up to 10 days in a 12-month period to serve on jury duty or up to 25 days in a 12-month period to serve on a grand jury, provided you submit a copy of the summons to your supervisor. You will receive your regular pay, less any pay received from the courts, as long as you are in court during normal business hours and return to your position if you are excused from court during any part of the workday.

Employee Assistance Program (EAP)

Through the use of professional counselors, the Employee Assistance (EAP) Program provides confidential advice and counseling on personal matters. The EAP staff can assist you and your eligible dependents with problems including those related to marriage, parenting, substance abuse, or the death of a loved one.

You and your eligible dependents may each have up to three visits per fiscal year with an EAP counselor provided at the College's expense. This service is completely confidential. Information will not be shared without your knowledge and signed release.

Retirement

Defined Contribution Retirement Plan

Dickinson College participates in a retirement program underwritten by the Teacher's Insurance and Annuity Association and College Retirement Equities Fund (TIAACREF), Fidelity Investments, or a combination of both. Eligibility occurs following the completion of one year of employment **AND** at least 1000 hours worked in a calendar year. Dickinson contributes a percentage of your base salary for each year that eligibility requirements are met. All money paid by the College into your employee retirement plan is immediately and fully vested to you.

Tax Deferred Annuity Plan

In addition to the retirement plan, you are eligible to participate in the Dickinson College Tax Deferred Annuity Plan (TDA) in accordance with Sections 402(g), 403(b), and 415 of the Internal Revenue Code effective from your date of employment. In this plan you can elect to reduce your salary on a pre-tax basis and contribute that amount into a federal tax-deferred plan with either TIAA-CREF or Fidelity Investments or a combination of the two. The IRS limits the maximum amount you can put into a tax-deferred 403(b) retirement plan in any given year. To find out your personal maximum consult the HR Services web page at www.dickinson.edu/hrservices or you may contact HR Services directly. All benefits arising from these contributions are immediately and fully vested to you.

Individual Retirement Annuities (IRAs)

The College offers TIAA-CREF IRAs to all employees through payroll deduction. Both Classic and Roth IRAs are offered through TIAA-CREF and its family of investment options. They can be used in addition to a 403(b) retirement plan with the College to enhance retirement investing.

Homebuyer Program

This program assists eligible employees with the purchase of a home by providing a Forgiveness Loan of up to \$2,000 for closing costs and down-payment assistance. The program also provides a no interest Deferred Payment Loan of up to \$5,000 for additional downpayment and closing cost assistance. You must either be a first time homebuyer or buy and occupy a home in a designated area. Further information regarding eligibility and plan specifics are available through HR Services.

Child Care

The Dickinson College Children's Center provides high-quality child care, preschool, and kindergarten for children ages six weeks to six years old. A ten-week summer school-age program is also available. The Center is committed to encouraging the child's individual growth, developing each child's social skills and self-esteem, and encouraging collaboration and cooperation. The Center serves the College and community, with preference given to children of employees, students, and alumni. The availability of spaces varies from year to year but is usually limited. You should contact the Center immediately after receiving an appointment to the College or deciding that child care will be necessary. A fee schedule and more detailed information are available from the Center at 245-1088.

Identification Cards

If you are scheduled to work for more than 30 days and work at least 80 hours during that time (20 hours/week) you may obtain a college identification card. This embossed photo identification will ensure access to the library, the Kline Center, culture events, and declining balance accounts for Dining Services.

Library

You are eligible to use the library and to check out any number of books upon the presentation of your embossed ID card. You can also extend this privilege to members of your immediate family by simply completing an authorization form at the library.

Kline Center

You and your immediate family members (spouse, same-sex domestic partner, fiancé, and dependent children) may use the Kline Center facilities. Kline Center privileges include the track, weight room, squash and racquetball courts, and the swimming pool. In addition you and your immediate family may also attend many athletic events at no charge.

Dining Services

You may purchase food in the Union Station (the college snack bar), the Dining Room, the Underground (the college coffee bar), the Quarry, the Biblio (Library) or the Devils Den (convenience store). You may use your college identification card to establish a declining balance account that allows you to pay for food in these areas. Employees receive a 10 percent discount in the Union Station, the Dining Hall, the Quarry, the Underground and the Biblio when they use their declining balance accounts. You can also arrange to have Dining Services prepare special dishes or cater personal events.

Cultural Events

Throughout the year there are lectures, concerts, plays, art exhibits and other cultural events at which you and your family members are welcome. Most of these events are free. For a few, such as the dramatic productions of the Mermaid Players, everyone must pay a modest admission fee.

Other Benefits

- Use of the faculty and staff (FAS) mail center
- Eligible for Membership at Members 1st Credit Union
- Wells Fargo At Work (Partnered with Wells Fargo Bank)
- Campus Publications
- TIAA-CREF and Fidelity Retirement Counseling Sessions
- Wide range of Professional Development and Wellness activities

Transfers and Promotions

Eligible part-time employees may apply for new positions and/or promotions without completing the usual one year of service requested from new full-time employees.



Dickinson reserves the right to amend or terminate these programs at any time. If there is a contradiction between the information on this Summary and the actual plan documents, the master plan/policy will govern. For more complete information regarding any of these benefit programs, please contact Human Resource Services.