

Dickinson

Summary of Fringe Benefits—Part-Time Employees

HUMAN RESOURCE SERVICES

55 N West Street, Carlisle PA 17013

717-245-1503

www.dickinson.edu/hrservices

hrservices@dickinson.edu

The benefits listed are available to all eligible part-time employees.

Additional information may be found on the HR website “New Hire” tab.

Holidays

Employees are eligible for holiday pay if a college designated holiday falls on their scheduled work day.

If a part-time hourly paid employee is required to work on a college designated holiday they will be paid at one and one half times their 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.*

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 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 tight. 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 717-245-1088.

Identification Cards

All part-time employees are eligible to receive an identification card. Employees may obtain a college ID card in the Dining Services ID Office, located on the upper level of the Holland Union Building in the east corridor. The photo ID will ensure you have access to the library, cultural and sporting events, Kline Center, and declining-balance accounts for Dining Services.

Library

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

Kline Center

Employees and their immediate family members (spouse and eligible 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 employees and their immediate family may also attend many athletic events at no charge.

Dining Services *

Employees may purchase food in the Union Station, the Dining Hall, the Underground, the Quarry, the Biblio or the Devils Den. Employees may use your college identification card to establish a declining balance account that allows employees 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. Employees 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 employees and their 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.

*Please consult the Campus map for locations.

Other Benefits

- Use of the faculty and staff (FAS) mail center
- Campus Publications
- TIAA 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.

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Floating Holidays

Part-time employees are eligible for:

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

Vacation

Vacation time is made available to employees in advance at the beginning of the fiscal year (July 1). Vacation may be used before it is earned.

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

Bereavement Leave

Part-time employees are eligible for bereavement leave as follows. If an employee's spouse, child, or parent should die, the employee will be given five days' leave with pay. Should a sibling, grandparent, grandchild or parent-in-law, brother-in-law, sister-in-law, grandparent-in-law, or grandchild-in-law die, an employee will be given three days with pay. At the death of an aunt, uncle, cousin, nephew or niece of the first generation, employees will be given one day with pay. For the purposes of bereavement leave, step relatives are included in the same categories as other relatives.

Jury and Witness Duty

Part-time employees who are called for jury duty or subpoenaed as a witness by a governmental entity, should take the original notice of this duty from the court to their supervisor. The college will provide employees with paid leave, up to 10 days in a 12-month period to serve in either capacity, or up to 24 days in a 12-month period to serve on a grand jury, provided they submit a copy of the summons to their supervisor. Employees will receive their regular pay, less any pay received from the courts, as long as they are in court during normal business hours and return to their position if they are excused from court during any part of the workday. Employees working shift schedules should contact their supervisor or Human Resource Services.

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 employees and their eligible dependents with problems including those related to marriage, parenting, substance abuse, or the death of a loved one.

Employees and their 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.

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.

Retirement

Defined Contribution Retirement Plan

Dickinson College participates in a retirement program underwritten by the Teacher's Insurance and Annuity Association (TIAA) and Fidelity Investments. 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 the employee's 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 the employee.

Tax Deferred Annuity Plan

Employee's are also 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 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 maximum contribution limits go to www.dickinson.edu/hrservices or you may contact Human Resource Services directly. All benefits arising from these contributions are immediately and fully vested to the employee.

Individual Retirement Annuities (IRAs)

The college offers TIAA IRAs to all employees through payroll deduction. Both Classic and Roth IRAs are offered through TIAA 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 for closing costs and down-payment assistance. The program also provides a no interest Deferred Payment Loan for additional downpayment and closing cost assistance. Employees 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 Human Resource Services.