

HUMAN RESOURCE SERVICES | Dickinson.edu/hrservices



55 N West Street, Carlisle PA 17013 | 717-245-1503 | hrservices@dickinson.edu

The benefits listed are available to all eligible part-time employees. Additional information may be found on the Human Resource Services website "New Hire" tab.

Prorated

VACATION ACCRUAL

APPROX.

8

HOLIDAYS

1-3

FLOATING
HOLIDAYS

Vacation ▶ Must be used during the fiscal year in which it is accumulated (July 1–June 30).



Vacation time is made available to employees in advance at the beginning of the fiscal year (July 1).

- 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.
- Vacation may be used before it is earned.

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:

- Juneteenth
- Independence Day
- Thanksgiving Day
- Friday after Thanksgiving Day
- Christmas Day*
- Day after Christmas Day*
- New Year's Day*
- Memorial Day

Floating Holidays

Part-time employees are eligible for:

- Three floating holidays** if start date is prior to September 1
- Two floating holidays** if start date is prior to December 1
- One floating holiday** if start date is prior to March 1

*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.

Retirement

Defined Contribution

Retirement Plan

Dickinson College participates in a retirement program underwritten by TIAA and Fidelity Investments. Eligibility occurs following the completion of one year of employment AND at least 1,000 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

Employees 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 pretax 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.



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Summary
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Dickinson**

Retirement Continued

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.

Additional Benefits

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.

Identification Cards

All part-time employees are eligible for an identification card, which can be obtained at the Dining Services ID Office on the upper level of the Holland Union Building. The photo ID provides access to the library, cultural and sporting events, Kline Center, and Dining Services' declining-balance accounts.

Dining Services

Employees may purchase food in the Union Station, the Dining Hall, the Underground, Farm Works, Biblio Café or the Devil's Den. Employees may use their college ID card to establish a declining balance account that allows employees to pay for food in these areas. Employees receive a 10% discount in the Union Station, the Dining Hall, the Underground and the Biblio Café when they use their declining balance accounts. Dickinson College catering services are also available to employees.

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.

Transfer 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.

Employee Assistance Program (EAP)

Through the use of professional counselors, the Employee Assistance Program (EAP) 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.

Other Benefits

- Use of the faculty and staff (FAS) mail center
- Campus publications
- TIAA and Fidelity Retirement Counseling Sessions

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.



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 down-payment and closing cost assistance.

Community and Professional Development & Wellness

In addition to the benefits listed above, employees have access to many cultural and sporting events, campus facilities and professional development and wellness offerings.

- **Kline Center** – Employees and their immediate family members (spouse and eligible dependent children) have access to the 38,600 sq. foot Kline Center, which includes an indoor track, basketball and volleyball courts, a swimming pool, dance and aerobic studios, racquetball and squash courts, and a 13,000 sq. foot state-of-the-art fitness center. In addition to these facilities, employees and their families can also attend many athletic events at no charge.
- **Waidner-Spahr Library** – Employees are eligible to use the library and access all its services, including archives, circulation, interlibrary loan, and reference services. They can check out an unlimited number of books with the presentation of their ID card and extend this privilege to immediate family members by completing an authorization form at the library.
- **Professional Development & Wellness programs and events** – A listing of these may be found within our online registration system available via the Gateway. Please watch for announcements through email and various other communication methods for more information.



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MORE:
Employee
Handbook**

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.