



Benefits Summary 2018

Health Insurance

Eligibility: first of the month coinciding with or following date of hire

Medical

Medical Mutual of Ohio

SuperMedPlus – PPO and HDHP/health savings account options

www.medmutual.com

Notre Dame College subsidizes the monthly cost of medical insurance

Dental

MetLife

www.metlife.com

Core and Buy-up plans to fit your dental needs

If medical coverage is waived, Notre Dame College provides dental coverage free

Vision

EyeMed Vision Care

www.eyemedvisioncare.com

Employee pays full cost of vision coverage

Life

Voluntary life for employee, spouse and children is available at group rates

Supplemental Accident & Critical Illness

Supplements expenses related to accidents & provide additional coverage for heart attack, stroke and cancer.

Wellness Program

Vitality – Health Enhancement Solution

By participating in various wellness activities: education, fitness, prevention, healthy living, you can earn points to increase your status. Higher Vitality Status results in increased credit to your Healthcare Reimbursement Account which can be applied to your deductible and medical expenses.

Flexible Spending Accounts

Health and dependent care accounts available. Pre-tax payroll contribution to use towards reimbursement of eligible health care expenses not covered by insurance or dependent care.

Short-term Disability

Full-time, non-faculty employees are eligible immediately. Notre Dame College pays 75% of salary up to 40 days after vacation, sick and personal time has been exhausted.

Long-term Disability

Full-time employees are eligible the first of the month following 60 days of employment. Notre Dame College pays the entire premium, 6 month elimination period, pays up to 60% of salary to age 65, conversion available upon termination.

Retirement Savings Plans

TIAA 403(b)

www.tiaa.org

Notre Dame College offers two plans – a defined contribution retirement plan and a tax deferred annuity plan. Both plans allow for immediate deferrals but the retirement plan has a discretionary matching component after 12 consecutive months of eligible service. Immediate vesting, loan options and portability upon termination of employment.

Holidays

Full-time employees are eligible for paid holidays.

14 holidays: MLK Jr. Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving (3), Christmas (3) and New Year's (3).

Vacation

Full-time, non-faculty employees are eligible for paid vacation days. Vacation time is earned immediately and follows a fiscal year. Employees may carry over up to one-half of days earned and not taken into the following fiscal year but must be used by September 30. Earned but unused days are paid upon termination provided two weeks' notice is given. Deductions are made for days taken but unearned at time of termination. Employees who work a 10-month schedule have pro-rated vacation time.

Sick and Personal

Full-time, non-faculty employees accrue one day per month which equals 12 days per year. All days not taken by June 30 carry over to the next fiscal year with a maximum accrual of 90 days. Days earned but not used are not paid out at termination. Days used but unearned must be paid back to the College.

Bereavement Leave

The College provides up to three days of paid leave to full-time employees for immediate family members.

Payday

All employees are paid monthly on the last working day of the month. Direct deposit is required.

Tuition

Eligibility after 90 days of employment for full and part-time employees, their spouses and eligible children. Notre Dame College also participates in the Council of Independent Colleges tuition exchange program and the Tuition Exchange Program.

Keller Center/Fitness Center

Employees have free use of the Keller Center including the pool and all fitness facilities on campus. Family member benefits available at a discount.

Hours

Administrative employees typical work 35-hours per week. General office hours are 8:30 am to 4:30 pm with an unpaid hour for lunch, Monday through Friday. Some offices are open later or on weekends to serve students.

Disclaimer:

The benefits listed above are a general summary of the benefits available to Notre Dame College benefit eligible employees. More information is available in official plan documents. In the case of a difference between the official plan documents, the employee and faculty handbooks and this summary, the plan documents will govern. NDC reserves the right to change or terminate any of the plans or programs described in this summary at any time, without advanced notice.