

Calvin College Staff Benefits Overview

Calvin College Introduction

This benefits overview provides a reference to other sources for more detail. Eligibility for each benefit below is based on position classification and is determined by Human Resources at the time of appointment.

Health and Dental Insurance

The college offers a choice of two health insurance plans through Priority Health. Employees with an FTE of 0.50 or greater are offered a choice of an HMO (health maintenance organization) or a POS (point of service) plan. Both plans include a prescription drug program. The college also offers dental coverage through Delta Dental to employees with an FTE of 0.50 or greater. Dental coverage may be elected with or without medical and prescription coverage. The college determines each year the amount of premium share that employees contribute through a pre-tax payroll deduction. Employees working less than full-time are responsible for a prorated premium share based on their less than full-time workload.

Flexible Spending

All full-time and regular part-time employees are eligible to participate in the Flexible Spending Account Program which provides a means for paying for unreimbursed medical and eligible dependent care expenses with pre-tax dollars.

Holiday/Vacation Time

The college provides employees with holiday and vacation time as follows. Twelve paid holidays are determined by the college each year. The specific holidays and dates are posted prior to the academic year. Full-time exempt employees receive 20 days of vacation per calendar year; part-time exempt employees with an FTE of 0.50 or greater receive pro-rated vacation time, based on their full-time equivalency. Full-time non-exempt employees receive 80 hours for their first 3 years of employment, 120 hours for each of the next 12 years, and 160 hours after the completion of 15 years. Part-time non-exempt employees with an FTE less than 1.0 are not eligible for vacation time.

Retirement Plan

Upon meeting the eligibility requirements, the college enrolls all employees with an FTE of 0.50 or greater, in the TIAA-CREF (Teachers Insurance and Annuity Association & College Retirement Equity Fund) retirement plan. Once eligible, the college contributes an amount equal to 10% of salary to the enrolled employee's contract. The employee has opportunities to divert additional funds into a variety of supplemental retirement annuities (403(b) plans.)

Long-term Disability Insurance

The college enrolls all employees with an FTE of 0.75 or greater in a long-term disability insurance program effective the first day of the calendar month after 30 days of service. The long-term disability plan pays up to 60% of pre-disability earnings following a 180-day waiting period

Life Insurance

The college provides all employees with an FTE of 0.50 or greater with life insurance in the amount of two-times salary, with a maximum benefit of \$100,000. This policy also includes a \$4,000 benefit in the case of a spouse's death and a \$2,000 benefit in the case of a dependent child's death.

Family and Medical Leave

The college provides employees job-protected unpaid leave for certain family and medical reasons. Employees who have worked for the college for at least 12 months and for at least 1,250 hours (0.60 FTE) during the previous 12 months of employment are eligible. Employees must provide a physician's statement regarding the probable

duration and necessity of the leave. Leaves of absence under this policy shall be administered and provided for in a manner consistent with the Family and Medical Leave Act of 1993 and its published regulations.

Maternity Leave

An employee taking maternity leave is entitled to up to 12 weeks leave as outlined in the Family and Medical Leave Act. The college designates up to 6 weeks of the FMLA leave for maternity taken under the policy as paid maternity leave with the balance of the leave being unpaid. Employees must provide a physician's statement regarding the probable duration and necessity of the leave in order to receive pay. Exempt, part-time employees are eligible for prorated paid maternity leave. Non-exempt, part-time employees are not eligible for paid maternity leave.

Adoption Benefit

The adoption benefit is available to all employees with an FTE of 0.50 or greater. Eligible employees who are regularly scheduled to work less than full-time are eligible for reimbursement on a pro-rated basis. The amount of reimbursement is set annually.

Educational Benefits

Staff Tuition Waiver

Full-time staff members are entitled to two free college and/or Calvin Theological Seminary courses per academic year—normally one per semester. If the class time falls during normal work hours, arrangements must be made with the supervisor, and the time must be made up outside the regular work schedule. These free courses do not transfer from one academic year to the next and cannot be redeemed after a staff member's employment with Calvin College is terminated. Part-time staff members accumulate free courses at the rate of one course for every 1,000 hours worked. These classes may accumulate, but they can be used at the rate of only one per semester, and they cannot be redeemed after termination of employment.

Spouse Tuition Waiver

The spouse of a full-time college staff member can audit, without charge, college courses (excluding laboratory courses, workshop courses, Calvin Theological Seminary courses, and courses in the applied arts). A waiver of one-half tuition is granted to the spouse of a full-time staff member who takes a college course for credit, provided the spouse registers for the course during the late registration period. This partial waiver is limited to one course per semester.

Dependent Tuition Waiver

The Calvin College Dependent Tuition Waiver is available to all employees with an FTE of 0.75 or greater whose dependent children up to age 24 enroll at and attend Calvin. The program provides a waiver of up to 80% of tuition and is available to staff members only during the years of employment. Eligibility for this waiver is based on position classification and is determined at the time of appointment.

K-12 Tuition

Employees with an FTE of 0.75 or greater with children in Christian elementary and secondary schools (grades K-12) are provided with grants in the amount of 20% of the school's full tuition cost (not to exceed the highest tuition rate charged by area GRCS schools) for each child. Eligibility for this waiver is based on position classification and is determined at the time of appointment.

Relocation Allowance

Calvin provides a range of coverage for moving expenses depending on position classification and is determined at the time of appointment. The College will select the carrier(s) to be used. The exact benefit is documented in the current Moving Policy which is available from Human Resources.

Please contact the Human Resources Office with any questions.

Calvin College
3201 Burton St. SE
Grand Rapids, MI 49546
616-526-6495
fax 616-526-6832
humanresources@calvin.edu