

## WHITTIER COLLEGE AND WHITTIER LAW SCHOOL

### ADMINISTRATIVE AND SUPPORT STAFF

#### SUMMARY OF BENEFITS

**MEDICAL INSURANCE** - Three plans are available: two Health Maintenance Organization (HMO) plans and one Preferred Provider Organization (PPO) plan.

**DENTAL INSURANCE** - Delta Dental Plans

Delta Dental - This is an indemnity plan whereby you may choose your own dentist. An annual deductible and copayments are applied to basic and major restorative dental services.

Delta PMI - A pre-paid dental plan with services provided by the specific participating dentist (or dental group) selected by the enrolled member. Diagnostic, preventive, basic, and some restorative services are provided at no charge. A copayment is required for major restorative services.

**GROUP LIFE INSURANCE** - Non-contributory (the College pays in full).

**SUPPLEMENTAL LIFE INSURANCE** – A voluntary plan that enables employees to purchase additional life insurance for themselves as well as for their spouses, same sex domestic partners and/or children.

**LONG TERM DISABILITY INSURANCE** - Non-contributory (the College pays in full).

**LONG TERM CARE INSURANCE** – A voluntary plan that allows employees a way to plan for future long-term care, such as professional care at home, adult day care, or nursing home care.

#### RETIREMENT PLANS

Teachers Insurance and Annuity Association (TIAA/CREF)

Tax-deferred contributions made by the employee through salary reduction and the College are fully vested and wholly owned by the employee. Contact Human Resources Department for eligibility requirements.

Supplemental Retirement Annuity (SRA)

Contributions are made solely by the employee through salary reduction and are fully vested and wholly owned by the employee. Amount of contributions limited by IRS Section 403(b).

There are a number of investment options: guaranteed interest, several stock, bond, and money market funds.

**HOLIDAYS** - Twelve paid holidays are observed per year. One Personal Holiday per fiscal year with supervisor's approval.

**VACATION** - Accrual is based on years of service from 6.64 hours per month during the first year of employment, up to a maximum of 14.64 hours per month at the beginning of the fifth year of employment. The maximum accrual is 30 days.

**SICK LEAVE** - Accrues at the rate of 1 day per month based on the employee's standard workday. The maximum accrual is 60 days.

#### TUITION REMISSION FOR EMPLOYEES AND DEPENDENTS

Tuition benefits are available to all Regular Full Time employees who are regularly scheduled to work 32 hours per week or more for either the academic or fiscal year. Regular Full Time employees are eligible for tuition remission for undergraduate and graduate courses, as of the first day of employment.

The Whittier College Tuition Plan provides tuition benefits for dependent children of Regular Full Time employees who have completed three years of continuous service at 32 hours or more per week.

The Whittier College Tuition Plan provides tuition benefits for spouses of Regular Full Time employees who have completed one year of continuous service at 32 hours or more per week. These benefits must be applied for each semester

through the Office of the Vice President for Academic Affairs at the College. Refer to the Employee Handbook for specific provisions, requirements and IRS taxation.