

**Simmons College
Payroll and Benefits Office
300 The Fenway
Boston, MA 02115**

**Summary of Benefits
PART-TIME BENEFITS-ELIGIBLE EMPLOYEES**

PAYCHECKS

Biweekly paychecks are issued every other Tuesday for earnings of the previous week and in advance to the end of the week in which pay is issued. Monthly paychecks are issued on the first working day of the month for earnings during that month. Checks are distributed to each department on payday. If you need to have your checks mailed, please make arrangements with your department. DIRECT DEPOSIT of paychecks into one's personal bank account can be arranged through the Payroll and Benefits Office.

HEALTH INSURANCE

Simmons College offers Blue Cross Blue Shield HMO Blue of New England. Part-time employees are eligible for insurance on the first of the month coinciding with or next following their start of employment. To enroll for coverage, employees are required to complete an application within the first 30 days of employment or wait until the annual open enrollment period in June of each year. All premiums are paid on a pre-tax basis. Payments are deducted from gross salary before federal, state, and FICA taxes are calculated. During the summer months or any period of time when salary payments are not being issued, employees are expected to send their portion of the insurance premiums to the College every month. An application must be completed on or before the first day of the month for coverage to be effective for that month. Applications and brochures are available in the Payroll and Benefits Office.

The cost per month effective July 1, 2006 through June 30, 2007

<u>Membership</u>	<u>Monthly Premium</u>	<u>Simmons Contribution</u>	<u>Employee Contribution</u>
Individual	\$451.21	\$169.21	\$282.00
Employee Plus One	902.41	338.41	564.00
Family	1,384.29	519.13	865.16

DENTAL INSURANCE

Simmons College offers Delta Dental's comprehensive dental plan, Delta Premier. Part-time employees are eligible for insurance on the first day of the month coinciding with or next following their start of employment. To enroll for coverage, employees are required to complete an application within the first 30 days of employment or wait until the annual open enrollment period in December of each year. Applications must be completed on or before the first day of the month for coverage to be effective for that month. Enrollment forms and brochures are available in the Payroll and Benefits Office.

The premium rates from January 1, 2007 through December 31, 2007

<u>Type of Membership</u>	<u>Premium</u>
Individual Plan	\$45.08
Family Plan	\$134.54

GROUP LIFE INSURANCE

Simmons College provides a group life insurance plan to qualified employees through Standard Insurance Company. The College pays the premium in full. Coverage begins immediately.

The amount of life insurance is equal to 1.5 times the employee's annual base salary with a minimum death benefit of \$75,000 and a maximum benefit of \$250,000.

TOTAL DISABILITY PLAN

Part-time employees are eligible for a total disability plan. The College provides this coverage free of charge. Coverage is effective immediately.

Under this plan, a participant who has been disabled and unable to work for six consecutive months (180 days) receives an amount equal to 60% of their covered monthly salary, offset by benefits payable from other sources, up to a maximum of \$8,000. The insurance also pays the premiums on annuity contracts with TIAA-CREF for the retirement plan if the disabled employee was a participant in the retirement plan at the time of disability.

TRAVEL MEDICAL INSURANCE

Simmons College provides medical travel insurance and pre-travel assistance through the MEDEX Travel Assist program. Employees are automatically enrolled when also enrolled in the Standard Life Insurance policy.

DEPENDENT CARE REIMBURSEMENT ACCOUNT

This type of flexible spending account allows the employee to pay for the first \$5,000 of annual dependent care expenses with pre-tax dollars. Because this amount is not subject to state, federal, or FICA taxes, the tax savings may be greater than those realized through the Dependent Care Tax Credit.

Dependent care expenses that qualify include day care for children under the age of 13 if the care allows the parents to work or to attend school full-time. Care for a disabled child or parent who is claimed as a dependent on the employee's income tax return also qualifies under this plan. Enrollment must take place within 30 days of the start of employment or at the annual open enrollment period in May.

MEDICAL EXPENSE REIMBURSEMENT ACCOUNT

This type of flexible spending account provides the employee the opportunity to save federal, state, and FICA taxes by paying for dental, optical, or any other qualified out-of-pocket medical expenses with pre-tax dollars. The Simmons College plan has a \$250 annual minimum and a \$3,500 annual maximum. This type of account offers substantial tax savings. Enrollment must take place within 30 days of the start of employment or at the annual open enrollment period in May-June for a start date of July 1 each year.

SMARTFLEX DEBIT CARD

Sentinel Benefits, the plan administrator for the Dependent Care Reimbursement Account and the Medical Expense Reimbursement Account offers a prepaid debit card, which can be used to pay for eligible healthcare and dependent care expenses with any service provider that accepts Visa debit cards. When an employee elects to use the debit card, Sentinel Benefits will deduct an annual fee of \$24.00 from the flexible spending account.

TUITION REMISSION

Eligible part-time employees may take one course in the fall and spring semesters.

TIAA-CREF RETIREMENT PLAN

Eligible part-time staff employees who are 25 years of age and have completed one year of employment at Simmons, or new employees who come to the College with prior service at an institution of higher education, may join the plan by completing enrollment forms in the Payroll and Benefits Office. Under the plan, the employee contributes 3% of her/his base annual salary on a pre-tax basis and the College contributes an additional 9%.

TIAA-CREF GROUP SUPPLEMENTAL RETIREMENT ACCOUNT (GSRA)

At any time, an employee may open a GSRA (cashable) account with TIAA-CREF to make tax-deferred deposits. The money may remain in the plan until retirement. An employee may take a loan of up to 45% of his/her accumulation. Withdrawals are limited. There is a 10% early withdrawal penalty. (Income taxes are withheld at 20% at the time of withdrawal.) Simmons College does not contribute to these accounts.

MBTA SUBSIDY

Simmons College offers a subsidy of 30% to support alternative commuting options. The maximum subsidy is \$105.00 per month.

EMPLOYEE ASSISTANCE PROGRAM

The Employee Assistance Program (EAP) offered through The Wellness Corporation is a pre-paid benefit that provides short-term counseling and when needed, referral services for employees and their household members. Employees can see an EAP counselor for up to three sessions per year. These sessions are free, confidential, and voluntary. The program provides assistance with personal problems, emotional concerns, legal problems, and budget and debt issues.

In addition, The Wellness Corporation offers Work/Life referral services, which provide information, resources, and referrals to assist employees in balancing work and family life.

NOTE: *The benefits described in this summary are those currently offered by Simmons College. Out of necessity, the College reserves the right to make material changes in these benefit programs based on financial reasons or other considerations it deems appropriate.*