New Employee Exempt

Please complete the following attached forms and bring with you on your first day of employment.

- Health/Dental Insurance
- Beneficiary Designation
- FSA Enrollment (if applicable)
- 403(b) Proof of Eligibility

Below is a list of Benefits and eligibility requirements. Please visit our Benefits page for a complete list and detailed description.

Health and Dental Insurance

- Eligible 1st of month following date of hire.
- If date of hire is the 1st of month, employee is eligible immediately.
- See attached Summary of plans and costs. Summary of Benefits and Coverages
- Please see the attachment regarding High Deductible Health Plans and why one might be a good option for you.

Flex Plan voluntary enrollment with any HMO

- Health Care Reimbursement Account (January 1st enrollment or time of hire). Maximum is $2,550/year.
- Dependent Care Reimbursement Account (January 1st enrollment or time of hire). Maximum is $5,000/year.
- Flexible Spending Account (FSA) Information

Health Savings Account enrollment with High Deductible plan

- A Health Savings Account through Fidelity Investments is available to you if you enroll in a High Deductible Health Plan. The College will also make a contribution to the account for you ($1,000 for a family plan and $500 for a single plan, each pro-rated based on the number of months remaining in the calendar year). Please see the attachment regarding High Deductible Health Plans and why one might be a good option for you.

Life Insurance

- Coverage begins 1st of month after one full month of employment.
- Benefit amount is 1.5 x annual base salary until age of 65.
- At age 65, it is reduced every 5 years.
  - 65 - 69 100%
  - 70 – 74 67%
  - 75 – 79 45%
  - 80+ 30%
- Cost is fully paid by College.
Long-Term Disability

- Coverage begins 1st of month after one full year of employment.
- Payment of benefit begins after six months of total disability.
- Benefit amount is 2/3 of gross monthly income up to $8,500 month max.
- Cost is fully paid by College.

Long-Term Care Insurance

- Available with “Unum”.
- Purchase insurance now for the cost of nursing home care or a form of skilled or custodial care in the home.
- Can purchase insurance for self, spouse, children over the age of 18, parents and parents-in-law under age 84.
- Subject to evidence of insurability.
- Holy Cross does not contribute to premiums.
- Can be payroll deducted (after-tax). The plan is fully portable.
- Please contact HR Benefits if you are interested in this insurance.

Retirement Plan – Non-Elect (Exempt Employees)

- One year waiting period unless employee was eligible under another institution’s 403(b) plan. Please see the attached 403(b) waiver form and have it processed immediately if you feel that you satisfied the one year waiting period elsewhere.
- Mandatory contribution – condition of employment.
- 100% vested immediately in both employee and employer contributions.
- Contribution Schedule:
  - Earnings up to S.S. Maximum
    - Employee: 2%
    - Employer: 10%
  - Earnings Over S.S. Maximum
    - Employee: 5%
    - Employer: 12%
- Can choose between two investment companies: TIAA-CREF and FIDELITY INVESTMENTS.
- Both have a wide variety of investment options with some more risky than others.
- Defined Benefit Plan

Supplemental Retirement Annuity (SRA) – All employees eligible

- Allows employee to set aside additional money for retirement on a pre-tax basis.
- College does not match contributions.
- Investment Companies - TIAA-CREF or FIDELITY INVESTMENTS.
- Wide variety of investment options with some more risky than others.
- Can join or change contributions at any time. Instructions

Tuition Assistance

- Eligible after completion of 90 days full-time service.
- Courses taken at Holy Cross:
  - One per semester - no books
  - Must be approved by faculty, supervisor, Human Resources and the Registrar’s office before taking the course.
  - A plan to make up time must be developed with supervisor and put in writing. Employee cannot work through lunch hour.
- Courses taken at other Institutions:
• Must be job related or working towards a degree program.
• 75% of tuition only – no books – up to a maximum of $1,800.00 per fiscal year.
• Must have a “C” or better to receive reimbursement.
• Must be approved by supervisor and Human Resources before taking the course.

Tuition Remission

• Tuition at Holy Cross for college age dependents.
• Eligible after seven years of full-time continuous employment at the College.
• College-aged dependents must be accepted under normal conditions.
• Tuition only – no books, fees, dorm.
• FACHEX program is also available.

Employee Assistance Program (EAP)

• E4 Health out of Shrewsbury, MA. EAP
• 5 free counseling sessions per year to help with a wide variety of issues/personal problems.
• If you need more, the EAP will coordinate with your insurance carrier.
• Can take up to 2 of your counseling sessions each year and use towards a massage.
• E4 Health also provides:
  • Child Care Referral Services.
  • Elder Care Referral Services.
  • Legal Referral Services.
  • Financial Planning.
  • College Planning.

Sullivan, Garrity and Donnelly Insurance Program

• Personal Lines of Insurance – car, home, renters, boat, life, etc.
• Payroll Deducted.
• 10% discount off of Hanover car insurance that is payroll deducted.
• 15% discount on home Policies through Hanover if employee also has a payroll deducted auto policy.
• A Representative is on campus during school sessions in the Human Resource Department on Monday mornings – 9:00 am to 11:00 am.

Direct Deposit/Payroll Savings

• Can have check deposited in checking account or savings account.
• Can have multiple deductions to checking and savings.
• Complete form through HR Self Service.
• May take two pay periods before direct deposit takes place.

Miscellaneous Employee Discounts

Discount List

Human Resources Policies

Time Off

Payroll:
• Pay Day
  • On the 15th and 30th of each month.
  • First check must be picked up at the Cashier’s Office.
• If pay date falls on a weekend or holiday, College pays the Friday before.

Time Off:
• 8 Traditional Holidays
  • Listed in Holy Cross and You Handbook.
  • Employee will get paid immediately.

• 4 Floating Holidays
  • Cannot use within the first 90 days of employment.
  • Any Floating Holiday that occurs during this period, employee can take after trial period.
  • If employee wants to use these days, it is based on department needs.
  • Floating Holidays must be used before the end of the fiscal year.

• Vacation Time
  • Begin earning vacation if hire date is before 15th of the month.
  • Earn at 1.667 days per month.
  • What you earn each fiscal year (before 6/30) you must take in the next fiscal year. That is your total vacation allotment for the year and must be taken before fiscal year end.

• Sick Time
  • Begin earning sick time if hire date is before 15th of the month.
  • Earn at 1.25 days per month.
  • Will not be paid for sick time during the first 90 days of employment.
  • Can accumulate up to 120 days of sick time.