New Employee Hourly Non-Exempt

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

- Health/Dental Insurance Enrollment Form
- Beneficiary Designation Form
- FSA Enrollment Form (if applicable)

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 – Defined Benefit Plan (Hourly Employees)

• One Year Waiting Period and must be age 21 and have worked 1,000 hours or more in that year.
• Five year vesting period. (1,000 plus hours required in each year)
• Receive pension credit for years that employee works 1,000 hours or more.
• Benefit is 2% of each qualifying year’s salary.
• Fully funded by the College.
• Normal retirement is age 65. Early retirement at age 55 with 10 years of service.
• 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 and give to Payroll with a voided check.
  • Will take two pay periods before direct deposit takes place.

**Miscellaneous Employee Discounts**

  • Safety Shoes (Dining Services, Building Services, Grounds, Post Office & Central Stores)
    • Must have approved safety shoes within two weeks of hire.
    • If steel toe is required they must be ANSI approved.
    • One (1) pair per fiscal year will be paid for by the College and the arrangement is as follows:
      • Employees that require ANSI approved steel toe shoes are allowed up to $85.00 for one pair of shoes per fiscal year and employees that are required to wear slip resistant shoes are allowed up to $65.00 for one pair of shoes per fiscal year.

**Human Resources Policies**

  • **Time Off**
    • Pay Days
      • Every Thursday the Department Secretary picks up from the Cashier’s Office.
    • Non-Exempt Full-time (+27 ½ hours per week)
      • 8 Traditional Holidays.
      • Listed in Holy Cross and You Handbook.
      • Employee will get paid immediately.
      • Must be in an “in-pay” status – work the schedule day before or after to receive pay.
    • 4 Floating Holidays
      • Cannot use within the first 90 days of employment.
      • Any Floating Holiday that occurs during this period, employee can take after the 90 day trial period.
• When employee wants to use these days, it is based on department needs.
• **Floating Holidays must be used before the end of the fiscal year.**

• 3 Personal Days
  • Cannot use within the first 90 days of employment.
  • During the first fiscal year of employment the number of personal days is based on date of hire:
    • 7/1 – 9/30  3 Days
    • 10/1 – 12/31  2 Days
    • 1/1 – 3/31  1 Day
    • 4/1 – 6/30  None
  • **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 0.83 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 the next fiscal year end.
• Will start accruing for three weeks of vacation, 1.25 days per month, after seven years of service.
• Will start accruing for four weeks of vacation, 1.67 days per month, after 15 years of service.

**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.

**Part-time Non-Exempt Employees (at least 20 hours per week/ 40 weeks a year)**

**8 Traditional Holidays**
• Listed in Holy Cross and You Handbook as well as any “Bonus” holidays the College allocates during the Christmas and New Year’s Holidays as long as they fall on regularly scheduled work days.
• Employee will get paid immediately.

**Vacation Time**
• Begin earning vacation if hire date is before 15th of the month
• Earn at 0.42 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 the next fiscal year end.
• After 5 years of completed service vacation will accrue at .83 days per month.

**Sick Time**
• Begin earning sick time if hire date is before 15th of the month.
• Earn at 0.50 days per month.
• Cannot take sick time for 1st 90 days of employment.
• Can accumulate up to 30 days of sick time.

**Retirement**
• Must meet the same requirements as employees who work 271/2 hours or more per week. (see above).