

SIMMONS COLLEGE FY16 BENEFITS HIGHLIGHTS

This document summarizes the benefit programs that are available to benefits-eligible employees of Simmons College. Complete details regarding coverage, eligibility and limitations can be found in the official Plan documents. If there are any discrepancies between the information in this publication, verbal representations and the Plan documents, the Plan documents will always govern. Simmons College reserves the right to change or terminate these Plans at any time. This publication is not intended to imply a contract of employment.





Simmons College

FY16 Benefits Highlights

As part of our rewards program at Simmons College, we are committed to designing and offering competitive benefits that provide choice and value for our faculty and staff, while being fiscally responsible.

We hope that our employees at Simmons College will be actively engaged in making key decisions relating to their benefits and also have a shared responsibility in the costs. As an educated, informed consumer of benefits and services, you decide which plan options and financial investments best suit your needs. Simmons partners with you by paying a significant portion of the premium cost for some of the major benefits, and funding a portion of your financial savings and investments, while supporting healthy lifestyle practices through our benefit offerings.

This FY16 Benefits Highlights provides a snapshot of the programs that are currently in place to help you succeed — at work, at home, and in every facet of your life.

About This Communication

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Enhancing your health

Medical Plan

Simmons offers you with a choice of two medical plans to select from. This includes an HMO and a PPO plan through Blue Cross Blue Shield of Massachusetts. The cost of coverage is shared by the employee and Simmons, with Simmons paying up to 75% of the total premiums depending on the level of coverage. The employee-paid premium varies based on the tier of coverage you select (such as individual coverage, employee plus one dependent, or family coverage) and if you are in a full-time or part-time employee. Coverage for this plan is effective the first of the month following your date of hire, unless your date of hire is the first of the month, then this benefit is effective on your date of hire.

Dental Plan

The Dental plan is offered through Delta Dental and it covers a variety of services including, orthodontia benefits for children up to age 19. The cost of coverage for the plan is shared by the employee and Simmons, with Simmons paying up to 50% of the premium costs. The employee cost is based on the tier of coverage (individual or family coverage) and if you are full-time or eligible part-time employee.



Coverage for this plan is effective the first of the month following your date of hire, unless your date of hire is the first of the month, then this benefit is effective on your date of hire.

Vision Plan

The vision plan offers additional benefits for our employees and dependents including routine eye exams and eye wear discounts. This benefit is fully paid for by the employee. Coverage for this plan is effective the first of the month following your date of hire, unless your date of hire is the first of the month, then this benefit is effective on your date of hire.

Medical/Healthcare Flexible Spending Account (FSA)

You may contribute between \$100 and \$2,500 in FY16 (subject to IRS limits) into this account on a pre-tax basis, to pay for eligible health care expenses incurred during the plan year. The plan year runs from July 1 to June 30. Participants who remain in active employment at the College are allowed a 2 ½ month grace period to incur qualified expenses after the end of the plan year. Any funds remaining are forfeited. Depending on the medical plan you elect through Simmons, you may be eligible to contribute into a Limited FSA. Please refer to the HSA section below for information regarding the Limited FSA.

Health Savings Account (HSA)

For employees who sign up for the PPO medical plan for health insurance, an HSA account can be established along with this plan. The College also makes a contribution into the HSA plan. A limited FSA is also available to complement the HSA.

Limited Flexible Spending Account (Limited FSA)

For employees who sign up for the PPO medical plan for medical insurance, a Limited FSA can be established along with the HSA. The contributions from the limited FSA can generally only be used towards eligible dental or vision expenses.

Travel Assistance Services through Liberty Mutual

This emergency medical and personal assistance program is available 24 hours a day, 365 days a year while traveling internationally or domestically more than 100 miles away from home for less than 90 consecutive travel days. All specified services are at no cost to you.

Protecting your income

Short-Term Disability Plan

To protect your income in the event of a qualifying illness or injury, upon completion of a year of service, Simmons provides a salary continuation of up to 60% of the base salary to its full-time employees for up to 26 weeks at no cost to the employee. This benefit could be reduced by income you receive from other sources.



Supplemental Disability Plan

If you would like to purchase supplemental disability insurance for your first year of employment at Simmons, or supplement the college paid short-term disability benefit, we offer additional supplemental Short Term Disability plan options. The employee pays for the cost of this benefit.

Long-Term Disability (LTD) Plan

The policy provides an income if you become partially or totally disabled by illness or injury. The LTD plan provides 60% of base monthly earnings, up to \$15,000 a month, reduced by other income. LTD coverage is provided to full-time and eligible part-time employees and the cost of coverage is 100% employer paid. This benefit could be offset by benefits payable from other sources.

Group Life and AD&D

Simmons pays for your Group Life and Accidental Death & Dismemberment (AD&D) insurance coverage which is 1.5 times annual base salary with a minimum coverage of \$75,000. The maximum coverage amount is \$500,000. Group Life & AD&D insurance coverage is provided to full-time and eligible part-time employees. Coverage begins on the first day of employment.

Voluntary Life Insurance Coverage

You also have the opportunity to purchase supplemental, spouse and dependent child life insurance. Supplemental spouse/child life insurance can be purchased if you also enroll in the supplemental life insurance program.

Saving for your future – Retirement Plans

Simmons College Defined Contribution Retirement Plan

The Simmons College Defined Contribution Retirement Plan can assist with helping you reach important financial goals for retirement. Employees over the age of 25 who meet the service requirements of the Plan can have 3% of base salary deducted each pay period after they have met a “year of service” requirement. This employee contribution is matched with a generous College contribution. All contributions are immediately fully vested (meaning you own the money in your retirement plan at all times).

The one-year wait requirement is waived for our employees who have completed a year of benefits eligible service with another not-for-profit institution of higher education at any time.

Tax Deferred Annuity Plan

To supplement your retirement savings goals, eligible employees can also voluntarily save on a pre-tax basis into a Tax Deferred Annuity Plan (a 403(b) Plan) up to limits allowed by the IRS.

457(b) Plan

Our employees who are deemed Officers of Simmons College and Deans can set aside additional pre-tax contributions towards their retirement savings by participating in the 457(b) Plan.



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Balancing your life

Dependent Care Flexible Spending Account

You may contribute up to \$5,000 per household each plan year (if single or if married and filing jointly) into a dependent care flexible spending account on a pre-tax basis, to pay for eligible dependent care expenses. The Plan Year runs from July 1 to June 30. Participants who remain in active employment at the College are allowed a 2 ½ month grace period to incur qualified expenses after the end of the plan year. Any funds remaining are forfeited.

Vacation

Eligible employees accrue vacation days. Days are calculated and subject to proration based on service, hire date, and scheduled work hours. Full-time regular staff earn up to 15 days of vacation on a monthly accrual schedule each Fiscal Year. Vacation carry over for each fiscal year may not exceed 10 days.

Sick Time

Eligible employees receive a bank of sick days each fiscal year. Full-time regular staff receive up to 12 sick days; days are subject to proration based on hire date, and scheduled work hours.

Holidays/College Closing

Generally, Simmons observes 12 holidays each year as well as break periods. The holiday and break schedule are determined and communicated each calendar year. Some offices and schools remain open during this time.

Bereavement Leave

Eligible employees may take up to 3 work days off for the death of an immediate family member.

Parental Leave

Up to two consecutive weeks of paid parental leave is available to eligible parents for activities related to the care and well-being of their newborn or adopted child.

Adoption Benefit

The College will reimburse benefits-eligible Simmons faculty or staff members up to \$5,000 to help defray the costs associated with the adoption of a child.

Employee Assistance Program (EAP)

The EAP provides free, confidential counseling for a wide range of issues, including legal and financial advice, short-term mental health counseling, budget and debt counseling, and much more.

Tuition

Eligible employees, and their qualified dependents, once service requirements are met, may take undergraduate and graduate courses at Simmons, tuition-free. Please note that graduate courses are subject to availability of space, and applicable tax.



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Holmes Sports Center

The William J. Holmes Sports and Fitness Center is located on the residence campus and is available to all full-time and eligible part-time faculty and staff.

LEAP

The Lifelong Exercise and Activities Program (LEAP) is designed to promote physical fitness and health for students, faculty, staff and alumni/ae. LEAP offers non-credit instructional classes, workshops, field trips, and recreational activities to the Simmons and Colleges of the Fenway community.

Tuition Exchange Program

This is a reciprocal scholarship program for dependent children of faculty and staff employed at over 600 participating institutions of higher education, including a number of colleges and universities in Massachusetts. Full-time faculty & staff may apply for the scholarship after they have completed four years of uninterrupted full-time service at the College. Scholarship awards are not automatic.

Commuter benefits

To help with your commuting expenses to work, Simmons allows for a pre-tax deduction towards subsidized MBTA passes, or parking at the campus for eligible employees. The MBTA elections must be made before the 10th of a month, for it to be effective the beginning of the following month.

Colleges of Fenway (COF) Courses

Current full-time employees may enroll at a College of the Fenway institution in one undergraduate course per semester, after a year of service, on a space-available basis, at no cost. Selecting a course at a COF institution will be in place of a course at Simmons. The Colleges of Fenway constitutes of Emmanuel College, Massachusetts College of Art and Design, Massachusetts College of Pharmacy and Health Sciences (MCPHS) University, Simmons College, Wentworth Institute of Technology, and Wheelock College.

Your Simmons ID card

Your Simmons ID card serves as your library card to Simmons's Beatley Library and also gives you access to a wide variety of services, including free passes to the Museum of Fine Arts and John F Kennedy Library.

Fenway Card

The card allows eligible employees to prepay for services by opening an account at the Campus Card Services. You can pay for items at the bookstore and food from the Java City and the Fens cafeteria with your Fenway Card.

Box Office

Employees can purchase discounted movie tickets, aquarium passes, Red Sox tickets (when available), and more from the Student Information Desk located in the lower level of the Main College Building in the Student Activities Center.



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Other Offerings

Simmons College provides access to a number of group discounts including discounts on computers and software for personal use through our Technology office. Please note that Simmons College neither sponsors nor endorses these offerings. Employees work directly with the providers.

Some of our providers are: Liberty Mutual for auto and home insurance, Verizon, BJ's Wholesale Club, Zipcar (for reduced membership fees), Enterprise Car Rental, Simmons Bookstore, Healthworks gym, and Holiday Inn in Brookline.

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