



# FY19 Benefits Highlights



**Simmons**  
UNIVERSITY

# SIMMONS UNIVERSITY FY19 BENEFITS HIGHLIGHTS

At Simmons University, we've made it a priority to offer faculty and staff — and their families — a range of benefits to support their best health and well-being every step of the way. Because our faculty and staff are essential to our success — the reason we thrive as an academic institution.



## About This Document

This document summarizes the benefit programs available to benefit eligible employees of Simmons University. 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 University reserves the right to change or terminate these Plans at any time. This publication is not intended to imply a contract of employment.



## Enhancing Your Health

### Medical Plan

Simmons offers you with a choice of two medical plans: an HMO and a PPO/High Deductible Health Plan (HDHP) through Blue Cross Blue Shield of Massachusetts. The cost of coverage is shared by the employee and Simmons, with Simmons paying up to 77% of the total premiums depending on the plan and tier of coverage. The employee-paid premium varies based on base pay, plan elected, and the tier of coverage you select (such as individual coverage, employee plus one dependent, or family coverage) and if you are a full- 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

Simmons offers you a choice of two dental plans: The Core and The Enhanced Plan through Blue Cross Blue Shield of Massachusetts. The cost of coverage is shared by the employee and Simmons, with Simmons paying up to 50% of the Core Dental Plan premiums for full-time employees. The employee-paid premium varies based on the plan and the tier of coverage you select (such as the Core or Enhanced Plan and whether individual coverage or family coverage is elected) and if you are a full- or part-time employee. Coverage for the dental 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 benefits for our employees and dependents, including routine eye exams and eye wear discounts through Vision Service Provider (VSP). 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. This plan is offered to benefit eligible full- and part-time employees.

### Medical/Healthcare Flexible Spending Account (FSA)

You may contribute between \$100 and \$2,650 in FY19 (subject to IRS limits) into a flexible spending 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 University are allowed a 2½ 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 Purpose FSA. Please refer to the Limited Purpose FSA section below for information. This plan is offered to benefit eligible full- and part-time employees.

### **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. Any funds remaining are forfeited. This plan is offered to benefit eligible full- and part-time employees.

### **Health Savings Account (HSA)**

For employees who sign up for the PPO/HDHP medical plan for health insurance, an HSA can be established along with the PPO plan. A Limited Purpose FSA is also available to complement the HSA. This plan is offered to benefit eligible full- and part-time employees. If you elect the Simmons PPO Medical plan and HSA, Simmons will make a contribution to the HSA on your behalf. Simmons will contribute \$500 if you elect individual PPO coverage or \$1,000 if you elect employee plus one dependent or family PPO coverage.

### **Limited Flexible Spending Account (Limited Purpose FSA)**

For employees who sign up for the PPO/HDHP medical plan for medical insurance, a Limited Purpose FSA can be established along with the HSA. The contributions from the limited purpose FSA can generally only be used toward eligible dental and/or vision expenses. You may contribute between \$100 and \$2,650 in FY19 (subject to IRS limits) into this account on a pre-tax basis, to pay for eligible dental and vision expenses incurred during the plan year. The plan year runs from July 1 to June 30. Participants who remain in active employment at the University are allowed a 2½ month grace period to incur qualified expenses after the end of the plan year. Any funds remaining are forfeited. This plan is offered to benefit eligible full- and part-time employees.

### **Travel Assistance Services through Prudential**

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. This plan is offered to benefit eligible full- and part-time employees.



## **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 base salary for up to 26 weeks at no cost to the employee. This benefit could be reduced by income you receive from other sources. This plan is offered to benefit eligible full-time employees working 35 or more hours per week.

### **Supplemental Disability Plan**

If you would like to purchase supplemental disability insurance for your first year of employment at Simmons, or supplement the University paid short-term disability benefit, we offer additional supplemental Short-Term Disability plan options. This benefit is fully paid for by the employee. This plan is offered to benefit eligible full- and part-time employees.

### **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 benefit eligible full- and part-time employees. This benefit is 100% employer paid. Employees may choose to pay the tax on the LTD premiums making any benefit tax-free. 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 one 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 benefit eligible full- and part-

time employees. Coverage begins on the first day of employment.

### **Voluntary Life Insurance Coverage**

You 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. This plan is offered to benefit eligible full- and part-time employees.



## **Saving for Your Future – Retirement Plans**

### **Simmons University Defined Contribution Retirement Plan**

The Simmons University Defined Contribution Retirement Plan can assist with helping you reach important financial goals for retirement. As of January 1, 2019, benefit eligible full- and part-time employees can have 3% of their base salary deducted through payroll deductions. Upon enrolling in the Defined Contribution Plan, employee contributions will be matched with a University contribution of 9% each pay period for fiscal year 2019. Your personal contributions are fully vested immediately (meaning you own the money in your retirement plan at all times), and you'll own the Simmons contributions after one full year of employment.

### **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. This plan is offered to benefit eligible full- and part-time employees as well as adjunct employees.

### **457(b) Plan – Non-Qualified Deferred Compensation Plan**

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



## **Balancing Your Life**

### **Vacation**

Eligible staff employees accrue vacation days. Days are calculated and subject to being pro-rated based on service, hire date, and scheduled work hours. Full-time benefit eligible 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. This plan is offered to benefit eligible full- and part-time staff employees.

### **Sick Time**

Eligible staff employees receive a bank of sick days each fiscal year. Full-time benefit eligible staff receive up to 12 sick days; days are subject to being pro-rated based on hire date and scheduled work hours. This plan is offered to benefit eligible full- and part-time staff employees.

Under the Massachusetts Earned Sick Time Law, we are required to provide up to 40 hours of paid or unpaid sick time per calendar year to faculty and staff employees; this plan excludes benefit eligible staff employees who are covered by the sick time benefit outlined in the above paragraph.

### **Holidays/University Closing**

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

### **Bereavement Leave**

Eligible employees may take up to three 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 University will reimburse benefit 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. This plan is offered to benefit eligible full- and part-time employees as well as adjunct employees.

### **Care.com**

Simmons offers a Care.com membership to benefit eligible full- and part-time employees as well as adjunct employees at no cost. Care.com is a digital platform that allows you to manage all your family care needs from any device, 24/7. If you need help with child care, senior care, pet care, home care, or something in between, Care.com can connect you to the right people.

### **Tuition**

Once service requirements are met, eligible employees and their qualified dependents may take undergraduate and graduate courses at Simmons, tuition-free. The tuition remission program excludes all 2U online classes. Please note that graduate courses are subject to availability of space and applicable tax. This plan is offered to benefit eligible full- and part-time employees. Adjunct employees may take one class in the semester they are actively teaching for Simmons, excluding any 2U online classes.

### **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.

### **Tuition Exchange Program**

This is a reciprocal scholarship program for dependent children of benefit eligible full-time faculty and staff employed at over

600 participating institutions of higher education, including a number of universities in Massachusetts. Full-time faculty and staff may apply for the scholarship after they have completed four years of uninterrupted full-time service at the University. Scholarship awards are not automatic.

### **Commuter Benefits**

To help with your commuting expenses to work, Simmons allows for a pre-tax deduction toward subsidized MBTA passes, or parking on campus for eligible employees. The MBTA elections must be made on or before the 10<sup>th</sup> of a month for it to be effective the beginning of the following month. Monthly parking benefit elections must be made on or before the 25<sup>th</sup> of the month for it to be effective the beginning of the following month. These plans are offered to benefit eligible full- and part-time employees.

### **Colleges of Fenway (COF) Courses**

Current full-time employees may enroll at a COF 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 consists of Emmanuel University, MassArt, MCPHS, Simmons University, and Wentworth Institute of Technology.

### **Your Simmons ID Card**

Your Simmons ID card serves as your library card to our 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 University Building in the Student Activities Center.

### Other Offerings

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

Our providers include 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 the Holiday Inn in Brookline, Mass.

*Last Updated: December 2018*