Summary of the Hood College Benefits Package

In addition to the salary program offered at Hood College, we also offer a competitive benefits package, as summarized below. This summary is for informational purposes only, and the College reserves the right to change benefit offerings at any time. For more complete information, we advise all employees to consult their Staff Manual or their Summary Plan Descriptions. In addition, individual consultation with personnel in the Human Resources Office is always available.

Holidays
Half-time or greater employees are eligible for holidays.

Hood College recognizes the following paid holidays:
- Martin Luther King’s Birthday
- Memorial Day
- Independence Day
  When this holiday falls on a Saturday, the College will observe the holiday on the preceding Friday. When this holiday falls on a Sunday, the College will observe the holiday on the following Monday.
- Labor Day
- Thanksgiving Day
- The day after Thanksgiving Day
- Winter Break
  The College will be closed from December 23rd through January 1st for Winter Break. Employees will receive compensation for all regular workdays during the period in which the College is closed.

*Half time or greater staff receive two personal days from anniversary date of employment, which cannot be carried forward from year to year.

Leaves
In proportion to their percentage of full-time employment, employees are entitled to certain types of leave, such as: vacation and medical (half-time or greater employees), emergency, leave without pay, and leave for jury duty.

Insurance Benefits
The following government-mandated benefits are available to all employees:
- Unemployment Insurance
- Worker’s Compensation
- Social Security Insurance

The following benefits are available to all half-time or greater employees, with deductions offered on a pre-tax basis*:
- Medical/ Prescription Insurance*
- Dental and Vision Insurance*
- Flexible Health and Dependent Care Spending Accounts*

The following benefits are available at no expense to the employee:
- Life Insurance (half-time or greater employee)
- Disability Insurance (three quarter-time or greater employee)
- Health Advocate program (for those with the College medical/prescription insurance)

The following benefits also are available to all half-time or greater employees, at the expense of the employee:
- METPAY Group Auto & Home Insurance
- MetLaw Legal Services
- Supplemental Life Insurance
- IDShield

Retirement Benefits
Half-time or greater employees are eligible to enroll in the TIAA Retirement Annuity (RA) Program. Under this plan, participating employees can contribute up to 5% of their salaries, with Hood contributing a percentage per the example below:

<table>
<thead>
<tr>
<th>Employee</th>
<th>College</th>
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<tbody>
<tr>
<td>0%</td>
<td>1.50%</td>
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<tr>
<td>1%</td>
<td>1.50%</td>
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<td>2%</td>
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<td>3%</td>
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<tr>
<td>5%</td>
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</tbody>
</table>

GSRA: If an employee maximizes her/his RA contribution and wishes to participate in a Supplemental RA (GSRA), she/he should contact the Office of Human Resources for information.

Educational Benefits (space available basis)
Half-time or greater employees and their spouses may enroll in Hood’s graduate or undergraduate courses without cost, in proportion to percentage of full-time employment. Likewise, the dependent children of half-time or greater employees may enroll in Hood’s undergraduate program.

Dependents of all full-time (1.0 FTE) faculty (no length of service requirement) and all full-time staff (three years of service requirement) are eligible for the Tuition Exchange Program. Participants’ eligibility will be ranked by the employee’s 1.0 FTE seniority length of service. However, participation is not a guaranteed benefit and is governed by the participating Tuition Exchange Member Institution (i.e., importing institution).

Employee Assistance Program (EAP)
Business Health Services (BHS) Employee Assistance Program (EAP) provides professional, confidential assessment, referral and short-term counseling at no cost to the employee.

Additional Benefits
- Direct Deposit of pay to bank or credit union
- Eligibility to enroll 3-4 year old children in the Onica Prall Laboratory Preschool (space available basis)
- Facilities privileges (contact Conference Services and Special Events for information)
- Bookstore (10% discount on many items to Hood employees)
- Access to Hood vehicles for college related business
- Library privileges
- Utilization of recreational facilities (Gambrill gym, pool, tennis courts by employee, spouse, and children) (Fitness Center by employees only)

Hood College, Department of Human Resources
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