

Summary of the Hood College Benefits Package

In addition to the salary program offered at Hood College, we offer a competitive benefits package, summarized below. This summary is for informational purposes only. The College reserves the right to change benefit offerings at any time. For more complete information, please consult the *Staff Manual* or the *Summary Plan Descriptions*. Individual consultation with the Human Resources Office is also 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*
- Labor Day
- Thanksgiving Day
- The day after Thanksgiving Day
- Winter Break
 - The College will be closed from 12/24-1/1 for Winter Break. Employees will receive compensation for all regular workdays during the period in which the College is closed.
- Floating Holiday
 - Each year the College designates one floating holiday. The holiday calendar may be found on the College website, under the Human Resources tab.

* 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.

Personal Days

Half time or greater staff receive two personal days (prorated for part-time) from anniversary date of employment, which cannot be carried forward from year to year. These must be taken in full day increments.

Leaves

In proportion to their percentage of full-time employment, employees are entitled to certain types of leave, such as: vacation (.5 FTE and greater only), Sick & Safe, Emergency, LWOP, and special leave for Jury Duty or Military Duty.

Insurance Benefits

Hood provides all government-mandated insurance at no cost to the employee (Unemployment Ins., Workers Comp and Social Security).

Insurance Benefits are effective on the first day of the month concurrent with or following the date of hire. 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:

- UNUM Supplemental Life Insurance
- IDShield and Legal Shield

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 a percentage of their salaries (up to IRS limits), with Hood contributing a matching percentage, up to 5%, per the example below:

Employee	College
0%	1.5%
1%	1.5%
2%	2%
3%	3%
4%	4%
5%	5%
Greater than 5%	5%

GSRA: If an employee wishes to participate in a Group Supplemental Retirement Annuity (GSRA), she/he should contact the Office of Human Resources for information.

Educational Benefits (space available basis)

Eligibility for these benefits begins after the employee has completed their 90-day introductory employment period.

Half-time or greater employees and their spouses may enroll in Hood’s graduate (excluding doctoral programs) or undergraduate courses without cost, in proportion to percentage of full-time employment. Dependent children of half-time or greater employees may enroll in Hood’s undergraduate program. Eligible dependent children may enroll in graduate programs at a discount.

Dependents of full-time (1.0 FTE) faculty and full-time staff are eligible for the Tuition Exchange Program. Participants’ eligibility will be ranked by the employee’s 1.0 FTE seniority length of service. Participation is not a guaranteed benefit and is governed by the participating Tuition Exchange Member Institution (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 (see Staff Manual for details)

- Direct Deposit of pay to bank or credit union
- Georgetown Hill Laboratory Preschool (space available basis)
- Facilities privileges (contact Conference Services for info)
- Bookstore (10% discount on many items to Hood employees)
- Access to Hood vehicles for college related business
- Library privileges
- Utilization of recreational facilities (gym, pool, etc.)