

BOWDOIN COLLEGE
EMPLOYEE BENEFITS AVAILABLE TO SUPPORT STAFF
January 1, 2024

This is a summary of the employee benefit programs likely to be of special interest to prospective members of the Bowdoin College support staff. This is a summary and is not meant to substitute for the formal plan descriptions. Additional details and plan documents are available in [Human Resources](#).

As a benefit eligible employee, you have thirty (30) days from your hire date to enroll in health, dental, vision, medical and dependent care reimbursement (flexible spending) accounts and supplemental life insurance. If an enrollment has not been completed and submitted to the College within thirty (30) days, you will default to no coverage for the remainder of the calendar year, except if a qualified event occurs allowing a new 30-day special enrollment period mid-year. There are no special enrollment periods for the vision plan or for supplemental life insurance. The College's annual Open Enrollment period is held each fall for benefits effective the 1st of the following calendar year.

If your hire date is on the 1st of the month and you enroll within thirty (30) days, your elections for health, dental, vision, medical and dependent care reimbursement accounts will be effective on your date of hire. If your date of hire is after the 1st of the month and you enroll within thirty (30) days your health plan coverage will be effective on your date of hire and the other elections will be effective on the 1st of the month following your hire date. Supplemental life insurance elections become effective 30 days after your date of hire.

HEALTH INSURANCE:

Eligible employees have three health plans to choose from: The Bowdoin College Open Access Plus Health Plan and two High Deductible Health Plan (HDHP) options. All three plans are administered by Cigna and offer the same in-network list of medical facilities and providers as well as covering certain preventive services in-network at 100%. A [summary chart](#) of the three plans is available. The two high deductible plan options include an individual Health Savings Account (HSA) partially funded by the College. If you are considering one of the HSA eligible HDHP options, please review the 2024 [High Deductible Health Plan & HSA Frequently Asked Questions](#) page.

The monthly employee cost of health insurance is listed below. Deductions are taken over each biweekly pay period on a pre-tax basis.

Employee with an annual salary of \$45,000 and under:

Open Access Plus Health Plan	Open Access Plus HDHP #1	Open Access Plus HDHP #2
Employee - \$97	Employee - \$53	Employee - \$29
Employee + Child(ren) - \$292	Employee + Child(ren) - \$155	Employee + Child(ren) - \$117
Employee + Spouse - \$401	Employee + Spouse - \$247	Employee + Spouse - \$158
Employee + Family - \$401	Employee + Family - \$247	Employee + Family - \$158

Employee with an annual salary of \$45,001 to \$90,000:

Open Access Plus Health Plan	Open Access Plus HDHP #1	Open Access Plus HDHP #2
Employee - \$103	Employee - \$56	Employee - \$32
Employee + Child(ren) - \$336	Employee + Child(ren) - \$187	Employee + Child(ren) - \$152
Employee + Spouse - \$462	Employee + Spouse - \$303	Employee + Spouse - \$207
Employee + Family - \$462	Employee + Family - \$303	Employee + Family - \$207

Employee with an annual salary of \$90,001 to \$150,000:

Open Access Plus Health Plan	Open Access Plus HDHP #1	Open Access Plus HDHP #2
Employee - \$114	Employee - \$62	Employee - \$37
Employee + Child(ren) - \$390	Employee + Child(ren) - \$230	Employee + Child(ren) - \$200
Employee + Spouse - \$534	Employee + Spouse - \$365	Employee + Spouse - \$275
Employee + Family - \$534	Employee + Family - \$365	Employee + Family - \$275

Employee with an annual salary of \$150,001 and over:

Open Access Plus Health Plan	HDHP Option 1	HDHP Option 2
Employee - \$120	Employee - \$66	Employee - \$42
Employee + Child(ren) - \$407	Employee + Child(ren) - \$244	Employee + Child(ren) - \$214
Employee + Spouse - \$563	Employee + Spouse - \$390	Employee + Spouse - \$294
Employee + Family - \$563	Employee + Family - \$390	Employee + Family - \$294

Health Savings Account (HSA) for HDHP Option 1 and HDHP Option 2: Eligible employees enrolling in one of the HDHP options will receive a HSA contribution from the College and can also choose to make their own contributions to the HSA account through pre-tax payroll deduction. The individual HSA contribution limit in 2024 is \$4,150 and the family HSA contribution limit is \$8,300. The College's HSA contribution amounts for 2024 are listed below. For new employees enrolling after January 1st, the College's HSA contribution will be pro-rated based on the number of full months during the calendar year the employee was enrolled in HDHP coverage through the College. HSA accounts are administered by Fidelity Investments.

College's 2024 HSA Contribution for Employee's Enrolling in HDHP Option #1	College's 2024 HSA Contribution for Employee's Enrolling in HDHP Option #2
Employee Only Coverage - \$800	Employee Only Coverage - \$1,600
Employee + Child(ren), Spouse or Family - \$1,600	Employee + Child(ren), Spouse or Family - \$2,700

DENTAL INSURANCE:

The College's dental insurance plan is administered by Northeast Delta Dental. In-network preventive services such as cleanings and periodic x-rays are covered at 100%. Basic restorative care such as fillings, extractions, root canal therapy and periodontics is covered at 80% after the deductible. Major restorative care such as crowns, onlays, implants and dentures is covered at 50% after the deductible. The calendar year deductible is \$50 per individual and \$150 per family. The maximum benefit for each covered person is \$2,000 per calendar year. A [summary chart](#) of covered services and additional information.

The monthly employee cost of health insurance is listed below. Deductions are taken over each biweekly pay period on a pre-tax basis.

Employee Only	Employee + Spouse	Employee + Child(ren)	Employee + Family
\$10.00	\$35.00	\$40.00	\$60.00

VISION PLAN INSURANCE:

The vision plan includes coverage for an annual routine eye exam and savings on frames, lenses or contact lenses within a network of participating providers through [EyeMed](#), the College's vision plan carrier.

The monthly employee cost of vision insurance is listed below. Deductions are taken during each bi-weekly pay period on a pre-tax basis.

Employee Only	Employee + One	Employee + Family
\$7.46	\$14.17	\$20.82

MEDICAL AND DEPENDENT CARE FLEXIBLE SPENDING ACCOUNTS:

The College offers both Medical and Dependent Care Flexible Spending Accounts to benefits eligible employees. With careful planning, these accounts can result in tax savings by allowing you to set aside your own money on a pre-tax basis to pay for qualified medical expenses not covered by insurance (up to \$3,050 per calendar year) as well as eligible day care expenses (up to \$5,000 per calendar year). New employees must enroll within 30 days of their date of hire. Coverage begins on the first of the month coincident with or following your date of hire. This is important because you will not be able to submit receipts for reimbursement for services prior to the date your coverage began. Eligible expenses must be incurred in this calendar year. It is important to plan carefully. Up to \$610 of your unclaimed medical balance may be carried over to the next calendar year, but any amount in excess of \$610 that you are unable to claim is forfeited. There is no carryover provision for dependent care flexible spending accounts. Group Dynamic administers [Flexible Spending Accounts](#) on behalf of the College.

SHORT TERM DISABILITY:

The College provides [short-term disability](#) benefits to employees working 30 or more hours per week (including academic year employees). Eligible employees are automatically enrolled after 30 days of employment. There is no cost to employees for short term disability coverage, which pays 70% of your pre-disability average weekly wage after a 14 calendar day waiting period in the event of a non-work related illness or accident up to a maximum period of 180 days (the waiting period of Long Term Disability). Available sick time is used during the waiting period. Short term disability benefits may be supplemented with available sick time to obtain full pay.

LONG TERM DISABILITY:

The College provides [long-term disability](#) benefits to employees working 30 or more hours per week (including academic year employees). Eligible employees are automatically enrolled after 30 days of employment. There is no cost to employees for long term disability coverage, which pays 60% of your pre-disability monthly earnings on a tax-advantaged basis to a maximum benefit of \$20,000 per month.

BASIC AND SUPPLEMENTAL LIFE INSURANCE:

Benefits eligible employees working 20 or more hours per week are eligible for basic life insurance of 2 times your annual base salary rounded up to the nearest thousand dollars or a minimum of \$50,000. You are automatically enrolled after 30 days of employment. There is no cost to the employee for basic life insurance coverage. In addition, employees may elect supplemental life insurance for themselves (in increments of 1 – 4 times annual salary) at a group rate based on age up to the maximum amount

allowed. Employees pay 100% of the cost of supplemental life. There are also options to elect supplemental life for a legally married spouse or child(ren) up to age 26. Both the [basic and supplemental life insurance](#) is term life insurance coverage and only provides coverage while employed by the College.

VACATION:

Eligible full-time non-exempt support staff members accrue vacation time for each paid hour worked within their budgeted FTE. A 40 hour per week, year-round position (1.0 FTE) accrues 80 hours of vacation time in the 1st year of employment, 120 in the 2nd year through the 7th year and 160 hours starting with the 8th year of employment. Vacation time accruals for eligible part-time employees are pro-rated.

PERSONAL ABSENCE TIME:

Eligible full-time non-exempt support staff members accrue [personal absence time](#) (sick time) at a rate of 12 days per year up to a maximum of 520 hours. Personal absence time accruals for eligible part-time employees are pro-rated.

Up to 40 hours per calendar year of the employee's accrued vacation balance or personal absence time balance can be used to care for the illness of an immediate family member (spouse/partner, child or parent) through the College's Family Care Absence policy. In addition 2 days (16 hours) per calendar year (pro-rated for part-time employees) can be taken as Personal Emergency time for un-expected emergencies. This time can also be drawn from available vacation or personal absence time.

BOWDOIN COLLEGE FACULTY/STAFF CHILDRENS SCHOLARSHIP PROGRAM:

Dependent children of staff members with 7 years of continuous employment in a benefits eligible position are eligible to receive a scholarship from the College for up to 4 years or 8 semesters for post-high school educational programs at an accredited institution. The scholarship for academic year 2023-2024 is \$7,650 (pro-rated for part-time employees) and is adjusted each academic year. Students are expected to maintain a quality of work equal at least to the graduation average required at the institution attended.

TUITION ASSISTANCE PROGRAM:

Tuition assistance is offered to full and part-time regular benefits eligible employees, who are in good standing and have completed three years of continuous service, the opportunity to participate in a tuition assistance program. This program is for eligible employees pursuing either a first Associate's or Bachelor's Degree or have an Associate's degree and are now enrolled in a program to continue their education and obtain a Bachelor's degree with an accredited institution of higher education. A second associate or bachelor degree is not covered. If not yet matriculated, up to two classes may be submitted for reimbursement with the intention to enroll in a degree program. Some certificate programs leading toward career paths where specific degree programs are not available are eligible for reimbursement (i.e. culinary and information technology certificate programs). The course of study leading to a degree does not necessarily need to align with the employee's current position or area of discipline at the College and can also be pursued simply for personal growth and development. Reimbursements will be for up to \$500 per semester (\$1,000 per year) toward tuition and course related fees, minus any scholarship monies received. Travel expenses, books and parking fees are not reimbursable. Maximum benefit is for 8 semesters (\$4,000).

BOWDOIN COLLEGE RETIREMENT PLAN – 401(a) plan:

Employees are eligible for the College's retirement plan after attainment of age 26 and completing one year of service and a minimum of 1,000 hours with the College. The College's retirement plan carrier is Fidelity Investments. College contribution levels are determined by age and compensation as follows:

<u>Your Age on July 1</u>	<u>Amount of Contribution</u>
26-49	10.12% of your compensation
50 or older	12.13% of your compensation

In addition, the College will contribute an additional 4.3% of your compensation in excess of 60% of the Social Security Wage Base in effect on July 1st. For fiscal year 2023-2024, 60% of the Social Security Wage Base is \$96,120.

SUPPLEMENTAL RETIREMENT PLAN – 403(b) Supplemental Plan:

Employees may contribute to a supplemental retirement plan (SRA) on a voluntary basis through pre-tax payroll deduction to produce additional retirement income. There is no waiting period to participate. Carriers for the supplemental plan are Fidelity Investments and Vanguard. Employees also have the choice of contributing on an after-tax basis to a ROTH 403(b). Contribution limits are established by federal law. In 2024 the general limit is \$23,000 with an additional catch-up amount allowed for an employee who is age 50+ of \$7,500.

CHILDRENS CENTER:

The College offers a fee-based childcare program for employees' children from infancy to five year of age. Because enrollment space is limited, early contact with the Director at 207-725-3700 is encouraged. The Center has received level 4 status on Maine's quality rating system, Quality for ME. This merit may allow parents to claim additional tax credit.

EMPLOYEE ASSISTANCE PROGRAM (EAP):

The College's Employee Assistance Program is administered by Cigna and is a confidential service available to all benefits-eligible employees and household members – at no cost to the employee. For a list of provided services and [additional information](#).

WELLSPACE@WORK:

The physical and mental health of our employees and their families is important to the College. [WellSpace@Work](#) is a Maine-based licensed outpatient counseling practice. The benefit provides the first eight therapy sessions at no cost each calendar year to all benefits-eligible faculty and staff and their immediate family members. The practice has many clinicians who have extensive anti-racism and multicultural competency training and experience. They also have clinicians with extensive training and specialization working with gender and sexual identity.

OTHER:

All Bowdoin College employees are covered by Social Security and Worker's Compensation programs in accordance with federal and state laws. The College also provides access to a full range of athletic facilities and wellness classes, as well as access to a variety of free or discounted events and services.