



# Manhattanville COLLEGE

## Manhattanville College

### Full-Time Administration

#### Life, Accidental Death & Dismemberment, Long-Term Disability

All full-time employees receive Life and Accidental Death & Dismemberment Insurance equal to 1½ times their annual salary (to a benefit maximum of \$100,000) and Long-Term Disability Insurance of 60% of monthly salary (to a benefit maximum of \$5,000 per month). **These are paid fully by Manhattanville College.**

Supplemental Life Insurance is also available to you with an additional cost.

#### EAP

Enrollment in a confidential Employee Assistance Program, which provides counseling and referral services, is provided through ESI. Employees and their families may utilize the benefit 24 hours a day, 7 days a week. **This is fully paid for by the college.**

#### Medical, Dental and Vision Coverage

If chosen, medical, vision and dental coverage will become effective the first day of the month following the date of employment. The College offers two medical insurance plans through Cigna, a Point of Service (POS) or a Consumer Driven High Deductible Plan (HDHP) plan. We also offer vision coverage (through United Healthcare) and dental (Cigna) plans. There are monthly employee contributions to these plans, the amounts of which vary depending upon which tier option is chosen.

#### Health Savings Account (HSA)

If you elect for the HDHP medical plan, you are eligible to contribute to a health savings account. This is a bank account that you own for life. You can contribute payroll funds pre-tax, and then use these funds to pay for your out of pocket medical expenses. Manhattanville contributes to your HSA in two 50% installments on January 1 and July 1 each year.

#### Flexible Spending Accounts

FT Employees may elect to join a Health Care or Dependent Care Spending Account. These accounts allow pre-tax money to be allocated for either out-of-pocket health-related expenses or dependent care expenses for children or elders.

#### 403 (b)

The College's offers a retirement 403(b) plan through TIAA-CREF. There are two components to this benefit:

- Mandatory Matching Plan: Participation in this plan is mandatory after one year of full-time employment at Manhattanville College. This is a Retirement Annuity to which the college contributes 3.5% of your salary and you contribute 2.5%. Employees should contact Human Resources for a TIAA enrollment packet at that time. If you have previously worked full-time at a single college or university for the period of one year, this waiting period may be waived. Proof of prior employment is required. No dollars contributed to the mandatory plan by you or the College will count toward the annual IRS maximum contribution limit.
- Voluntary Contributions: A Supplemental Retirement Annuity to which you may begin contributing immediately. You may choose to contribute money as a pre-tax option and/or as a post-tax Roth option.

Similar to a 401(k), this plan gives you the opportunity to allocate dollars in a variety of investment vehicles that are administered by TIAA.

### **US Alliance Financial Credit Union**

US Alliance is a full-service financial institution that provides savings, loan, and transaction services to its members. **This is a voluntary benefit.**

Credit Unions are unique because unlike other financial institutions, Credit Unions are owned and run by its members. Both the Board of Directors and the Supervisory Committee are made up of members ensuring that member service is a priority. Because they serve only their members, all net earnings after expenses are paid out in dividends. That equals faster growing savings for you.

Services offered:

- Savings (share savings, club accounts, money market, trust accounts, etc.)
- Loans (vehicle loans, mortgages, home equity, personal loans, etc.)
- Card Services (VISA debit, VISA credit, ATM, VISA Gift)
- Account Access (online banking, mobile banking, e-phone, ATMs, etc.)
- Checking (share draft, direct deposit, reorder checks online, etc.)

### **Tuition Remission**

Tuition Remission is extended to eligible employees, their spouses, and dependent children. Within the first year of employment, a partial benefit is available. After one year of employment, one may take up to 9 credits of graduate coursework per semester or unlimited undergraduate classes tuition-free. It is important to bear in mind that the IRS considers the value of graduate tuition remission to be taxable income. Tuition Remission does not apply to student teaching credits, non-degree programs, courses taken through the Acadeum Consortium, or the Doctoral Program in Educational Leadership.

### **Tuition Exchange Program**

Manhattanville College has membership with the Tuition Exchange Program and the Council of Independent Colleges (CIC) for tuition exchange scholarship opportunities. These are networks of colleges and universities willing to accept, tuition-free, students from families of full-time employees of other institutions participating in the same network. Each participating institution in the network agrees to import a limited number of students on the same admission basis as they accept all other students, without regard to the number of students it exports.

This scholarship program is open to employees with one year of service at Manhattanville College who have dependent children who are applying for full-time undergraduate courses of study at other participating institutions.

### **Commuter Transit Benefit**

FT Employees may elect to enroll in a commuter benefit plan. This plan allows payroll deductions of pre-tax money to be allocated for qualified mass transit expenses, such as fares for buses, trains, subways, ferries, and van pools.

### **Vacation**

FT Administrators accrue 22 vacation days per year.

### **Sick Time**

FT Administrators accrue 22 sick days per year, which accumulate to a maximum of 132 paid days (6 months). Three of these days convert to personal days for use during the fiscal year.

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