

St. John's College Staff Benefits Summary

The College currently provides the benefits package explained below for full-time employees.

* Medical Insurance: St. John's College currently has a self-funded health insurance program that provides major medical, hospitalization, preventive health benefits, and prescription drug coverage for you and your family. The annualized payroll deduction for family enrollment is under \$500.

*Life Insurance: St. John's College provides an eligible employee with a \$50,000 Term Life Insurance coverage and Accidental Death and Dismemberment coverage. You may enroll in up to 3 times your annualized salary in additional Term Life Insurance. The cost is determined by age and amount of insurance selected.

*Disability Insurance: St. John's College provides short-term disability benefits to employees with one year of service or more at 100% of salary for the first 16 weeks and 80% of salary for the remaining 8 weeks. Long Term disability is required and will cost \$0.41 per \$100 of coverage.

*Retirement plan: The retirement plan is a defined contribution plan named "St. John's College, Annapolis, MD Staff Retirement Plan." The plan is through TIAA-CREF and will match your contribution to the plan up to 2% of your current salary after completion of 90 days of service. After two years of service the plan will contribute 5% of your salary to the plan whether you contribute the matching percentage or not and in addition to the matching contribution if you participate. An additional account is available for employee contributions; the maximums are defined by federal law.

*Leave Time. Employees earn 2 weeks of vacation in their first full year of service, 3 weeks during their second full year and 4 weeks during their third full year and every year thereafter. The vacation calculation is based on date of hire but accumulated and recorded on the basis of the fiscal year so pro-rating and adjustments occur for each of the first three years of employment until the maximum benefit is reached. Employees earn 2 weeks of sick leave each year; pro-rated the first year based on date of hire.

*Holidays: The following days are officially designated as holidays: Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the day after, December 24-January 1. Employees working during the first six months of the fiscal year receive one floating holiday to use.

*Dependent Tuition Waiver (after two years of service) for your child to attend St. John's. The College will pay half of another institution's tuition (limit: half of our tuition per semester). Requires two years of service; see the policy for more details and qualifications.

*Tuition Waiver- St. John's College Graduate Institute (after 1 year of service) for employee & spouse or domestic partner.

You are eligible for workers' comp and social security on your date of hire. All other benefit eligibility begins on the first day of the month following your date of hire provided all applications are completed and approved by the effective date.

The College retains the right to change benefits and its responsibility for benefit coverage premiums from time to time. Individual responsibility for premiums is directly pro-rated according to your assigned workload.