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AFLAC PERSONAL PROTECTOR CANCER PLAN

Broker: Mang Insurance Agency
Eligibility: Regular full-time and regular part-time employees working at least 1040 hours per year.
Effective: Immediately upon hire and completion of enrollment forms or during next Open Enrollment.
Benefit: A voluntary policy which provides cash payments when diagnosed with having internal cancer. The plan covers expenses that your health insurance does not cover such as experimental treatments, travel, lodging, etc.
Cost: $13.89 per biweekly check for an individual plan
      $16.98 per biweekly check for a employee/child(ren) plan
      $23.49 per biweekly check for a family plan
Premiums are payroll deducted on a pre-tax basis, which reduces the amount of taxable income.

DENTAL PLAN

Carrier: Self-Insured. Claims are processed by MVP Select Care, Inc.
Eligibility: Regular full-time and regular part-time employees working at least 1040 hours per year.
Effective: Immediately upon hire and completion of enrollment forms. Coverage is automatic for all regular employees.
Benefit: There is a $25 (single) or $50 (family) deductible per calendar year. After the deductible is met, there are three different levels of reimbursement for allowable charges based on:
Level I (reimbursed at 100%) – preventative care (cleanings, etc)
Level II (reimbursed at 80%) – general services (fillings, etc)
Level III (reimbursed at 50%) – major services (crowns, etc)
There is a $1000 per year maximum on all services. Complete details may be found in the Dental Program’s Summary Plan Description.
Cost: Single Coverage: Colgate pays 100% of the cost of coverage for employees.
      Dependent Coverage: The employee is responsible for the cost of dependent coverage. Premiums are payroll deducted on a pre-tax basis, which reduces the amount of taxable income.
      Colgate Couples: Colgate couples with dependent children are able to enroll in one family plan and have the Colgate contribution for both employees applied to the family premium.

Premiums are payroll deducted on a pre-tax basis, which reduces the amount of taxable income.

DISABILITY
Short Term Disability

Carrier: PMA Management Corp.
Eligibility: All regular non-exempt employees
Effective: 30 days after date of hire.
Benefit: Provides income protection for a non-work related disability for up to 26 weeks after a seven consecutive day waiting period. The insurance provides an income of 60% of the employee’s average weekly wage, up to a maximum of $250 with a minimum of $50 per week.
Cost: There is no cost to employee.
Long Term Disability

Carrier: **PMA Management Corp.**
Eligibility: All regular full-time and part-time employees working at least 1040 hours per year.
Effective: After 1 year of service. If an employee was enrolled in a group long term disability plan within three months prior to employment with Colgate, the waiting period is waived.
Benefit: Provides for long term income protection after six months of continuous disability. Pays a benefit equal to 60% of regular monthly salary, less the sum of benefits payable from other sources. Benefits continue to be payable each month during the term of continuous total disability. The plan also provides for a monthly annuity premium to be credited to the retirement annuities.
Cost: There is no cost to employee.

EMPLOYEE ASSISTANCE PROGRAM

Carrier: **Family Services Associates**
Eligibility: All regular benefit eligible employees.
Effective: Immediately upon hire.
Benefit: All employees and their immediate family members are eligible to receive confidential, short-term, solution focused counseling (usually 4-6 sessions) to assist with problems such as substance abuse, marital and family issues, financial or legal concerns and job stress. For longer term counseling needs, a referral is made to appropriate resources within the community.

FLEXIBLE SPENDING ACCOUNT – EMPLOYEE CHOICE

Carrier: **Upstate Administrative Services**
Eligibility: All regular benefit eligible employees.
Effective: Immediately upon hire and completion of enrollment forms. Renewal of benefit must be made annually each fall with an effective date of January 1 of the following year.
Benefit: This program permits employees to pay certain eligible expenses on a pre-tax basis. Expenses that may be covered under this program include unreimbursed health care expenses and dependent/child care expenses. This is an annual election.
Health/Dental Reimbursement Account:
- Maximum of $5,000 per calendar year
Dependent Care Reimbursement Account:
- Maximum of $5,000 (filing joint tax return)
- Maximum of $2,500 (filing separate tax return)

HEALTH INSURANCE AND PRESCRIPTION DRUG

Carrier: **BluePPO (Preferred Provider Organization)**
Eligibility: Regular full-time and regular part-time employees working at least 1040 hours per year. Eligibility to enroll in Colgate’s Health Insurance Program may be waived with proof of coverage in another plan.
Effective: Immediately upon hire and completion of enrollment forms.
Benefit: **BluePPO** is a preferred provider organization (PPO) that does not require the selection of a participating primary care physician. If the patient stays
“in-network” and sees a participating physician or a specialist in the national Excellus Blue Cross Blue Shield PPO network, a $15 co-pay is usually all that is required. Other co-pays for emergency or hospital stays may apply. However, if the patient decides to see a physician that does not participate in the national PPO network, then “out-of-network” benefits apply. With “out-of-network” benefits, there is a deductible of $500(single) or $1,500(family) per calendar year. Once the deductible is met, the plan will pay 80% of all reasonable and customary charges, determined by BluePPO.

**Prescription Drugs:**
There is no annual deductible, but there is a $5 co-pay for generic drugs, a $15 co-pay for preferred name brand drugs and a $30 co-pay for non-preferred brand name drugs. A listing of preferred drugs can be obtained from Excellus BC/BS or their web site at www.excellusbcbs.com. Local and national participating pharmacies must be used. Mail order is available at a cost of two co-pays for each 90 day supply received. Vacation supplies are available but require adequate notice. Birth control is covered. See the BluePPO health insurance summary for more details.

**Cost:**

**Single Coverage:** Colgate contributes 95% of the total cost of health insurance, while the employee contributes 5%.

**Dependent Coverage:** Colgate’s contribution to the cost of dependent health insurance is based on salary. Every employee contributes a base of 30% of the dependent health premium. Employees pick up a further percentage of the premium based on income – an extra 1% of the premium for every $1,650 of annualized base salary. If your salary changes, your contribution will automatically change.

**Colgate Couples:** Colgate couples with dependent children are able to enroll in one family plan and have the Colgate contribution for both employees applied to the family premium.

Premiums are payroll deducted on a pre-tax basis, which reduces the amount of taxable income.

**HIGHER EDUCATION GRANT PROGRAM**

The University will grant an amount up to one-half of Colgate’s tuition for the eligible dependent child of a Colgate support staff with seven years of continuous appointment at Colgate in a regular position that is scheduled to work no less than 1462.5 hours per year. The dependent must be matriculated at an accredited college or university in pursuit of an initial undergraduate degree.

**LIFE INSURANCE**

**Carrier:** First Reliance Standard Life Insurance Company

**Eligibility:** All regular full-time or part-time employees working 1040 hours per year.

**Effective:** Immediately upon hire and completion of forms.

**Benefit:**
- **Basic Life Insurance** – Provides for an amount equal to 2 times annual base salary and a maximum of $300,000.
- **Basic Accidental Death & Dismemberment** – Provides for an amount equal to 2 times annual base salary.

The policy is payable to the named beneficiary(ies). It is important to notify the Human Resources Department of any change to beneficiary(ies) in order to maintain an up-to-date policy.

**Cost:** Colgate pays 100% of the premium. If the value of the policy exceeds $50,000, the employee will be taxed on the imputed value.

**Supplemental Life Insurance**
Carrier: First Reliance Standard Life Insurance Company
Eligibility: All employees enrolled in the basic life insurance program.
Benefit: Offers employees the option of additional life insurance coverage for themselves and/or a spouse or children through payroll deduction. The following options are currently available under this program:

For Employees:
Option 1-
   One times base salary to a maximum of $200,000
Option 2-
   Two times base salary to a maximum of $200,000

For Dependents:
Option 1-
   Spouse $5,000 of coverage
   Children $2,000 of coverage
Option 2-
   Spouse $10,000 of coverage
   Children $4,000 of coverage

Note: Child(ren) refers to natural born or adopted children of the employee.

Cost: The cost of additional coverage on the employee is based on age and salary. Exact costs can be obtained at the time of enrollment.

Additional Death Benefit
Upon the death of an employee, his or her spouse or next of kin will receive the employee’s monthly base pay for the month in which the death occurred, plus one additional month’s base pay.

LONG TERM CARE
Broker: Mang Insurance Agency
Eligibility: Regular full-time and regular part-time employees working at least 1040 hours per year.
Effective: Immediately upon hire and completion of enrollment forms.
Benefit: A voluntary policy which provides a payment plan for nursing home care, at-home care, and community based care like an assisted living facility at special premium discounts. Benefit is extended to include spouses, domestic partners, parents, in-laws, and grandparents.

PAID TIME OFF
Vacation
Eligibility: Regular full-time and regular part-time employees working at least 1040 hours per year.
Effective: Benefit time accrual begins immediately upon hire. However, actual vacation days may not be taken until after the employee’s introductory period which is 90 days from the date of hire.
Benefit: Vacation days are accrued every pay period according to a set schedule as outlined in the Personnel Policies and Benefits Handbook. Upon termination of employment, employees may be paid for any unused balance of accrued vacation time up to the maximum accrual outlined in the schedule.

Employees hired prior to 7/1/04:
For example, employees who work a regular 37.5 hour week for 12 months per year currently receive the equivalent of 26 days of vacation each year, according to the schedule.

Employees hired 7/1/04 or after:
Those who work a regular 37.5 hour week for 12 months per year earn the
equivalent of 15 days of vacation in years 0-4; 17 days in years 5-9; 20 days in years in 10-19; and 26 days per year for 20+ years of service.

Sick Leave

Eligibility: Regular full-time and regular part-time employees working at least 1040 hours per year.

Effective: Sick time accrual begins immediately upon hire. However, actual sick days may not be taken until after the employee’s introductory period which is 90 days from the date of hire.

Benefit: Sick leave is accrued every pay period according to a set schedule as outlined in the Personnel Policies and Benefits Handbook. Sick leave may be used in a minimum of half-hour increments. The available balance is reported to employees on their payroll statements with each paycheck. Upon termination, accumulated but unused sick leave shall have no monetary value. However, Colgate will pay employees for all unused accumulated sick time upon their retirement, at the pay rate in existence at the time of their retirement.

**Employees hired prior to 7/1/04:**
Full-time employees are eligible to accrue eight sick leave days per year and part-time employees receive a prorated amount of time. Employees whose cumulative total of accrued days of sick leave exceeds 75 days shall have the option of receiving payment for accumulation above 75 days, once yearly, up to a maximum of 10 days, in the first payday in January. Employees who do not exercise this payout option may accumulate unused sick leave up to 85 days.

**Employees hired 7/1/04 or after:**
Full-time employees are eligible to accrue 12 sick leave days per year. Part-time employees receive a prorated amount of time. Employees whose cumulative total of accrued days of sick leave exceeds 120 days shall have the option of receiving payment for accumulation above 120 days, once yearly, up to a maximum of 12 days, in the first payday in January. Employees who do not exercise this payout option may accumulate unused sick leave up to 132 days.

Catastrophic Leave

Colgate University maintains a catastrophic leave pool to assist non-exempt employees who are faced with a catastrophic illness of their own, or that of a family member, and have exhausted their own leave balances. The associate vice president for human resources manages the leave pool and will request donations from employees on an annual basis. Staff may donate either vacation or sick time to the pool in increments of not less than one day and not more than one week, provided that they maintain a minimum balance of 60 days of sick leave after the sick leave donation. Further details about this program are available from the Human Resources Department. Requests for the use of catastrophic leave should be sent to the Human Resources Department.

Other Paid Time Off

Compensation may be provided for funeral leave, holidays, jury duty, and military leave. Please refer to the Personnel Policies and Benefits Handbook for the specifics of these programs.
PENSION PLAN

Core Plan

Carrier: TIAA-CREF or Mutual of America
Eligibility: Any employee working at least 1000 hours in a year.
Effective: After one year of service and completion of enrollment form. This waiting period may be satisfied by a year of service at another accredited college or university. A year of service is defined as a continuous 12-month period of service (or an academic year for faculty) in which an employee is credited with 1000 or more hours of service. Please refer to the Summary Plan Description for more information.
Benefit: Less than 52 years of age:
- The University will contribute 5% of the employee’s base salary up to $64,245* and 10% of the annual salary over $64,245*.
52 years of age and over:
- The University will contribute 7% of the employee’s base salary up to $64,245* and 12.7% of the annual salary over $64,245*.
Cost: There is no cost to the employee. The employee is not required to contribute to the plan.
*The breakpoint may change each January 1 based on changes in the social security taxable wage base.

Matching Plan (Voluntary Plan)

Eligibility: Any employee enrolled in core pension plan.
Benefit: In addition to the core pension plan, the University will match the employee’s voluntary, individual contribution as follows:
Cost: Employee Contribution University Match
1% (of annual salary) 1.5% (of annual salary)
2% 3.0%
3% 3.5%
4% or more 4.0%
Contributions are made on a tax-deferred basis.

Tax-Deferred Annuity (TDA)

Eligibility: All employees.
Effective: Immediately upon hire and completion of enrollment forms.
Benefit: All employees are eligible to participate in the program, which allows employees to set aside tax-deferred retirement funds up to a maximum allowed by the IRS. The contributions and earnings are tax-deferred. The employee may be eligible to take a loan against the accumulated balance.

POST RETIREMENT BENEFITS

Certain benefits are available to retiring employees who meet eligibility requirements in terms of age and length of service. Employees near retirement age should contact HRD about specific programs and eligibility requirements.

SOCIAL SECURITY

All employees, by federal law, are required to contribute a portion of their earnings to the Federal Social Security program. The money is withheld through payroll deduction for credit to the employee’s account. The University matches the employee’s contribution on a dollar-for-dollar basis. The current total FICA
withholding rate is 7.65% which includes the social security withholding rate of 6.2% on a taxable wage base of $94,200* and a Medicare portion of 1.45% which has no earnings limit. (For example, taxable earnings up to $94,200 would have a withholding rate of 7.65% and any taxable earnings beyond the $94,200 would be taxed at the 1.45% rate).
*The taxable wage base may change each January 1.

TRAVEL INSURANCE

Eligibility: All employees.
Effective: Immediately upon hire.
Benefit: Provides for a sum of $200,000 payable to a named beneficiary for the death of any employee on Colgate business while riding as a passenger in a common passenger carrier (i.e. bus, train, plane).
Cost: There is no cost to the employee.

TUITION FREE COURSES AT COLGATE

All members of the Colgate support staff, their spouses and domestic partners may take up to two Colgate courses per term, tuition free. A registration fee of $20.00 will be charged for each course attempted. Those wishing to take more than two courses in a term may do so at a cost of one-half tuition. IRS regulations govern the taxability of tuition benefits. Please contact Human Resources for more information.

UNEMPLOYMENT COMPENSATION

Provides protection from loss of income during periods of qualified unemployment as determined by the state employment division. May provide a weekly amount of benefits for up to 26 weeks of unemployment. The costs for unemployment compensation are funded fully by the University.

WORK RELATED COURSES

The University will provide tuition benefits up to $1,700 per academic year for enrollment of work-related courses and degree programs at the undergraduate level at educational institutions other than Colgate. Please contact Human Resources for more information.

WORKER’S COMPENSATION

Carrier: Self-insured. Claims processed by PMA Management Corp.
Eligibility: All employees.
Effective: Immediately upon hire.
Benefit: Covers medical bills for sickness or injury which occurred while on the job as a result of job related events and may provide compensation for lost time. The incident needs to be reported within 24 hours of the occurrence. An Accident Investigation Report must be completed by the injured employee and his/her immediate supervisor.
Cost: There is no cost to employee.

ADDITIONAL BENEFITS

In addition to the benefits listed above, the University currently provides eligible employees many other benefits at little, or usually, no cost to the employee. These include full use of University facilities such as the Little Fitness Center, Lineberry Pool, and all libraries on campus. ID cards are provided for free admission to many Colgate athletic and cultural events, as well as discounts at the Bookstore. Also, leaves of absences for approved reasons, and an active wellness program are provided.
Normally changes in benefit elections can only be made during the re-opening period held in November, to be effective January 1 of the following year. For more details contact the Human Resources Department.

This information is a brief summary of the benefits provided by Colgate University. Detailed information on all of these programs is available from the Human Resources Department. The terms of the plan as described in the plan documents will govern benefit packages in all cases and such terms should not be considered modified by this summary. Colgate University reserves the right to amend, otherwise modify or terminate any of these benefit programs at any time.

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