



BENEFITS

The following is a synopsis of the benefits offered at Virginia Wesleyan College. In all cases, Virginia Wesleyan College will abide by any and all applicable federal and state laws. In addition, benefits are offered under the terms of each benefit plan. For more detailed information please contact Human Resources.

Health and Dental Insurance: The College offers three options for health insurance coverage. Each option offers a slightly different range of benefits with a corresponding range of monthly employee cost share premiums. Employee premiums are paid by payroll deduction on a pre-tax basis. A dental plan is offered with each of the three options. All full-time administrative and faculty personnel may enroll at the start of the month following the start of employment. Full-time support staff and hourly employees are eligible to receive this coverage at the start of the month following completion of six months of full time employment. Open enrollment for health insurance is held annually, usually in the fall.

Life Insurance: Group life insurance is available to all full-time college employees. Premiums are paid by Virginia Wesleyan. This benefit is available to administrative and faculty personnel on the first of the month following employment, and is available to staff and hourly personnel on the first of the month following completion of six months of full time employment. This benefit provides life insurance coverage at the rate of one times the annual base salary rounded up to the nearest thousand unless the annual salary falls on an even thousand. It is payable to the beneficiary, designated by the employee, upon death. At the termination of employment, all covered employees have the option of converting to an individual policy at the policyholder's expense.

Term Life and AD&D Insurance: Employees who are eligible for VWC benefits may purchase additional term life insurance and accidental death and dismemberment insurance (AD&D) for themselves and their eligible spouses and children. There are limits to this benefit. The employee pays the total premium for this additional life/AD&D insurance, however premiums may be paid through payroll deductions.

Long Term Disability Insurance (LTD): Group long-term disability insurance is available to all full-time Virginia Wesleyan employees. Premiums are paid by the College. This benefit is available to administrative and faculty personnel on the first of the month following employment, and is available to staff and hourly personnel on the first of the month following completion of six months of full time employment. LTD income begins on the ninety-first day following continuous disability and can continue to age 65. The monthly income benefit is equal to 60 percent of base monthly salary, not to exceed \$7,000 per month, less any benefits payable from Social Security or other sources. Under certain conditions, LTD income for partial disability is also available.

Short Term Disability Insurance (STD): Virginia Wesleyan offers a self-funded short term disability plan to all full time college employees with no monthly premium requirement. The length of time an eligible employee may receive STD income is based upon total years of full time employment with the College as follows: 0 - 1 year, not eligible; 1 - 2 years, 30 calendar days; 2 - 3 years, 60 calendar days; 3 or more years, 90 calendar days. After 90 days, the college's long-term disability policy may be in effect. (In the case of faculty, short-term disability leave may be extended at the discretion of the College for a period not to exceed one semester.) For the duration of the short-term disability, an employee will receive full pay and benefits. The College reserves the right to evaluate all requests for short-term disability pay on an individual basis. Medical documentation is required to support a request for short-term disability. Please see Policy and Procedure #18 for more details.

Flexible Benefits Program: The flexible benefits program enables participating employees to take advantage of a unique IRS-approved program that allows reimbursement on a tax-free basis for eligible health care and/or dependent care expenses. All full-time employees are eligible to participate on their benefit eligibility date. Open enrollment for this program is held annually, usually in the fall.

Long-term Care Insurance: Long-term care insurance covers the type of care received either at home or in a facility, when someone needs assistance with activities of daily living (bathing, dressing, toileting, transferring, continence, or eating) or suffers severe cognitive impairment. Each Virginia Wesleyan employee has a one-time opportunity to enroll in this insurance at VWC group rates without undergoing underwriting. This benefit is offered each summer to employees who were hired during the previous twelve-month period. The employee pays the total premium for this insurance, however it may be paid through (after-tax) payroll deduction.

Retirement Program: The College's retirement program is administered through TIAA-CREF. Virginia Wesleyan makes a monthly contribution to the employee's retirement account and the employee makes a minimum of a five percent (5%) contribution of his or her gross monthly salary. Except for those employees on a one-year terminal contract, eligibility begins on the first of the month following employment for all full time administrative and faculty personnel, and on the first of the month after six months of employment for all full time support and hourly personnel. Participation in this program is a condition of employment and is mandatory for all eligible personnel beginning at age 30. Participation is optional prior to that age.

Leave Benefits: Virginia Wesleyan College has a Paid Annual Leave (PAL) system where all events which require the employee to take time off from the job (excluding recognized Virginia Wesleyan holidays and jury duty) are charged to one leave bank. All regularly scheduled full-time and part-time twelve-month exempt and non-exempt employees are eligible for PAL accrual. (Faculty members do not accrue PAL.) Although all eligible employees begin to accrue vacation hours on their date of hire, non-exempt employees may use these hours only after three months of employment. The Paid Annual Leave accrual rate is based on employee status (exempt or non-exempt) as well as length of employment. Please see Policy and Procedure #20 for details of this policy.

Tuition Remission: A full tuition waiver is granted to dependent children and the spouse of any full-time Virginia Wesleyan employee provided certain standards and criteria are met. Full-

time College employees are eligible to enroll in classes on the basis of available space with full tuition waiver dependent upon the successful completion of the course. In addition, Virginia Wesleyan participates in Tuition Exchange Programs for dependent children of faculty and administrative staff. Faculty and administrative staff may apply for tuition grants for their dependent children who may be attending an institution other than Virginia Wesleyan and who is not eligible for coverage under the Tuition Exchange Program. Please see Policy and Procedure #25 for details of this policy.

Maternity Leave: Maternity leave is treated as any other short-term disability and will be paid according to the terms of the Short-Term Disability Policy (HR 19.) An employee may work for as long as is permitted by her physician and may return to work when medically approved to do so. The customary amount of time allowed is six (6) weeks for a vaginal delivery and eight (8) weeks for a cesarean section. If additional time off is requested, but is not medically required, an employee may then, with the supervisor's approval, use any accumulated PAL (Paid Annual Leave.) Please see Policy and Procedure #22 for further details.

Other Benefits: In addition to the previously mentioned benefits that are available to full-time employees, Virginia Wesleyan offers a wide variety of benefits to its entire staff. These include a discount on meals bought in the college dining hall, full use of the Virginia Wesleyan Library facilities, check cashing privileges from either the Business Office or the Bookstore, a ten percent (10%) discount on non-sale bookstore items, free admission to all Virginia Wesleyan College sporting events and most theater presentations, and membership in the Virginia Beach Schools Federal Credit Union.