

# Employee Benefits Summary for

## Administrators



St. Francis College is pleased to provide our full-time Administrators with an attractive benefits package, consistent with the Franciscan tradition of supporting and developing the whole person.

The following represents a summary of these benefits. We are confident that you will find these offerings to be of great value to you and your family.

Should you have any questions regarding this information, please feel free to contact any of us in the Office of Human Resources.

St. Francis College  
180 Remsen Street  
Brooklyn, NY 11201  
Office of Human Resources

## Employee Benefits Summary for Full-Time Administrators

### Health & Wellness

#### Medical Insurance

St. Francis College offers two comprehensive point of service medical plans to meet the needs of our employees. Employees have the option of selecting either the "High Deductible Plan" or the "High" Plan. The College generously contributes towards premium costs at all levels. Medical coverage takes effect the first day of the calendar month following the date of employment; unless hired on the first day of a calendar month, in which case coverage takes effect immediately. Employees may also select coverage for a spouse or children.

#### Dental Insurance

The College's dental benefit offers a Preferred Provider Organization with varied levels of coverage for preventative, basic and major services. The College pays 50% of the insurer's premium for individual, single+1 and family coverage. Employees are eligible for this benefit on the first day of the calendar month following the date of employment; unless hired on the first day of a calendar month, in which case coverage takes effect immediately. Employees may also select coverage for a spouse or children.

#### Vision Insurance

The College offers a voluntary vision benefit that provides access to a low-cost, comprehensive vision plan with a network of both independent providers and retail chains. Employees are eligible for this benefit on the first day of the calendar month following the date of employment; unless hired on the first day of a calendar month, in which case coverage takes effect immediately. Employees may also select coverage for a spouse or children.

#### Employee Health Fair

Once per year, generally in the fall, St. Francis College hosts an employee health fair. This annual event generally focuses on wellness and disease prevention and features free flu shots.

#### Athletic Facilities

St. Francis College currently offers free access to the SFC Aquatic Center (swimming pool) and a fully equipped Fitness Center (gym). Usage is subject to the posted schedule of hours, as determined by the Athletics Department.

#### Gym Membership Discount

St. Francis College understands the importance of regular exercise and a healthy lifestyle and therefore offers a gym membership discount to participants in the College's medical plan. This discount program offers access to a variety of gyms in our area, from major chains to local favorites.

#### Clear Passages

"Clear Passages" is an initiative towards a tobacco-free campus. Educational resources are available about the harmful effects of tobacco-use and the College has coordinated a customized online cessation program with the American Lung Association. Non-smokers as well as those who participate in the cessation program qualify for a premium discount to the College's medical plan.

#### Chapel and Interfaith Prayer Room

The importance of one's spiritual and moral values is prominently featured in the College's mission. To that end, employees can attend weekly services at our chapel, or visit the new interfaith prayer room suitable for anyone seeking a quiet place for reflection.

### Income Protection

#### Retirement

##### Employer Contributed:

St. Francis College offers a Defined Contribution Retirement Plan with TIAA-CREF that offers an array of investment options across a broad range of categories. The College contributes 10% of an employee's salary up to the social security earnings base maximum, and 15% of an employee's salary beyond. An employee is 100% vested once the College's contribution begins. The eligibility for this benefit is the first day of the month following one full year of employment, provided the employee has attained 26 years of age.

##### Employee Contributed:

Upon employment at St. Francis College, an employee can make a tax-deferred contribution towards a Group Supplemental Retirement Annuity plan (GSRA). The GSRA is also provided through TIAA-CREF, and is strictly employee-contributed. There is no age restriction with this plan and an employee can join on the first day of any month.

## Employee Benefits Summary for Full-Time Administrators

### Sick Time

All full-time employees are eligible for paid sick leave, after a three month waiting period. Within the first three years of employment at St. Francis College, Administrators receive 70 hours (10 days) of sick time per year; after three full years of employment with the College, Administrators receive 105 hours (15 days) of sick time per year; and after five full years of employment with the College, Administrators receive 140 hours (20 days) of sick time per year. Sick leave is provided to employees at the beginning of the calendar year, and is prorated for one's first year of employment.

### Short and Long-Term Disability Insurance

The College pays for Short-Term Disability coverage for employees at 50% of gross weekly earnings to a maximum weekly benefit of \$350.00. The benefit waiting period is seven consecutive calendar days and the maximum benefit period is 26 weeks. St. Francis also provides Long Term Disability coverage at no cost to the employee. Employees that have been disabled for six consecutive months due to a covered injury or illness will receive 60% of their salary up to \$10,000 per month. Eligibility to receive this benefit is six months following date of hire.

### Life Insurance

Life Insurance is provided through The Hartford. Employees are covered up to two times their base salary to a guaranteed amount of \$300,000. This benefit is at no cost to the employee and begins three months following the date of hire.

### Supplemental Life Insurance

The College also offers various Supplemental Life Insurance benefits through The Hartford, which employees can elect to purchase upon hire or during the College's Open Enrollment Period. This includes additional life insurance in increments of \$10,000, up to a maximum of \$500,000 (not to exceed 3x of his/her annual gross salary). By electing supplemental life insurance, employees become eligible to purchase life insurance for a spouse and child(ren).

### Estate Guidance, Beneficiary Assist & Other Services

As a covered employee under the College's Hartford Group Life insurance policy, you and your beneficiaries have access to the following suite of benefits: EstateGuidance®, to help you create a simple, legally binding will quickly and conveniently online; Beneficiary Assist® counseling services; funeral planning concierge services, and; travel assistance and identity theft protection services.

### Flexible Spending Accounts

St. Francis College offers Flexible Spending Account programs with pre-tax payroll deductions made in order to fund a Health Spending Account and/or Commuting expenses.

## Work / Life Balance

### Holidays

St. Francis College currently offers Administrators a very generous holiday schedule, to include a Winter break and select Fridays during the summer.

### Vacation

St. Francis College offers a generous paid vacation benefit to its full-time Administrators. Vacation accrual begins upon date of hire, and accrued leave can be taken following three months of employment. Administrative employees accrue vacation at a rate of 5.39 hrs/bi-weekly, to a maximum vacation balance of 140 hrs (20 days). Administrative employees that are Vice Presidents accrue vacation at a rate of 6.75 hrs/bi-weekly, to a maximum vacation balance of 175 hrs (25 days).

### Employee Assistance Program

The College's Employee Assistance Program, *Ability Assist*, allows employees and their families to get free and confidential support in helping manage life's problems. From everyday issues like job pressures, relationships, retirement planning or finding childcare, to the unexpected personal impact of grief, loss, or a disability, *Ability Assist* can be an invaluable resource.

## Employee Resources & Discounts

### Health Advocate

The College offers its full-time employees free access to Health Advocate, a one-on-one benefit service to help employees and their families navigate the healthcare system and maximize their healthcare benefits.

### Brooklyn Botanic Garden

The College's relationship with the Brooklyn Botanic Garden allows for free admission for all employees just by showing an SFC ID.

## Employee Benefits Summary for Full-Time Administrators

### Lectures and Events

St. Francis College hosts an eclectic array of events on campus at no cost or at a steep discount to employees. Some of the events include live musical performances, lectures by prominent thought-leaders in their respective fields, plays, films, art exhibits, and poetry readings. Upcoming events and lectures are posted on the SFC website and also appear in the monthly newsletter emailed to all employees.

### Microsoft Home Use Program

Employees of St. Francis College are eligible to participate in Microsoft's Software Assurance Home Use Program (HUP). Through this program employees can obtain a licensed copy of most Microsoft® Office desktop PC applications (Word, Excel, PowerPoint, Outlook, OneNote, SharePoint Workspace, Access, Publisher and InfoPath) to install and use on his/her home computer, and pay only a small fulfillment fee.

### Emergency and Crisis Notification System

In the case of a disaster or emergency, St. Francis College has established "SFC Alerts" to communicate with all our students, employees and faculty anywhere on or off campus. Necessary communications are delivered instantaneously by phone, email, instant messaging, and text messaging, based on individual preference.

### Entertainment Discounts

St. Francis College, in partnership with Plum Benefits, offers a cost-free employee benefit service that provides easy and convenient access 24/7 to purchase exclusive entertainment experiences at discounted prices throughout the New York metropolitan area and around the country. For more information, visit Plum Benefit's homepage <http://www.plumbenefits.com>.

### Access to SFC Library Resources

The St. Francis College Library is available to employees both at the College's facilities and online. Resources include extensive searchable online databases, including Lexis-Nexis, EBSCOHost, JSTOR, and the Oxford Reference Online: Premium Collection. The Library is also equipped with more than 70 computers in two computer labs, plus five additional computers dedicated to researching. The Library, which is part of the SFC wireless network, has ample and convenient hours of operation for those seeking a quiet space on campus. For more information, visit the Library's homepage: <http://library.sfc.edu/>.

## Professional Development

### Reimbursement for Professional Development, Training, and Association Memberships

In support of continued learning and development, St. Francis College encourages full-time employees to avail themselves of professional development and training opportunities to increase their job related skills to enhance both their careers and contributions to the College. Employees are eligible for reimbursement for approved professional development and training through attendance at job-relevant seminars, continuing educational courses, conferences and workshops. Other reimbursable professional development expenses include membership fees to approved professional organizations and associations that support our employees' ability to successfully perform their jobs.

### Tuition Benefits

St. Francis College appreciates and promotes the value of education. As such and as outlined below, the College offers various programs to assist Administrators and their dependents who wish to further their studies.

- ❖ Administrators are eligible to pursue a graduate degree at St. Francis to a calendar year maximum benefit of \$5,250 following one year of continuous employment. If a particular graduate program is not offered at St. Francis College, Administrators are eligible for a tuition reimbursement program for graduate study at another accredited institution, subject to the same calendar year maximum.
- ❖ Administrators interested in taking undergraduate classes at St. Francis College are eligible for full tuition remission following six months of employment. An Administrator's dependent children are also eligible to take undergraduate classes at St. Francis College provided that the employee has worked at the College for one full year.
- ❖ The College participates in The Tuition Exchange, a reciprocal scholarship exchange program which provides an opportunity for Administrator's dependent children to apply for undergraduate scholarships. Eligibility for the program is a minimum of three years of continuous employment and is awarded based on the number of years of service of internal applicants, subject to available scholarship opportunities.