

## **Benefits for Part-Time, Non-Exempt Staff of MORAVIAN COLLEGE**

<b>Term Life Insurance</b>	Voluntary term life insurance for employees who are less than age 65 is equivalent to 1.5 times annual salary. Upon attainment of age 65 the percentage is reduced to 65%, 40% at age 70, and 25% at age 75. The cost of this plan is shared equally between the contract holder and the institution. Voluntary supplemental life insurance is also available for the employee at their expense.
<b>Voluntary Retirement Savings Plan</b>	Employee may contribute to the Moravian College Retirement Plan beginning after one (1) year of employment and if the hours worked in that year are equal to or more than 1,000 hours.
<b>Retirement Plan</b> <i>(Position must be budgeted for 1000 but less than 1560 or more annual hrs)</i>	Upon eligibility, the institution begins contributing to a retirement annuity administered by Teacher's Insurance and Annuity Association (TIAA) and/or College Retirement Equity Fund (CREF). The institutional contribution is based upon the stated annual salary but is in addition to this salary. Contributions continue throughout employment and earnings accumulate on a tax-deferred basis. No personal contribution is required. Vesting is immediate.
<b>Vacation</b>	The institution provides up to five (5) vacation days of employment. Employees must have a minimum of 43% of full time equivalency to qualify.
<b>Holidays</b>	The institution provides a minimum of ten (10) paid holidays plus full closure the week between Christmas and New Year's Day. The number of actual holidays will vary depending upon closure needs over the winter break. The institution will pay the employee an average work day over the course of a week if a holiday or closure is on an individual's regularly scheduled work day.
<b>Professional Conferences</b>	Each department and office of the institution has a budget to support attendance at professional workshops. Funds provided may not always cover full expenses.
<b>Promoting Active Wellness Sustainability Programs</b>	The committee's mission is to provide support to the Moravian community to make personal lifetime lifestyle choices that promote health, fitness, and wellness.
<b>College Facilities</b>	College facilities and services available on campus are provided. This includes but is not limited to Athletic Facilities, Dining Facilities, College Bookstore, Library Services, Printing and Mailing services, and Religious services.
<b>Dog Friendly Policy</b>	The Moravian College Dog Friendly Policy allows faculty and staff the privilege of bringing their family dog, defined by the College as having been in the family for at least one year and being of at least one and half years of age, to campus.
<b>Discounted auto and home insurance rates</b>	Liberty Mutual offers Moravian College employees Group Savings Plus – A program which provides a group discount of up to 20% off Liberty Mutual's already competitive auto and home insurance rates.
<b>Great Wolf Lodge Discount</b>	Receive 20% off rates at Great Wolf Lodge in the Pocono Mountains. Use code MORA180A and present work ID at check in. Valid until December 30, 2016.

**Further details about the plans can be obtained from the Office of Human Resources, 1200 Main Street, Colonial Hall 3<sup>rd</sup> Floor, Bethlehem, PA 18018. The phone number is (610) 861-1528.**

**This synopsis briefly summarizes the plans available to benefits ineligible staff. This document is not all-inclusive, is subject to change, and does not constitute a contractual agreement.**