

## Overview of Employment Benefits

Bethel College is pleased to offer employees a competitive benefits package! Most benefits are effective on the first day of the month following date of hire.

## What does it mean to be GREATER?

Bethel launched its *GREATER Agenda: 2014-2018* in March 2014. This represents the first leg of a two-phase journey toward Bethel's 75<sup>th</sup> Anniversary in the year 2022. The long-term, grand aspiration is that Bethel become a Top Five most influential Wesleyan college in America. How? By becoming GREATER over the next five years. Why? For the greater glory of God. What produces a GREATER Bethel? The five priorities are:



- G—Grow** by 1,000 credit and non-credit students
- R—Perpetuating** conditions for **Revival**
- E—Earn an **Encore**** by Surprising those we serve with Excellence and Creativity
- A—Aesthetic** improvements to reflect our best selves
- T—Testify** to who we are and what God is accomplishing among us

Please contact us with specific questions. You will be invited to attend an orientation for new employees, where all benefits will be explained, shortly after you are hired.

**Questions?** Please contact:

Bethel College Office of Human Resources  
 1001 Bethel Circle  
 Mishawaka, IN 46545  
 574-807-7396

*Your decision to accept or decline specific benefits will remain in effect for the calendar year. Changes may be made during Open Enrollment, which takes place in November each year for the following calendar year and cannot be changed unless there is a qualifying life event such as loss of coverage through spouse, death, birth, or divorce.*

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## Medical Insurance

Bethel offers 2 Medical plans through Anthem Blue Cross/Blue Shield. A list of providers can be found at [www.anthem.com](http://www.anthem.com). Choose Blue Access when it asks about Network.

### Rates per pay for 2017:

(26 pays per year)

<b>PPO Plan:</b>	Per Pay Premium
Employee Only	\$77.54
Employee & Spouse	\$116.31
Employee + Child(ren)	\$116.31
Family	\$129.24

<b>HDHP Plan:</b>	Per Pay Premium
Employee Only	0.00
Employee & Spouse	\$60.84
Employee + Child(ren)	\$60.84
Family	\$76.16

All co-pays will be applied towards your Annual Out-Of-Pocket limit (which is different than your deductible).

Reminders: All children up to the age of 26 are eligible to be on the plan, regardless if they are a full-time student, married, etc. Children who turn 26 are eligible to stay on the coverage through the end of the calendar year in which they turn 26.

## Flexible Spending Medical & Dependent Care

Flexible Spending is a great tool to set aside pre-tax dollars for medical expenses, including dental and vision expenses. Flexible spending can be used for co-pays, deductibles, and items that insurance didn't cover. You are not eligible for an FSA if you are on the HDHP plan.

Beware though—if you don't use all of the money in your account on eligible expenses by 12/31, you will forfeit the remaining funds!

**You can set aside \$2,600 per year for Medical Flexible Spending. Flexible Spending must be elected each year.**

**Dependent Care Reimbursement** is available for those who have children under the age of 13 and pay for daycare. You can set aside pre-tax dollars to pay for daycare expenses up to \$5,000 per year.

## Paid Time Off

In addition to the traditional holidays (Good Friday, Memorial Day, Independence Day, Labor Day, and Thanksgiving Day, Christmas Eve) Bethel College offers the following additional days off with pay:

- Wednesday before Thanksgiving
- Friday after Thanksgiving
- Christmas Recess (closed from December 25 through January 1)

Vacation Time

Sick Days—up to 6 days per year may be taken as Family Sick Time

Bereavement Leave (up to 5 days for immediate family members)

Eligibility for these benefits depends on your annual work hours and schedule.

## Health Savings Accounts

Health Savings Accounts are a great savings tool for those with a High Deductible Health Plan, but they cannot be paired with a PPO plan. If you already have an H S A and are no longer on a HDHP plan, you can keep your account and use it, but you can no longer contribute to it. H S A's can be set up at any bank of your choosing.

The money in your account can be used to pay for eligible medical expenses. Please visit [www.irs.gov](http://www.irs.gov) and go to Publication 502 for a list of eligible expenses that can be reimbursed from your account.

One of the great features of your H S A is that if you don't use the money in one year you don't lose it! The money can stay in your account and you can use it in future years, including in retirement. Even if you leave Bethel, the money goes with you.

H S A Contribution limits for 2017 are: \$3,400 for single coverage and \$6,750 for family coverage. For those 55 and older, you are eligible to contribute an additional \$1,000 to your H S A.



## Life Insurance

**Bethel College provides \$50,000 of life insurance for full-time employees at no cost to them.**

Employees may purchase supplemental life insurance up to 7x annual salary (to a maximum of \$500,000). Guarantee issue is \$200,000.

Spouses are also eligible for coverage with a limit of 50% of the employee's supplemental amount. Guarantee issue is \$50,000. Dependent children are eligible for coverage up to \$10,000.

## Dental Insurance

We have selected **Health Resources, Inc** to provide our employees with a large network of providers! Please visit [www.insuringsmiles.com](http://www.insuringsmiles.com) for a list of network providers. Dependent children up to age 26 can be covered on the plan.

Preventative services are covered at 100%, Basic coverage is covered at 80% and Major services are covered at 50%. Out-of-network will be covered at the same percentages, but you will be responsible for any charges above and beyond normal and customary. Those staying in-network do not have to worry about the normal and customary charges.

All services are available from day one of coverage.

Employee Only	\$9.00/pay
Employee Plus 1	\$18.00/pay
Employee Plus 2 or more	\$27.00/pay

## Vision Insurance

We use **Spectera** for vision insurance.

Go to [www.capital-benefits.com](http://www.capital-benefits.com) for a list of network providers. Exams for available once every 12 months with a \$10 co-pay. Materials are available with a \$25 co-pay. A pair of lenses is available once every 12 months, frames available once every 24 months or contacts in lieu of glasses once every 12 months. There are maximums that apply with some materials.



Employee Only	\$3.27/pay
Employee + Spouse	\$6.20/pay
Employee + Child(ren)	\$6.51/pay
Family	\$10.01/pay

## Critical Illness & Accident Insurance

Similar to AFLAC, Lincoln Insurance provides supplemental Insurance products for employees who choose to select them and pay for them through payroll deduction.

### Accident

This coverage provides a cash benefit when an insured is injured due to a covered accident. Lincoln has assigned a dollar value to each type of accident. If your claim is accepted, you will receive a check directly from Lincoln to do with as you desire. Some will use this money to help pay for the doctor's visits, time off work, etc. It is up to you how this money is used.

### Critical Illness

This coverage provides a cash benefit to the policyholder when an insured person has a covered illness or event. You pick the level of coverage you desire from \$5,000—\$50,000. Spouses can have coverage between \$5,000—\$25,000, but will be limited to 50% of your spouses election. Children can also be covered at no additional cost. Coverage for children will be 25% of the Employee Coverage. Spouse and Child Coverage cannot exceed the Employee Coverage.

Employees are eligible for Guarantee Issue of \$10,000 and Spouses are eligible for Guarantee Issue of \$5,000.

## Long Term Disability

Bethel College provides all full-time employees with Long-Term Disability Insurance . . . . **At no cost !**

Long-Term Disability Insurance (LTD) helps replace a portion of your income for an extended period of time when you cannot work at all or can only work part-time because of a disability.

## 403(b) Retirement Plan

Bethel College currently provides a matching contribution of up to 2% of base pay. For every dollar you put in, Bethel will contribute one dollar up to 2% of your annual pay.

Retirement savings is incredibly important which is why Bethel has chosen to implement Auto-Enrollment. All new Bethel employees will be automatically enrolled at a contribution level of 6%. You can opt-out, change or increase this amount, but if you do nothing, you will be enrolled at 6%. Contributions will also increase 1% each year on January 1st until contributions reach 10%. You can also opt out of this feature if you wish.



## Service Days

Bethel College encourages all Staff Members to utilize up to three paid Service Days per year to volunteer their time and talent in service to the community. These days must be scheduled (and approved) in advance, and can be requested off using a Request for Time Off form.

## Tuition Reduction Grant

All full-time employees and their dependents are eligible to receive free tuition for taking classes in the pursuit of an under-graduate degree. Pro-rated TRG is available for employees who work at least 20 hours per week for 9+ months of the year for Part-time employees are only eligible for TRG for themselves and not for their dependents. Assistance is also available for employees who wish to pursue a graduate degree in the form of the President's Graduate Tuition program. Application for TRG (along with the FAFSA) must be completed by March 1st each year, for the following school year. New, full-time employees and their dependents qualify for full TRG benefits following 90-days of employment. Details can be found in the Office of Human Resources.