

CHAPTER 4: BENEFITS

Overview and Eligibility Requirements

Section 400

The Office of Human Resources serves as a resource for faculty and staff seeking benefit information and assistance. Shortly after being hired, benefit-eligible employees should schedule a benefits enrollment appointment to enroll in the benefit plans they choose.

Master Insurance Contracts

This handbook is meant to highlight some important features of the college's benefit plans. The group insurance and retirement-related programs are described more fully in the summary plan descriptions (SPDs) that are provided to you. Complete information on the group insurance plans is contained in the college's master contracts with the insurance carriers. Complete information on retirement-related programs is contained in the master contracts with the various retirement investment companies and in the summary plan document. This information is maintained by the Office of Human Resources. In the event of any contradiction between the information appearing in this handbook and the SPDs, the master contracts or plan documents shall govern in all cases.

Annual Human Resources Fair

The Human Resources Fair is held annually in November or December during the benefits open enrollment period. Smith College benefits and retirement vendors participate in the fair and are available to answer questions and provide information about their products and services.

Benefit Plan Revisions

As changes are made in existing benefit plans or as new plans and policies are established, new descriptions will be distributed by the Office of Human Resources. The effective date of each new or revised plan or policy will be the date determined by the President and/or the Board of Trustees, whether or not new descriptions have actually been issued.

Reserved Rights

Smith College reserves the right to amend or terminate any of these programs or to require or increase employee contributions toward any benefits at its discretion. This reserved right may be exercised in the absence of financial necessity.

Position Classifications

Benefits are available to Smith College employee’s depending on their position classification. Benefits are pro-rated for part-time employees, however if you work more than 75% you are eligible for full benefits.

Regular Position: A regular position is part of the regular budgeted staff of a department, and is authorized for an unspecified period of time for 17.5 hours per week or more. Staff members in regular positions are eligible for benefits as shown in Column 1.

Limited-Term Position: A limited-term position is not part of the regular budgeted staff of the department. It is authorized for a time period of more than five months and less than or equal to two years, **and** for 17.5 hours per week or greater. Grant-funded positions are included in this category. Staff members in limited-term positions are eligible for benefits as shown in Column 2.

Temporary Position: A temporary position is not part of the regular budgeted staff of a department. It is authorized for five months or less (regardless of the number of hours per week), **or** for less than 17.5 hours per week (regardless of the authorized time period). Staff members in temporary positions are eligible for benefits as shown in Column 3.

Benefits Eligibility Chart

BENEFIT PLAN	EMPLOYMENT STATUS		
	(1) REGULAR	(2) LIMITED- TERM	(3) TEMPORARY and/or Less Than Half-Time
Health Care Program	✓	✓	no
Dental Plan	✓	✓	no
Employee Assistance Plan	✓	✓	no
Health Care Spending Account	✓	✓	no
LTD Insurance	✓	✓	no
Life Insurance	✓	✓	no
Travel Accident Insurance	✓	✓	✓
Dependent Care Spending Account	✓	✓	no
Infant/Toddler Center (lower rate)	✓	no	no
Dependent Care Subsidy (low-income families)	✓	no	no
Retirement Plan*	✓	✓	no
Voluntary Retirement Contributions (SRA)	✓	✓	✓
Social Security	✓	✓	✓

Tuition Assistance for Employees:			
Grants at Smith*	✓	✓	no
Reimbursement at other colleges*	✓	✓	no
Tuition Assistance for Spouses at Smith*	✓	no	no
Tuition Assistance for Children:			
Grants at Smith*	✓	no	no
Grants at other colleges*	✓	no	no
Workers' Compensation Insurance	✓	✓	✓
Unemployment Compensation	✓	✓	✓

*waiting period applies

If a Benefit Claim is Denied

The Employee Retirement Income Security Act of 1974 (ERISA) provides you with the right to appeal claims that are denied in full or in part under plans covered by ERISA. Information on notification procedures and the filing of appeals is included in the summary plan description for each benefit plan (see links below). ERISA requires that the insurance company or plan administrator make a full and fair review of the claim and furnish you with its decision, including the reasons for the decision, in writing.

http://www.smith.edu/hr/benefits_health.php

http://www.smith.edu/hr/benefits_retirement.php

Dependent Eligibility

Dependents must be listed on the college's *Certification of Eligibility for Dependent Benefit Coverage* form in order to receive benefits and Smith *OneCards*. For eligibility requirements, or for a copy of the form, please visit <http://www.smith.edu/hr/forms.php>, or contact the Office of Human Resources.

Spouse: A spouse is a person to whom you are married. The marriage must be recognized by the laws of the Commonwealth of Massachusetts.

Children: As a rule, your children or stepchildren and the children of your spouse who are age 18 and under are eligible for benefits. Some benefit plans require that the child be your income-tax dependent. Children over age 18 may be eligible for benefits under certain conditions (e.g., they are unmarried full-time students or they are unmarried and were disabled prior to age 19). Please refer to each benefit plan description for the specific eligibility requirements for children.

Exclusions: Parents, foster children, ex-spouses, ex-domestic partners, and other relatives are not considered eligible dependents unless otherwise stated.

Notification: You are responsible for notifying the Office of Human Resources within 60 days in the event of divorce or termination of partnership, or in the event your child ceases to meet the eligibility requirements for benefit coverage.

The college maintains the right to request documentation from you at any time to ensure that your dependents meet the eligibility criteria. Any attempt to secure or maintain coverage for a non-eligible person may lead to disciplinary action up to and including termination of employment.

For information on Health & Welfare programs please see the College's Health and Welfare Summary Plan Descriptions (SPD). This summary provides information on;

- Eligibility
- Dependent Eligibility
- Enrollment
- Changing Coverage
- When Coverage Ends
- Health Care Program
- Dental Care Plan
- Life and Accident Plans
- Long-Term Disability
- Health Care and Dependent Care Spending Accounts
- Employee Assistance Plan
- Tuition Assistant Program
- Coverage During Leave of Absence
- Continuing Coverage Under Cobra
- Claims and Appeal Process
- Your Rights Under ERISA

If you have any additional questions about the above benefit programs at Smith College, please call the Office of Human Resources at extension 2270.

Low-Income Subsidy for Health Care: A college-paid subsidy of from \$571 to \$2,286 per year is available to help offset the cost of family health insurance. You may be eligible for the subsidy if your family income is less than \$61,800 and you file a joint or head-of-household tax return. If you think you may qualify, please call the Office of Human Resources for further details.

Low-Income Subsidy for Dependent Care: A college-paid subsidy of from \$571 to \$2,286 per year is available to help offset the cost of dependent care. You may be eligible for the subsidy if your family income is less than \$61,800, you file a joint or head-of-household tax return, and you have a dependent care flexible spending account of \$100 or more. The family income limit is increased periodically to reflect inflation. If you are employed in a regular position of half-time or more, you are eligible to apply for the dependent care subsidy. Staff who hold limited-term positions which exceed three years may also apply for this subsidy.

Tuition assistance is available to eligible employees, their spouse, and their children as follows:

- Employees: Smith College and other colleges and universities;
- Spouse: Smith College only;
- Children: Smith College, other colleges and universities, and Tuition Exchange Scholarship programs.

Tuition Plans Criteria

These following criteria are common to all tuition benefit plans offered by Smith College:

- If you satisfy a service requirement by the first of the month following the start of classes, you will be considered to have satisfied the service requirement for that semester.
- If you meet the eligibility requirement by the first of the month following the start of classes, you will be considered to have satisfied the eligibility requirement for that semester.
- If your eligibility changes midterm, **after** the first of the month following the start of classes, your benefit will not be prorated.
- If your eligibility changes **prior** to the first of the month following the start of classes, your benefit will be prorated accordingly.
- If both you and your spouse are college employees, your family is entitled to only one tuition benefit per eligible child at any given time.
- Tuition assistance is pro-rated if you work part-time.

Taxability of Tuition Benefits

For all the programs described here, please consult with your tax advisor regarding the taxability of tuition benefits. The Office of Human Resources may provide information regarding current legislation on the taxability of tuition benefits.

Tuition Assistance for Employees

Tuition assistance is available to eligible employees who enroll in academic courses both at Smith College and at other colleges and universities. The maximum number of courses referred to in each of the following sections applies to the combination of all the courses for which you receive a tuition benefit, whether the courses are taken at Smith College or at other colleges.

Tuition Waiver for Smith College Courses

Eligibility

If you are employed in a regular or limited-term position of half time or more, you are eligible to receive tuition assistance for Smith College courses. If you work less than half time or hold a temporary position, you are not eligible.

Waiting Period

You must complete **one full year** of consecutive service at the college prior to participation in this plan. If you satisfy the one-year service requirement by the first of the month following the start of classes, you will be considered to have satisfied the service requirement for that semester.

Eligibility of courses

Providing the other terms of this plan are met, tuition charges will be waived for any Smith College undergraduate or graduate course provided that there is space available in the class and the instructor gives his/her approval to enroll. Tuition assistance under this plan is not available for non-Smith College courses (except for Five College courses taken by Smith degree candidates), School for Social Work courses, or courses in which the instructor is paid on the basis of the number of students registered in the course.

Number of Tuition-Free Course

If you work full time, you may enroll in two Smith College courses or eight credit hours per semester tuition free, although only one course may be taken during work hours. Part-time employees may enroll in either one course or four credit hours per semester tuition free; or two courses per semester with a prorated tuition waiver (i.e., there will be some cost for each course).

Tuition Waiver-Additional Fees/Cost

Once your tuition application has been received by the Office of Human Resources, a pending credit will show on your tuition bill for the course(s) in which you have registered. If you add or drop a course, you must notify the Office of Human Resources so that the pending credit may be adjusted. The tuition waiver credit will not actually be applied to your tuition bill until after the add/drop date for that semester. There is no charge for the usual application and registration fees. However, you are responsible for paying for books, course materials, and all other fees.

Course Attendance During Work Hours

If, in the judgment of the department head and the Office of Human Resources, a course is deemed job related, you may be granted excused time of up to four hours per week to attend one course which meets during your work hours. A job-related course is defined as one in which the course content is of direct and significant assistance to you in the performance of your present duties and responsibilities in the department in which you currently work. Job-relatedness is determined on a course-by-course basis.

Time off to attend a non-job-related course which meets during your work hours may be granted on a make-up time basis. The time will be made up through arrangements between you and your supervisor or department head in a manner that is least disruptive to the normal operation of the department.

Time off from work to attend a course, whether on an excused or make-up time basis, will be granted at the discretion of the department head based on the work load and

schedule in the department, and will not exceed four hours per week. Interruption or rearrangement of work hours will be granted for only one course per semester.

If you work part-time, you are expected to enroll in courses which meet outside of your regularly scheduled work hours; only in unusual circumstances will a part-time employee's work schedule be rearranged to allow course attendance.

Enrollment Procedures

View the [Smith College Course Catalog](#). After selecting a course, submit a Request in Workday. A job aid can be found on the Workday Help site. The deadline to submit the Request for fall semester courses is August 31. The deadline for spring semester courses is January 15.

Unless you are enrolled as a degree candidate in the Ada Comstock Scholars program or in a Smith College graduate degree program, enrollment will be based on space availability after traditional student enrollment has been completed.

Smith College Degree Programs

If you wish to enroll as a candidate for a Smith College undergraduate or graduate degree, you must make an application to and be accepted by the Ada Comstock Scholars Program or the Graduate Study Office. Staffers who qualify for tuition benefits at the college and wish to complete a bachelor's degree must successfully complete 16 credits before applying for enrollment through the Ada Comstock Scholars Program. All tuition assistance for employees who are enrolled in degree programs is covered under this plan; additional financial aid is not available.

Tuition Reimbursement for Other Colleges & Universities

Eligibility

If you are employed in a regular or limited-term position of half time or more, you are eligible to receive tuition reimbursement for courses taken at other colleges or universities. If you work less than half time or hold a temporary position, you are not eligible.

Waiting Period

You must complete **one full year** of consecutive service at the college prior to participation in this plan. If you satisfy the one-year service requirement by the time you complete the class, you will be considered to have satisfied the service requirement for that semester.

Eligibility of Courses

Reimbursement will be made for the following courses and degree programs:

- GED preparation courses and exam fees;

- job-related courses taken for academic credit;
- courses that can be applied toward an associate's or bachelor's degree, if the degree program is job- or career-related;
- courses taken for credit that are part of an academic degree program that improves your current job skills or which relates to your career at Smith College.

Normally, an Associate of Arts or Bachelor of Arts degree will be considered job- or career-related. Other degree programs will be reviewed on a case-by-case basis.

Courses must be taken at an accredited college or university. The plan does not cover the cost of independent study, thesis/dissertation, or internship credits.

Please consult with the Office of Human Resources if you have any questions regarding the reimbursement eligibility of a course.

Tuition Reimbursement

Eligible employees may receive a reimbursement of tuition fees up to a maximum of \$3,000 per fiscal year. The maximum reimbursement will be prorated for part-time employees.

Number of reimbursable courses

If you work full-time, you may be reimbursed for up to two courses per semester or term, not to exceed four courses per fiscal year (July through June). If you work part-time, you may be reimbursed for either one course per semester or term, not to exceed two courses per fiscal year, or two courses per semester or term on a prorated basis, not to exceed four courses per fiscal year.

In certain situations, department heads may supplement the tuition benefits offered under this plan. In such situations, the course must be directly related to a particular project or to the employee's current position.

Reimbursable expenses include course fees and mandatory or educational service fees; no reimbursement will be made for registration, laboratory fees, late fees, books, and other course materials costs.

Course Attendance

Employees who receive tuition reimbursement to attend classes at other colleges and universities are expected to do so outside of regular work hours.

Application and Reimbursement Procedures

Application prior to the beginning of classes is not required. Tuition reimbursement depends on the successful completion of the course. Grades for successful completion are "C" or better for undergraduate courses and "B" or better for graduate courses.

The tuition benefit will be added to other outside support in an amount not to exceed the total tuition charge. Any additional educational assistance (e.g., VA benefits) must be noted on the tuition reimbursement application form.

Submit a tuition reimbursement Request in Workday. . This Request must be accompanied by your grade for the course and an **itemized** tuition bill. A job aid for the Request can be found on the Workday help site. You will normally be reimbursed in your next paycheck following receipt of this documentation. No reimbursement will be made to employees who leave the college before completing the course.

Spouses at Smith College

Eligibility

If you are employed in a regular position of half time or more, your spouse is eligible for tuition assistance for courses at Smith College. If you hold a less than half-time, limited-term, or temporary position, you are not eligible.

Waiting Period

You must complete one full year of consecutive service at the college prior to your spouse's participation in this plan. If you satisfy the one-year service requirement by the first of the month following the start of classes, you will be considered to have satisfied the service requirement for that semester.

Eligibility of courses

Providing the other terms of this plan are met, tuition charges will be waived for any Smith College undergraduate or graduate course provided that there is space available in the class and the instructor gives his/her approval to enroll. Tuition assistance under this plan is not available for non-Smith College courses (except for Five College courses taken by Smith College degree candidates), School for Social Work courses, or courses in which the instructor is paid on the basis of the number of students registered in the course.

Number of Tuition-Free Courses

If your spouse is a degree candidate, at Smith College or elsewhere, s/he may enroll in an unlimited number of Smith College courses (assuming the spouse is making satisfactory progress toward attaining his or her degree). Spouses who are taking non-degree-related courses may enroll in up to a total of four courses or 16 credit hours per academic year, whichever is more.

Tuition Waiver–Additional Fees/Costs

Once your spouse's tuition application has been received by the Office of Human Resources, a pending credit will show on his/her tuition bill for the course(s) that s/he has registered for. If s/he adds or drops a course, you must notify the Office of Human Resources so that the pending credit may be adjusted. The tuition waiver credit will not

actually be applied to a tuition bill until after the add/drop date for that semester. There is no charge for the usual application and registration fees. However, your spouse is responsible for paying all other fees (e.g., laboratory fees, late fees, music performance fees, etc.), books, and other course materials costs.

Enrollment procedures

Your spouse may view the [Smith College Course Catalog](#). After selecting a course, submit a Request in Workday. A job aid can be found on the Workday Help site. The deadline to submit the Request for fall semester courses is August 31. The deadline for spring semester courses is January 15.

Unless your spouse is enrolled as a degree candidate in the Ada Comstock Scholars program or in a Smith College graduate degree program, enrollment will be conditional based on space availability after traditional student enrollment has been completed. Smith College degree programs: If your spouse wishes to enroll as a candidate for a Smith College undergraduate or graduate degree, s/he must make application to and be accepted by the Ada Comstock Scholars Program or the Graduate Study Office. All tuition assistance for spouses who are enrolled in degree programs is covered under this plan; additional financial aid is not available.

Daughters at Smith College

Eligibility

If you are employed in a regular position of half time or more, you are eligible to receive tuition assistance at Smith College for your eligible child(ren). If you work less than half-time or hold a limited-term or temporary position, you are not eligible.

Waiting Period

Employees hired prior to July 1, 2010 must complete three full years of consecutive service in a benefit eligible position at the college prior to participation in this plan. Employees hired on or after July 1, 2010 must complete five full years of consecutive service in a benefit eligible position at the college prior to participation in this plan. If you satisfy the service requirement by the first of the month following the start of classes, you will be considered to have satisfied the service requirement for that semester. The waiting period will be waived if you come to Smith College from a college or university where you were eligible for a similar tuition benefit. Your prior eligibility must be documented in writing by your former employer.

Child Eligibility

Tuition grants at Smith College are available for a birth, adopted, or stepchild of yours or your spouse. The child must be unmarried and under age 24 and must qualify as your dependent for tax purposes in the current calendar year.

The child must be enrolled as a full-time student in an undergraduate Smith College degree program. Tuition grants are not awarded to children in Smith College graduate degree or School for Social Work programs.

Please consult with the Office of Human Resources if you have questions regarding the fulltime status requirements.

General Information

There are three tuition benefit options for children who wish to attend Smith College:

1. Your daughter may attend Smith College as a full-time student to pursue an undergraduate degree. She must apply and be accepted through the normal admissions process for traditional undergraduate students. This benefit also applies if your daughter participates in a Smith College sponsored off-campus program (e.g., Junior Year Abroad Program).
2. A daughter who is enrolled in a degree program at another college may attend Smith College as a full-time visiting student for a semester or a year. She would apply through the normal admissions process for visiting students.
3. A daughter or son who is enrolled in a degree program at another college may enroll on a part-time basis in Smith College courses. There is a limit of eight credits per semester, or sixteen credits in total per year.

Grant Amount

The tuition benefit is equal to 60% of Smith College tuition for any of the options described above. Tuition assistance is prorated if you work part time. The benefit is not applied to room and board, laboratory fees, late fees, music performance fees, books, or other course materials costs.

Application & Payment Procedures

Submit a Request in Workday choosing the College Age Dependent Tuition Request and completing the online application. Following receipt and approval of your application, your child's tuition bill will be credited with the appropriate tuition waiver.

Student Housing Policy

The Dean of the College's office has instituted the following housing policies for daughters enrolled as regular or visiting students and participating in the Tuition Assistance Plan at Smith:

- If your daughter wishes to live on campus, she must apply to the Student Affairs Office by June 1 for on-campus housing. Housing assignments are made in late August on a space-available basis.

- Daughters admitted under the Early Decision Plan are assigned to on-campus housing before daughters who are admitted under the Regular Decision Plan.
- Room and board are prorated from the date of your daughter's move if she moves on campus after the beginning of classes. Once living in a college house, the daughters of employees follow the same housing procedures as all other students.

Children at Other Colleges & Universities

Eligibility

If you are employed in a regular position of half time or more, you are eligible to receive college tuition grant(s) for your eligible child(ren). If you hold a less than half-time, limited-term, or temporary position, you are not eligible.

Waiting Period

Employees hired prior to July 1, 2010 must complete three full years of consecutive service in a benefit eligible position at the college prior to participation in this plan. Employees hired on or after July 1, 2010 must complete five full years of consecutive service in a benefit eligible position at the college prior to participation in this plan. If you satisfy the service requirement by the first of the month following the start of classes, you will be considered to have satisfied the service requirement for that semester. The waiting period will be waived if you come to Smith College from a college or university where you were eligible for a similar tuition benefit. Your prior eligibility must be documented in writing by your former employer.

Child Eligibility

Tuition grants are available for a birth, adopted, or stepchild of yours or your spouse. The child must be unmarried and under age 24 and must qualify as your dependent for tax purposes in the current calendar year.

The child must be enrolled as a full-time student in an undergraduate degree program at an accredited two- or four-year college or university. Each child may receive up to a maximum of four years of assistance. Up to two years of assistance will be provided for a child enrolled in a two-year program; up to four years of assistance will be provided if the child is enrolled in a four-year program.

Please consult with the Office of Human Resources if you have questions regarding the full-time status requirements.

Grant Amount

The tuition grant is equal to 50% of the college's or university's tuition and mandatory educational service fees, up to an annual maximum of 35% of Smith's tuition. Grants are prorated if you work part-time. Grants may be used to pay for tuition and mandatory or educational service fees, except for room and board, laboratory fees, late fees and

books/course materials costs. The total compensation of the Smith grant and any other grants or scholarships your child receives in a given academic year cannot exceed 100% of tuition.

Application & Payment Procedures

When the term tuition bill arrives, submit a Request in Workday choosing the College Age Dependent Tuition Request and completing the online application. The application will require you to attach a copy of the itemized tuition bill.. Grants are mailed directly to the child's school, generally within 10 days of when the application is received.

Change in Status

Once a tuition grant payment has been made on your child's behalf, it is your responsibility to notify the Office of Human Resources if any of the following occur: (1) the student withdraws or takes a leave from school; (2) the student obtains his/her undergraduate degree; or (3) the student ceases to be your tax dependent.

Smith College offers tuition assistance for eligible children who attend the Smith College Center for Early Childhood Education (CECE).

Smith College Center for Early Childhood Education

The Smith College Center for Early Childhood Education offers two programs for the children of Smith College faculty and staff, as well as children from the local community. The Fort Hill Infant and Toddler program enrolls children two months to 32 months of age in three classrooms. The Fort Hill Preschool program enrolls children 2.9 to 4.11 years of age in three classrooms. To be eligible for the Preschool program, children must be 3 years of age by November 1. The programs follow the Smith College administrative calendar for holiday and inclement weather closings, and are open from 8 to 5 p.m., Monday through Friday, year round.

Tuition Plans Criteria

These following criteria are common to all tuition benefit plans offered by Smith College:

- If you satisfy a service requirement by the first of the month following the start of classes, you will be considered to have satisfied the service requirement for that semester.
- If you meet the eligibility requirement by the first of the month following the start of classes, you will be considered to have satisfied the eligibility requirement for that semester.
- If your eligibility changes midterm, **after** the first of the month following the start of classes, your benefit will not be prorated.
- If your eligibility changes **prior** to the first of the month following the start of classes, your benefit will be prorated accordingly.
- If both you and your spouse are college employees, your family is entitled to only one tuition benefit per eligible child at any given time.
- Tuition assistance is pro-rated if you are part-time.

Forms

Tuition Assistance Forms are available online.

Employee eligibility:

If you are employed in a regular position of half time or more or you hold a limited-term position which exceeds three consecutive years, you are eligible to receive tuition grant(s) for your eligible child(ren). Staff who are less than half time, hold a limited-term position of less than three years, or are in a temporary position are not eligible for this benefit.

Child eligibility:

Tuition grants are available for a birth, adopted, or stepchild of yours or your spouse. The child(ren) must qualify as your dependent(s) for tax purposes in the current calendar year.

Grant amount

If your dependent child(ren) attend(s) the CECE , you will receive a tuition grant equal to 25% of tuition for the first child and 30% of tuition for other children in the family concurrently enrolled. Tuition assistance is prorated if you work part time. Your child's tuition bill will be credited with the appropriate tuition grant.

Tuition payment: There are several options for the payment of tuition bills at the CECE. Please contact the administrative offices of the appropriate school for more information.

Tax Issues: Please consult with your tax advisor regarding the taxability of tuition benefits. The Office of Human Resources may provide information regarding current legislation on the taxability of tuition benefits.

Taxability of Tuition Benefits

If you have a dependent child attending the CECE, then part of your tuition discount will be taxable. In accordance with IRS regulations, the College may offer an employee a tuition discount of 20% that is non-taxable; however, any additional contribution above the 20% (5% or 10% depending on your discount eligibility) is considered taxable (non-cash) and will be included in your gross income.

Tuition Discount for Smith Employees at Campus School

Eligible Smith College employees will receive a 25 percent discount on tuition for child(ren) who attend the Smith College Campus School (SCCS). To be eligible for the discount, you must be a benefited Smith College employee who holds a regular position or a limited term position with an appointment of one year or more. The discount is prorated if you have an FTE less than 1. Eligible employees must apply for admission of their child(ren) to the Campus School. For information on eligibility, application and tuition, contact the Director of Admissions and Financial Aid at the Campus School.

The college's Retirement Plan provides a significant contribution to income replacement for employees upon retirement. The college pays 9% of your eligible earnings up to an integration level and 13.3% of your earnings above the integration level to your retirement account. The integration level is adjusted each year. The Retirement Plan is fully funded by the college and you are not required to make any matching contribution. The college's contributions to your retirement account are fully vested beginning with the first contribution.

The college sends retirement contributions to an account which has been established in your name with the plan's record keeper with whom the college contracts.

The Retirement Plan is structured so that, after a 30-year career at the college, you can expect to receive approximately 67% of your final year's salary in retirement income from a combination of Social Security and retirement plan benefits. While the college cannot guarantee that you will meet this objective, you have the opportunity to make investment decisions that fit your particular goals.

For a detailed description of Smith College's retirement plan, please refer to our Summary Plan Description. An overview of the plan is also available at smithcollege.prepare4myfuture.com. Additional information, including retirement vendor contact information, is available on the [Retirement Benefits](#) webpage.

Voluntary Contributions

All active employees, except for student employees, are eligible to make pre-tax retirement contributions and/or Roth (after-tax) contributions through payroll deduction upon their date of hire. To start, change, or stop voluntary contributions, submit to Human Resources a new "Retirement Plan Election Form, Salary Reduction Agreement," which is available on our [forms](#) page.

Health Insurance for Early Retirees

Employees who retire from Smith College between the ages of 62 and 65, and who have a minimum of 10 years of consecutive service in a regular position at Smith College immediately prior to retirement, may continue to participate in the college's group health plan until age 65, with the college paying half its normal benefit. To apply, please contact Human Resources.

For other retiring employees, Medicare Part A (hospital insurance) and Part B (medical insurance) are available beginning at age 65.

Pre-Retirement Counseling

The college sponsors educational programs to help you acquire the knowledge you need to make appropriate investment decisions and to plan for your retirement. Please visit [Learning & Development](#) for details.

Second Mortgage Plan

The college offers a second mortgage loan to eligible newly hired employees who are relocating to the Northampton area. The Plan is designed to enhance the college's compensation package and to encourage the purchase of homes in the local area.

Eligibility: You are eligible for a second mortgage loan if you:

- are employed in a regular full-time senior administrative position (Grade G and above) or are a full-time faculty member with an appointment that extends for longer than one year;

and

- are relocating.

If you work less than full time or hold a limited-term or temporary position, you are not eligible for the Second Mortgage Plan. The Plan is not available to current administrators or to administrators who own homes in the local area at the time of hire.

Loan Amount and Interest: A second mortgage will be granted for up to \$75,000 or 35% of the purchase price, whichever is less. The "purchase price" may include up to 50% of the cost of immediate capital improvements. The mortgage cannot be used for later renovations or home improvements. The interest rate on the second mortgage is established at the time the loan is made and is fixed at 80% of the applicable federal rate (AFR).

Equity in Property: You must have at least 10% equity in the property at the time the mortgage is written.

Term of Loan: The loan will be granted for up to 30 years or for the term of the first mortgage, whichever is less. If you pay off your first mortgage ahead of schedule, you must pay off the second mortgage as well.

Tax Issues: The IRS allows the college to treat the subsidized interest on the second mortgage loan as tax free if the loan is awarded within two years of your date of hire. After two years, the 20% interest subsidy (i.e., 80% AFR vs. 100% AFR) is treated as taxable income.

Location of Property: The property must be located within the local area, which is defined as within a 25-mile radius of Northampton.

Repayment of the Loan: Payments on the loan are made by salary deduction from your paycheck. Loan payments must continue during any leave without pay. The loan balance must be paid in full within 30 days of termination of employment with the college.

Homeowner's Insurance: Because the college has an insurable interest in the property for the term of the loan, you must arrange for and maintain homeowner's insurance in an amount not less than the amount secured by all mortgages. The college must be named as an insured on the insurance policy and a copy of each current policy must be kept on file at the college.

Certification of Title: As a condition of the loan and prior to purchase, you must guarantee clear title to the property by submitting a formal certificate of title to the Office of the Controller.

Evidence of an Obligation: Each loan is secured by the following::

- (1) a promissory note from you (and the co-owner, as applicable) payable on demand;
- (2) a second mortgage on the property purchased; and
- (3) a collateral agreement which sets forth the terms of repayment and which provides that no demand will be made for the payment of the note as a whole if the terms of repayment are complied with. However, if the borrower ends full-time employment at the college, the entire remaining balance of the loan will be due and payable.

Personal Obligation: The loan debt is owed by you (and the co-owner, if applicable) as an individual and cannot be considered discharged by returning the property. In the event the property is sold and does not bring a price equal to the outstanding indebtedness, you are personally liable for any balance due the college on the loan. In the event the property must be sold, the college assumes no responsibility for the sale.

Refinancing the Property: The College will agree to subrogate a second mortgage to an increased first mortgage or will allow its second mortgage to become a third mortgage under the following conditions:

- if the total debt obligation on the property does not exceed 65% of the current assessed value; OR
- if the total debt obligation on the property does not exceed 75% of the current appraised value, as provided by a certified appraiser.

Questions about the terms or administration of the Second Mortgage Plan should be directed to the Controller's Office.

Rental Housing

The college owns a limited number of private dwellings and apartments which are rented on a space-available basis. Information regarding availability, rates, etc., may be obtained from the 3 College Rental office, located at Amherst College. Call (413) 542-8506 for information.

Eligibility: The members of the Smith College community who are eligible for rental housing are full-time faculty, full-time administrators, Area Coordinators (residence required), Ada Comstock Scholars, graduate students, and teaching assistants.

The President may reserve openings for senior faculty, administrators, and visiting scholars. The Dean of the Faculty may reserve openings for new faculty. After the President and Dean of Faculty have reserved openings, requests for rental housing have priority according to the following guidelines:

- junior faculty members, untenured;
- junior faculty members, tenured;
- senior faculty;
- administrators;
- all others.

If you work less than full time or hold a limited-term or temporary position, you are not eligible for college rental housing. Holders of college-financed second mortgages are also not eligible for rental housing.

Dependents: The number of dependents in the employee's family will be taken into consideration in the allocation of single-family dwellings.

Leases: Leases may be awarded for up to 10 years. Tenants who retire may remain in college housing until May 30 of the year following retirement. In the case of an employee's death, the widow/widower or partner may remain in college housing until May 30 following the first anniversary of the spouse's or partner's death. Tenants who leave the college for any reason except retirement must vacate college housing within 30 days.

Taxability: The difference (if any) between the fair rental value or 5% of the appraised value of college-owned property and the annual rent which the college charges is treated as a taxable benefit to the employee resident.