

BATES BENEFITS

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300 BATES COLLEGE BENEFITS

The following section describes the benefits and leaves provided by Bates College. The intent of this section is to provide a general description of available benefits, but it does not take the place of official benefit plan documents. If there is a conflict between the handbook and a benefit plan document, the plan document governs. Additional benefit plan documents are available in the Human Resources Department.

Benefits offered by Bates are dependent upon the employment classification and status of the employee. Sections 201 and 202 of this handbook describe in detail each employment classification category and status. Additional information is provided below to help determine benefits eligibility.

Generally, benefits are only provided to regular active employees of the College. All benefits, as indicated, are provided on a prorated basis for employees who are not classified as full-time employees. Full-time employment is considered 1.0 Full-Time Equivalent (FTE) or 2080 hours of employment. Please note that some benefits are only provided to employees who are full-time 1.0 FTE while other benefits are provided for employees who are from .826 FTE or greater.

301 BENEFIT ELIGIBILITY

For the purpose of benefits eligibility, employees must be in a regular full-time, three-quarter-time, or half-time position in an active status.

301.1 Regular Benefits Eligibility – Regular employees include faculty, and exempt and non-exempt staff that hold regular recurring positions and are eligible for benefits based on their Full-Time Equivalent status (FTE). A full-time position is represented as 1.00 FTE or as 2080 hours per year. Refer to section 202 for more information on Regular employees.

301.1a Benefits Eligibility for Staff - The following descriptions are for benefits eligibility only and do not represent employment categories, descriptions, or status (benefits eligibility for Academic Year Staff is located in section 301.1c):

Full Benefits - over 33 hours per week and 1716 hours in a calendar year for an FTE of .826 - 1.00

Three-Quarter Benefits - 26.6 - 33 hours per week and 1383-1716 hours per calendar year for an FTE of .67 - .825

Half Benefits - 20 - 26.5 hours per week and 1040 – 1382 hours per calendar year for an FTE of .50 - .66

*Not eligible for benefits (Part-Time) - fewer than 20 hours per week and fewer than 1040 hours per calendar year for an FTE of .00 - .49 are not eligible for Bates College benefits.

301.1b Benefits Eligibility for Faculty – Faculty benefits eligibility is based on using 5 course equivalents as = 1.0 FTE.

Full Benefits – consists of teaching 5 courses (or course equivalents) or more per academic year in any combination.

Three-Quarter Benefits – teaching 3.5 – 4 courses per academic year for an FTE between .67 - .825

Half Benefits – teaching 2.5 – 3 courses per academic year for an FTE between .50 - .66

Not eligible for benefits – fewer than 2.5 courses per year are not eligible for Bates College benefits for an FTE between .00 - .49.

For faculty personnel the following apply: 1) Benefits are determined by the employment terms denoted in the faculty members contract, and the employment terms are binding in regards to eligibility for benefits: 2) If the length of the contract is one semester only, and the teaching responsibilities are for 2.5 – 3 course equivalents, the faculty member receives full benefits for that semester; 3) If the length of the contract is for one academic year, and the teaching responsibilities are for 2.5 – 3 course equivalents during any part of the academic year, the faculty member is eligible for half benefits for the length of the contract as specified.

Note: The standards set out here, an FTE of .67 - .825 equaling three-quarter benefits, .5 - .66 FTE equaling half benefits and .49 or less equaling no benefits, is the same standard used for all employees at Bates. Also, during the transition to a 5.0 course load from 5.67, full-time benefits are afforded to faculty members who teach 5 or more courses or course equivalents.

301.1c Benefits Eligibility for Academic Year Staff Members - To be added at a later date.

301.2 Temporary Employees - Receive only legally mandated benefits, which are social security, Workers' Compensation, and unemployment benefits. The only exception to this policy is that temporary employees may voluntarily participate in the Bates College 403(b) Supplemental Retirement Plan by contributing their own earnings, but they are not eligible to receive a 1% match from the College.

Refer to section 202 for more information about temporary employees. Time served as a temporary employee is not credited as years of service to determine benefit or leave eligibility or accrual.

301.3 Domestic Partners - Domestic Partners (of the same or different sex as the employee) are eligible for certain benefits at Bates College. In order to receive such benefits, an *Affidavit of Partnership* must be completed, attesting to living in a committed relationship, that each is, and intends to remain, the other's sole Domestic Partner, neither of the two are married to someone else, both are 18 years of age, and share joint responsibility for one another's common welfare and basic needs.

Under federal tax law, domestic partner insurance coverage is not available on a pre-tax basis and COBRA benefits noted in section 343 also do not apply to domestic partners. Benefits extended to Domestic Partners include health and life insurance, a Bates College identification card, and access to facilities and services. Family and Medical Leave, and Bereavement Leave are provided to employees with a domestic partner as they are to married employees. Please refer to Family and Medical Leave section 319 and Bereavement Leave section 312.

** By federal law, employees who work more than 1000 hours are eligible to receive pension benefits. Therefore, regular or temporary employees working between 1000-1040 hours in a calendar year are eligible to receive pension benefits only.*

302 BATES FLEXIBLE BENEFITS PLAN

Bates College offers employees a Flexible Benefit Plan. This is a variation of a cafeteria plan that allows benefits to be provided on both a pre- and post-tax basis, or be taken as cash compensation in lieu of a benefit. All employees who are half-time or more are eligible to participate in this plan. Benefits are prorated for those employees who are less than full-time, 1.0 FTE.

The benefits that are provided under the College's Flexible Benefits Plan are as follows: Health Insurance, Life Insurance & Accidental Death and Dismemberment Insurance (AD&D), Long Term Disability Insurance (LTD), Health Care Reimbursement Account (HCRA), Dependent Care Reimbursement Account (DCRA), and the Dependent Care Subsidy **that is provided by the College.**

303 OPEN ENROLLMENT

Open Enrollment is the time of year when employees are allowed to make changes to some benefits without the requirement of a life status change. The benefits that may be enrolled in or modified during Open Enrollment are Health Insurance, Life Insurance & Accidental Death and Dismemberment Insurance (AD&D), Health Care Reimbursement Account (HCRA), Dependent Care Reimbursement Account (DCRA), and the Dependent Care Subsidy.

For more information on Life Status Changes, refer to section 304 of this handbook. Generally Bates College holds its annual Open Enrollment period for at least 30 days during October-November time each year.

304 LIFE STATUS CHANGES

A life status change is any event that affects the number of dependents employees have or the employment status of the employee or his or her spouse or domestic partner. Examples of life status changes include, but are not limited to,

marriage, separation, divorce, birth, adoption, a dependent child losing their dependent status, a permanent change in work hours for the employee or his or her spouse/domestic partner, the spouse/domestic partner obtains a job elsewhere, or the termination of your spouse's/domestic partner's employment. For more information on life events that may or may not qualify as a life status change, please contact the Human Resources Department as soon as possible, because changes can only be made within 30 days of the event. Benefit changes made during this time must be consistent with the life status change.

LEAVES AND HOLIDAYS

This section covers leave and holiday policies for all regular staff members. Any leave or holiday policies that apply to faculty members are located in the *Faculty Handbook of Bates College*, except as specifically noted below (i.e. LTD, FMLA).

305 HOLIDAYS FOR STAFF MEMBERS

Bates College grants all benefits eligible staff members a total of 11.5 holidays per calendar year. The College usually observes the following days as holidays:

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|--------------------|--|
| * New Year's Day | * Thanksgiving |
| * Memorial Day | * Recognition Day (day after Thanksgiving) |
| * Independence Day | * Afternoon before Christmas (noon on December 24th) |
| * Labor Day | * Christmas |

In addition to the usually observed holidays, the College will grant four (4) additional paid holidays to regular staff members during the year. The floating holidays are determined by the President and are announced in advance each year.

Coverage for some areas of the College is required on holidays. The College reserves the right to schedule staff members as needed to work on holidays. Directors and department heads will determine and make arrangements to schedule appropriate personnel to work when needed by the College. Certain staff members are required to work as a condition of employment for events such as the beginning of the academic year or Commencement weekend.

Holiday pay for staff members is one day of pay at the employee's normal rate. Holiday pay is prorated for staff members working less than fulltime. If an eligible nonexempt staff member actually works on a recognized holiday, the staff member will receive holiday pay, plus wages at one and one-half times their normal rate of pay for the hours worked on the holiday. Holiday pay and hours actually worked on a holiday are **not** counted as hours worked for the purpose of calculating overtime hours. In lieu of receiving regular holiday pay, an employee may request to take another day as their actual 'holiday' during the same work week, provided that the request is approved by their supervisor in advance.

If a recognized holiday falls during an eligible staff member's paid absence (such as vacation or sick leave), holiday pay will be paid in lieu of the vacation or sick hours that would have otherwise applied. For more information on Holiday Pay, refer to section 409 of this handbook.

306 RELIGIOUS HOLIDAYS

A staff member may arrange for time off without pay in observance of religious holidays, or may deduct these days from accrued vacation time. Personal leave may also be used to celebrate religious holidays.

307 VACATION LEAVE

Revised 7/2001

Vacation leave is earned by regular staff members according to the schedule listed in the charts provided below. However, for new staff members, vacation is accumulated but cannot be used until after he or she has been employed for 6 months or 180 calendar days.

The following charts illustrate the maximum amount of vacation accrual per pay period, and the total hours/days staff members are able to accrue; actual accrual is earned based upon the number of hours worked in each pay period (vacation leave is not earned when a staff member is not actively working, refer to section 415 for more information on pay and benefits during unpaid leaves, STD, and Workers' Compensation).

Exempt Staff members

Exempt	Accrual Per Pay Period	Maximum Accrual
Full Benefits Eligible	16 Hours	192 Hours/24 Days
Three-Quarter Benefits Eligible	12 Hours	144 Hours/18 Days
Half Benefits Eligible	8 Hours	96 Hours/12 Days

For Nonexempt Staff Members starting before July 1, 2001

Non-Exempt	Accrual Per Pay Period*	Maximum Accrual
Full Benefits Eligible	6 Hours	144 Hours/18 Days
Three-Quarter Benefits Eligible	4.5 Hours	108 Hours/13.5 Days
Half Benefits Eligible	3 Hours	72 Hours/9 Days

** Nonexempt staff members earn vacation in 24 of the 26 annual pay periods*

For Nonexempt Staff Members starting on or after July 1, 2001

Non-Exempt	Accrual Per Pay Period*	Maximum Accrual
Full-Time Benefits Eligible		
1-5 years service to Bates College	3.33 Hours	80 Hours/10 Days
5-10 years of service	4.66 Hours	112 Hours/14 Days
10 or more years of service	6 Hours	144 Hours/18 Days
Three-quarter-Time Benefits Eligible		
1-5 years service to Bates College	2.5 Hours	60 Hours/7.5 Days
5-10 years of service	3.5 Hours	84 hours/10.5 Days
10 or more years of service	4.5 Hours	108 Hours/13.5 Days
Half-time Benefits Eligible		
1-5 years service to Bates College	1.66 Hours	40 Hours/5 Days
5-10 years of service	2.33 Hours	56 Hours/7 Days
10 or more years of service	3 Hours	72 Hours/9 Days

** Nonexempt staff members earn vacation in 24 of the 26 annual pay periods*

To take vacation, staff members should request advance approval from their supervisors. Vacation schedules are coordinated within individual departments, with position, seniority, and workload used as guidelines in determining vacation schedules within departments. The College reserves the right to change work schedules, regulate vacation schedules, and to request overtime and holiday work when necessary.

Vacation leave is based on hours, so staff members must record their vacation time in hours and not days. Vacation time can be used in minimum increments of one-quarter hour. For staff members who work less than full-time, he or she can only take sick or vacation leave up to the amount of hours normally scheduled per day.

Staff members are not allowed to take more time than they have accumulated and register it as vacation in anticipation of earning it later. Staff members should refer to their last paycheck statement for their vacation leave balance. Unpaid time is not available unless it is a part of an approved leave of absence. For more information on Leaves of Absences, refer to section 316.

Unused vacation leave will accumulate until the staff member has accrued their maximum limit. If the staff member's leave reaches the maximum, further accrual of vacation leave will be suspended until the staff member has reduced the balance below the limit. Upon termination of employment, staff members will be paid for unused vacation time that has been earned through the last day of work in the pay period following termination, provided that the staff member has worked for the College for at least six months or 180 calendar days. Service as a temporary staff member is not credited toward benefit or leave eligibility.

Sick leave is earned by regular staff members starting with their first day of employment. Once staff members enter an eligible employment classification, they begin to accrue sick leave time according to the schedule listed in the chart below, which indicates an average of 10 sick days per year for full-time benefits eligible staff members. Sick Leave may be used for the following:

1. when the staff member is ill, or disabled.
2. when an office visit to a doctor, dentist, vision care professional, or other medical professional treating a physical condition **must** be scheduled during normal working hours.
3. when it is necessary that the staff member provide or secure care for an ill member of his or her immediate family.
4. when absences are related to pregnancy or childbirth.
5. when a visit to an Employee Assistance Program service provider must be scheduled during working hours.

The College reserves the right to ask any staff member for a written statement from a physician certifying any given illness or disability. Patterns of absence that indicate abuse of the policy can be reason for requiring a second medical opinion at College expense, requiring a medical certification for each absence, and/or taking disciplinary action.

Accumulated sick leave does not constitute a cash reserve payable upon termination of employment. Furthermore, any leaves granted under Bates College policies may count toward the staff member’s entitlements under the Maine Family Medical Leave Law of 1998 and the federal Family and Medical Leave Act of 1993 entitlements.

The following chart illustrates sick leave accrual per pay period, and the total hours/days staff members are able to accrue; actual accrual is earned based upon the number of hours worked in each pay period (sick leave is not earned when a staff member is not actively working, refer to section 415 for more information on pay and benefits during unpaid leaves, STD, and Workers' Compensation).

Sick Accrual

Exempt	Accrual Per Pay Period	Maximum Accrual
Full-Time Benefits Eligible	6.66 Hours	400 Hours/50 Days
Three-Quarter-Time Benefits Eligible	5 Hours	300 Hours/37.5 Days
Half-Time Benefits Eligible	3.33 Hours	200 Hours/25 Days

Non-Exempt	Accrual Per Pay Period*	Maximum Accrual
Full-Time Benefits Eligible	3.33 Hours	400 Hours/50 Days
Three-Quarter-Time Benefits Eligible	2.5 Hours	300 Hours/37.5 Days
Half-Time Benefits Eligible	1.66 Hours	200 Hours/25 Days

* *Nonexempt staff members earn sick leave in 24 of the 26 annual pay periods*

Sick leave can be used in minimum increments of one-quarter hour.

Staff members who are unable to report to work due to illness or injury should notify their direct supervisor before the scheduled start of their workday, if possible. The direct supervisor should be contacted on each additional day of absence, if necessary and appropriate. Staff members may be required to submit a health care provider certification for three or more consecutive sick days due to illness or injury. Such verification may be requested for other sick leave absences as well and may be required as a condition to receiving sick leave benefits. Before returning to work from an extended sick leave absence of more than 5 business days, a staff member should provide a physician's verification, indicating that he or she may safely return to work.

Unused sick leave benefits will accumulate until the staff member has earned their maximum accrual of sick leave benefits. If the staff member reaches this maximum, further accrual of sick leave benefits will be suspended until the staff member has reduced the balance below the limit.

If a staff member submits sick leave on their timesheet, but does not have enough sick leave accrued, he or she will automatically have the appropriate amount deducted from his or her vacation leave. In the event that the staff member has no vacation or sick leave, the time off will be unpaid. Human Resources will contact the staff member in these circumstances because staff members are not allowed to take unpaid time unless it is a part of an approved leave of absence. For more information on Leaves of Absence, refer to section 316 of this handbook.

Sick leave benefits are intended solely to provide income protection in the event of illness or injury, and may not be used for any other absence. Unused sick leave benefits does not represent a cash reserve and will not be paid to staff members upon termination of employment.

309 PERSONAL LEAVE

The College grants regular benefits eligible staff members the equivalent of two days of personal leave each calendar year to be used as personal holidays. Personal leave days are granted on January 1st of each year and must be used in the year granted. Personal leave days do not accumulate, roll over from year-to-year, nor constitute a cash reserve payable upon termination of employment.

Personal leave days are similar in nature to vacation days, but give staff members more discretion in taking care of their personal affairs. Typical uses for personal leave are birthdays, religious holidays, and other personal matters that are not considered vacation. Personal leave can be used in lieu of vacation or sick leave.

Personal leave must be taken in full day increments. Staff members who work less than full-time will be granted personal leave on a prorated basis. New staff members starting before July 1st each year will be granted two personal leave days for the current calendar year, new staff members starting on or after July 1st will be granted one personal leave day for the calendar year. New staff members are granted personal leave on the first of the month following 30 days of employment with the College.

Certain departments with 24 hour coverage requirements may institute procedures for scheduling the use of personal leave days, so as to avoid adverse impact on other staff members who would be forced to provide coverage if leave were taken unexpectedly by a relief person. Additionally, each department head may restrict the use of personal leave when the granting of such leave would have an adverse impact on department operation. An example of times when personal leave may be restricted is Commencement weekend or when circumstances or demands leave a department unable to perform its function.

310 MATERNITY LEAVE AND BENEFIT

In the case of pregnancy and/or childbirth, female staff members who have completed six months or more of service may arrange a Maternity Leave of up to eight weeks. For the first thirty consecutive days of leave, the staff member is expected to use accrued paid leave (vacation, sick leave or personal), or take time off without pay. For the balance of the eight weeks, wages and benefits will be paid by the College. If the staff member experiences a disability as a result of pregnancy or childbirth, the short-term disability leave and benefit may apply.

If the staff member takes additional leave without pay under these policies, he or she may qualify for continuation of some benefits at the College's expense under the Family and Medical Leave Act, and should apply if eligible. Otherwise, the staff member may continue benefits at her own expense for the period of time a paycheck is not being issued. Maternity leave benefits run concurrently with any leave entitlement under the Family and Medical Leave Act.

311 CHILD REARING LEAVE

All full-time staff members are eligible for unpaid child rearing leave. Such leave may be requested by either parent and must be approved by the appropriate vice president or dean. Arrangements regarding the continuation of benefits must be made with the Human Resources Department, prior to the beginning of the leave period. As with other unpaid leaves, all benefits to the staff member are suspended, except that one may elect to remain in the group flexible benefit plan program through assuming the employer's and the staff member's cost for participation. Leave accruals, such as vacation, sick leave, or holiday benefits, will be suspended during the leave and will resume upon return to active employment. Certain child rearing leaves may be covered under the Family and Medical Leave Act (FMLA) and will run concurrently with any eligibility for leave under FMLA. For more information on FMLA, refer to section 319 for more information.

312 BEREAVEMENT LEAVE (FUNERAL LEAVE)

In the case of death in the immediate family, up to three consecutive work days may be taken with pay. Bates College defines "immediate family" as the staff member's spouse/domestic partner, parent, child, sibling; the staff member's spouse/domestic partner's parent, child, or sibling; the staff member's child's spouse/domestic partner; grandparents or grandchildren. Special consideration will also be given to any other person whose association with the staff member was similar to any of the above relationships, upon request and subsequent approval of the Director of Human Resources. Additional time, if taken, would be without pay or taken as vacation leave.

313 BATES COLLEGE COMPETITIVE LEAVE AWARDS FOR ADMINISTRATIVE AND PROFESSIONAL STAFF

The Bates College competitive leave awards for administrative and professional staff provides awards of 30 or 60 calendar-day leaves, with pay, to successful applicants whose proposed projects would result in individual professional, or institutional benefits. Applications are made to the Office of the President, through the Dean or Vice President to whom the professional reports. An ad hoc committee of professionals, composed of at least two Vice Presidents, will recommend proposals from within the pool of applicants. Final determination of awards will be made from among those recommended.

A condition of eligibility to compete for a 30 calendar-day leave award is five years of full-time continuous calendar service (calendar years of continuous full-time service defined as the period from date of hire as salaried staff member [or date of previous leave] to date of beginning of requested leave period); a condition of eligibility to compete for a 60 calendar-day leave award is ten years of continuous service. Awards can be connected to a period of accrued vacation.

Recipients of either a 30 or a 60 calendar-day award will be eligible for support, to enhance their project, of up to \$2,500. (For example, support could be requested for travel expenses, conference expenses, workshops, to meet expenses incurred to visit professional operations at other institutions, or research expenses.)

The award period resulting from the receipt of a competitive leave must be covered by other staff within the unit, or by persons who would be "cross-trained" to cover the responsibilities of the awardee during the period she/he is away. The appropriate Dean or Vice President will have to confirm, at the time of application, how the responsibilities will be covered.

Applications are normally needed three months prior to the period in which leave would be taken; notification of an award would normally be made within the month following application. Applications are normally accepted before February 1st each year for leaves taken during that year.

A maximum of four awards will be made throughout the College within the calendar year. A report from the awardee should be submitted to the appropriate Vice President, Dean, and to the President, within 60 days of completion of an award.

314 MILITARY LEAVE

Leaves of absence are granted without pay to members of the National Guard or the Military Reserve. Accrued paid vacation time may be used toward discharging an staff member's military obligations, at the staff member's discretion.

All military duty must be authorized by the Governor or under the provisions of applicable laws. Contact the Human Resources Department for more information or questions about military leave.

315 JURY OR WITNESS DUTY

Staff Members are encouraged to serve, as a matter of good citizenship, when called upon for jury duty or as a court witness. Staff members are expected to have their responsibilities covered according to the individual needs of their departments and to return to work after they have discharged their court obligations for the day. Staff members will receive full compensation from Bates for up to 30 days served. If the employee is receives any compensation received for their services from the court involved, he or she must make the compensation payable to Bates College. Exceptions to this policy must be approved by the President.

316 LEAVES OF ABSENCE

The College may grant unpaid leaves of absence when personal urgent and compelling business occurs. All such leaves are contingent upon the departments either securing satisfactory replacements or making arrangements to cover the staff member's responsibilities and such leaves require the approval of the appropriate vice president or dean. Any request for a leave of absence of more than 90 days will require the approval of the President. Unpaid leave is approved only in exceptional circumstances, not otherwise provided by College policy or applicable law.

During the period of unpaid leave, all benefits to the staff member are suspended, except that one may elect to remain in the group flexible benefits program through assuming the employer's and the staff member's cost for participation. Arrangements for length of time, continuation of benefits and reallocation of workload will be made through the Human Resources Department to accommodate the specific circumstances.

Benefit accruals, such as vacation, sick leave, or holiday benefits, will be suspended during the leave and will resume upon return to active employment. When a leave of absence ends, every reasonable effort will be made to return the staff member to the same position, if it is available, or to a similar available position for which the staff member is qualified. However, Bates College cannot guarantee reinstatement in all cases. If a staff member fails to report to work promptly at the expiration of the approved leave period, he or she will be deemed to have resigned.

When a leave of absence occasion also qualifies for coverage under the Family and Medical Leave Act (FMLA), the leave of absence will run concurrently with any leave eligibility under FMLA.

317 SHORT-TERM DISABILITY LEAVE AND BENEFIT

Regular benefits eligible staff members who have completed six months or more of service are eligible for Short-Term Disability (STD). Short-Term Disability benefits are provided at a rate of 75% of the staff member's base compensation or regular hourly rate (based upon the staff member's normal regular work schedule) for up to five (5) months, after 30 consecutive calendar days of certified disability due to the same continuing condition. Under this plan, the staff member must have been medically determined to be unable to work because of an injury or illness by a treating physician.

Eligibility to receive STD benefits is also contingent upon the recipient's participation in the College's Return-To-Work program. Therefore, the College will expect all staff members capable of returning to work in their present position, or in an alternative position that meets the limitations and restrictions ordered by the attending health care provider, to return to work at the earliest opportunity. For more information on the Return-To-Work program, refer to section 509 of this handbook. If a staff member is able to work in their present position or in an alternative position approved by the health care provider and chooses not to, short-term disability coverage will be denied or discontinued. Short-Term disability is intended to assist a staff member with short-term income protection when he or she is unable to work due to a non-work-related injury or illness.

Partial STD benefits are only granted in cases where the staff member is returning to partial duties and participating in the Return-to-Work program after having already been eligible for and receiving STD benefits. Staff members are limited to one STD claim in a 12-month period.

Procedure:

Staff members requesting STD benefits must complete a STD application form and have their physician complete appropriate sections of the application before the request is considered. Normally, the College will contract with a third-party case management and medical evaluation professional to review applications before STD is awarded. Based upon this review, normal standards of care, and the medical information provided, the College will, at its discretion, determine the length of STD coverage. Approved periods of coverage that are less than that recommended by the staff member's physician, can be taken as sick, vacation, or unpaid leave by the staff member.

The staff member will receive written notice of the STD approval or disapproval. If approved, the letter will contain the amount of time STD benefits are granted. During the 30-calendar-day elimination period, the staff member must use accrued sick leave until exhausted and then accrued vacation leave. If necessary, other time may be taken without pay during this elimination period. A staff member receiving STD benefits should meet with an HR benefits representative before beginning and after returning from a STD leave to coordinate the affect of their pay and benefits during this time.

For continued STD benefits, the staff member must provide medical certification from the attending physician at appropriate intervals during this leave. If not received, the staff member's status will convert to a leave without pay status.

Prior to returning to work, the staff member should provide the HR Department with a release from the health care provider indicating his or her ability to return to work and/or any limitations or restrictions on their work. Staff members are required to abide by any such medical restrictions and limitations until the health care provider completely releases him or her to regular employment.

Conditions covered by Workers' Compensation are excluded from STD coverage. Time away from work for any short-term disability leave will run concurrently with any leave entitlement the employee has under the federal Family and Medical Leave Act of 1993 or applicable Maine law. Leave accruals, such as vacation, sick leave, or holiday benefits, will be suspended during the STD period and will resume upon return to active employment. For more information on the payment of short-term disability benefits, please refer to section 415.

318 LONG-TERM DISABILITY (LTD) LEAVE AND BENEFIT

Long-term disability leave applies to faculty and staff who are classified as half-time or more. Participation in the Long-Term Disability benefit program is mandatory under the College's Flexible Benefits program and the College provides employees with enough benefit credits for the cost of LTD. Please note that LTD credits are not prorated for employees who are less than full-time; LTD coverage is provided at 100% of the employee's salary.

Employees suffering from a disability who do not expect to return to work within 6 months of the onset of their disability, may initiate a claim for long-term disability. The determination of an employee's eligibility to receive LTD benefits is made by the College's LTD insurance carrier. For information on the coverage provided by the College's LTD insurance policy, please call the Human Resources Department.

The LTD benefit is paid for with after tax dollars out of the employees earnings, even though the credits for the benefit are provided by the College. Since the benefit is paid for with after tax dollars, the employee will receive benefits (wage replacement) tax free. The benefit provides 60% wage replacement after a 6-month (180 day) elimination period. LTD benefits are offset with amounts received under Social Security or Workers' Compensation for the same time period.

The LTD benefits plan is designed to help eligible employees cope with an illness or injury that results in a long-term absence from employment. LTD provides continuing income for employees who are disabled and unable to work. Employees who are inactive for 15 months may be terminated from employment with Bates College. The details governing the LTD benefits plan including benefit amounts, and limitations and restrictions are described in a Summary Plan Description provided to eligible employees. Contact the Human Resources Department for more information about LTD benefits.

319 FAMILY AND MEDICAL LEAVE

In accordance with the federal Family and Medical Leave Act of 1993 and Maine Law, Bates College provides faculty and staff who are unable to work due to a serious health condition with up to 12 weeks of unpaid leave. It also allows employees to take time off to fulfill family obligations relating directly to childbirth, adoption, or placement of a foster child; or to care for a child, spouse, or parent with a serious health condition. A serious health condition means an illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical care facility; or continuing treatment by a health care provider.

Eligible employees may request leave only after having completed 365 calendar days of service with the College. Eligible employees should make requests for family leave to their supervisors at least 30 days in advance of foreseeable events or as soon as possible for unforeseeable events. Employees requesting leave related to the serious health condition of a child, spouse, parent, or domestic partners may be required to submit a health care provider's statement verifying the need for a leave to provide care, its beginning and expected ending dates, and the estimated time required. Request forms for FMLA are available in the Human Resources Department.

Eligible employees may request up to a maximum of 12 weeks of FMLA leave within any 12-month period. Any combination of family leave and medical leave may not exceed this maximum limit. Employees will be required to use any accrued paid leave time (sick and vacation leave as appropriate) before taking unpaid family or medical leave. Any paid leave (sick, vacation, or personal leave) taken in conjunction with family or medical leave will count toward the 12 week maximum leave allowance. Married employee couples will not be restricted to a combined total of 12 weeks leave within any 12-month period for childbirth, adoption, or placement of a foster child, as allowed under law. Thus, married employees are each entitled to their own 12 weeks of FMLA eligibility.

Consistent with the Family and Medical Leave Act of 1993, an employee's benefits eligibility will continue while he

or she is taking family or medical leave. Employee's may be responsible for covering the cost of their participation in all other benefit programs. Leave accruals, such as vacation, sick leave, or holiday benefits, will be suspended during the unpaid leave and will resume upon return to active employment. When the employee returns from family or medical leave, his or her benefits will resume according to applicable plans.

If the employee was out due to their own serious health condition, he or she must provide the College with a release to return to work from his or her health care provider. When a family or medical leave ends, the employee will be reinstated to the same position, if it is available, or to an equivalent position for which the employee is qualified. If an employee fails to return to work on the agreed upon return date, the employee is deemed to have resigned.

COLLEGE PROVIDED BENEFITS

320 HEALTH INSURANCE

Health insurance coverage is a mandatory benefit within the College's Flexible Benefits program for Faculty and Staff who are classified as half-time or more. Employees who provide proof of health coverage elsewhere may opt-out of Bates College's health insurance plan.

Eligible employees may participate in the health insurance plan subject to all terms and conditions of the agreement between Bates College and the insurance carrier. A change in employment classification that would result in loss of eligibility to participate in the health insurance plan may qualify an employee for benefits continuation under the Consolidated Omnibus Budget Reconciliation Act (COBRA). Refer to the Benefits Continuation (COBRA) policy information in section 344.

Details of the health insurance plan are described in a Summary Plan Description (SPD) along with information on the cost of coverage is provided in advance of enrollment to eligible employees. Contact the Human Resources Department for more information about health insurance benefits.

321 DENTAL SUBSIDY

All benefits eligible employees of Bates College receive a dental subsidy each year in lieu of College provided dental insurance. This subsidy is noted on the Bates College Benefits enrollment form and is a part of the College's flexible benefits plan. The credits can be used to purchase other benefits, to put in a health care reimbursement account, or can be taken as taxable income.

322 LIFE INSURANCE AND ACCIDENTAL DEATH AND DISMEMBERMENT INSURANCE

Life insurance and Accidental Death and Dismemberment (AD&D), insurance are available to Faculty and Staff who are classified as half-time or more. This is a voluntary benefit that employees elect at initial benefits enrollment, or annually during Open Enrollment. The College provides each employee with enough benefit credits to purchase one (1) times their salary up to \$50,000. The credits are prorated for those employees who are less than full-time. Employees may use these credits to purchase other benefits or take as taxable income under the College's Flexible Benefits program.

Accidental Death and Dismemberment (AD&D) insurance provides protection in cases of serious injury or death resulting from an accident and is provided as part of the basic life insurance plan. Additional supplemental and/or dependent AD&D coverage may also be purchased. Supplemental insurance is limited to 3 times the employee's salary up to \$500,000, and Dependent life insurance is limited to 50% of the employee's total up to \$100,000 for a spouse and \$20,000 for children. Enrollment into certain life insurance plans may require an Evidence of Insurability medical evaluation.

Eligible employees may participate in the life insurance plan subject to all terms and conditions of the agreement between Bates College and the insurance carrier. Details of each insurance plan including benefit amounts are described in the Summary Plan Description provided to eligible employees. Contact the Human Resources Department for more information about life insurance benefits.

323 FLEXIBLE SPENDING ACCOUNTS

Bates College provides Flexible Spending Accounts (FSA) that allow employees to have pre-tax dollars deducted from their salaries to pay for eligible out-of-pocket expenses. Participation in the Health Care Reimbursement Account and/or the Dependent Care Reimbursement Account is optional. Employees desiring to participate in a FSA must enroll/reenroll each plan year. This benefit is available to faculty and staff who are classified as half-time or more.

Flexible spending accounts can be used to pay for predictable non-reimbursed health care and dependent care expenses during the plan year for which the account was created. Through the use of an FSA, employees may be able to reduce their taxable income without reducing his or her actual income.

323.1 Health Care Reimbursement Account (HCRA) is a health plan that allows employees to set aside income that has not been taxed to pay for eligible health care expenses. The Health Care Reimbursement Account offered to employees has a maximum contribution of \$5,000. The amount elected by the employee is deducted from his or her paycheck in equal installments throughout the year; however, the employee is able to submit expenses as they are incurred.

A Health Care Reimbursement Account may be beneficial for those who plan to spend money during the calendar year on health or medical expenses. Some examples are insurance co-pays, glasses, dental exams, or other health, or medical needs that are not covered by insurance. Therefore, if an employee has a good idea of what costs that he or she (or a family member) will incur during the next year, it is possible to save money by starting a HCRA.

It is important to ensure that one does not contribute more than needed into a Health Care Reimbursement Account. There is an IRS regulation that says that **any money put into a HCRA account that is not used, is lost.** (The account helps the employee pay less in taxes and therefore, the IRS regulations are very restrictive.) It is always suggested that employees make conservative elections to this account because of the “use it or lose it rule,” which is a federal law and not a policy of the College. Reimbursed medical expenses have to occur between January 1st and December 31st of the year enrolled, however employees have until March 31st to file claims for the prior year.

Details of the Health Care Reimbursement Account are described in a Summary Plan Description (SPD). Contact the Human Resources Department for more information on this benefit and to obtain enrollment information.

323.2 Dependent Care Reimbursement Account (DCRA) is the second Flexible Spending Account that is available to employees and is used to pay for qualified child/adult care expenses. It is similar to the Health Care Reimbursement Account in that qualified expenses are paid on a before tax basis. In order to be eligible for reimbursement under this plan, the employee must have a child who is twelve years of age or younger, and that the employee claims as an exemption on his or her federal tax return, or a dependent adult/child who is physically or mentally incapable of caring for himself or herself.

For tax filers who file single and married couples filing a joint return, the IRS will allow contributions of up to \$5,000 per year. For married couples filing separate returns, the IRS will only allow each to contribute up to \$2,500. Please note that the maximum includes the employee’s contributions as well as contributions made on the employee’s behalf through the College’s Dependent Care Subsidy Program. Refer to section 325 for more details on the Dependent Care Subsidy benefit.

Employees who participate in this plan must be actively working. If an employee goes on any type of leave, participation in this plan will cease until the employee returns. The laws that govern this benefit limits reimbursable expenses to those that are paid to a care provider so that the employee can maintain employment. The care must be provided outside of the employee’s home and may not be overnight care (day camps are covered, but overnight camps are not covered).

There are some important differences in the Dependent Care Reimbursement Account as compared to the HCRA discussed earlier. Reimbursement for child care services are provided only for services that have already occurred. Employees who pay for childcare or camps in advance cannot be reimbursed until after the services have been rendered. Additionally, and more importantly, employees cannot be reimbursed beyond their contributions to the DCRA at that point in the year.

Though the Dependent Care Reimbursement Account is funded with before tax dollars, the money put into this account will reduce the amount the employee is able to receive as a child care tax credit on his or her income tax return. Tax credit amounts are reduced dollar for dollar for amounts that have been contributed to a Dependent Care Reimbursement Account. As with the Health Care Reimbursement Account, any money left in an account that is not reimbursed is forfeited, so care must be taken to not over-fund an account.

Details of the Dependent Care Reimbursement Account are described in a Summary Plan Description (SPD). Contact the Human Resources Department for more information on the Flexible Spending Account program or to obtain enrollment and reimbursement forms and worksheets.

324 SUBMITTING FLEXIBLE SPENDING ACCOUNT CLAIMS

In order to be reimbursed for Health Care or Dependent Care, employees must submit receipts with a claim form to Group Dynamic, the third party administrator of the College’s Flexible Spending Accounts. Furthermore, when claims are submitted for reimbursement for dependent care, they must include the dates of service, cost, and tax identification number of the dependent care provider.

Claims can be mailed to Group Dynamic at Reimbursement Benefits, c/o Group Dynamic, Inc., 411 U.S. Route One, Falmouth, ME 04105 or can be sent via facsimile to (207) 781-3841. Group Dynamic issues checks each Thursday for claims received prior to noon the previous Tuesday.

325 BATES DEPENDENT CARE SUBSIDY

Bates College provides **dependent care** assistance to faculty and staff who are classified as half-time or more. To participate in the Bates College Dependent Care Subsidy, the employee must enroll in a Dependent Care Reimbursement Account. The subsidy is provided to help offset the costs of dependent care to employees in maintaining employment. The subsidy is structured to favor those with more dependents and is based on total household income. The Dependent Care Subsidy benefit is prorated for employees who work less than full-time.

An application for a Dependent Care subsidy must be submitted along with a copy of the first page of the employee’s most recent tax return. If tax information is not provided, the subsidy will be based on the highest income bracket on the chart.

The combined amount of subsidy and the employee’s contribution to a DCRA cannot exceed the maximum allowed by law. For tax filers who file single and married couples filing a joint return, the IRS will contributions up to \$5,000 per year. For married couples filing separate returns, the IRS will only allow contributions up to \$2,500.

The subsidy is based on total household income and the number of dependents that are eligible to be covered; children 12 years old or younger that you claim on your tax return.

The following is a chart of the Dependent Care Subsidy Contributions:

	Total Annual Benefit Based on Last Year's Tax Return			
	Gross Household Income			
Number of Dependents	0 to 30,000	30,001 to 40,000	40,001 to 50,000	50,001 and Over
1st Dependent	\$1,300	\$1,040	\$780	\$520
2 nd Dependent	\$2,340	\$1,872	\$1,404	\$936
3rd Dependent	\$3,120	\$2,496	\$1,872	\$1,248
4th Dependent	\$3,640	\$2,912	\$2,184	\$1,456
5th Dependent	\$3,900	\$3,120	\$2,340	\$1,560
6th Dependent	\$3,900	\$3,120	\$2,340	\$1,560

326 FACILITIES ACCESS

All regular employees and retirees, their spouses/partners and dependent children (up to age 21) have access to Bates facilities, including the Davis Fitness Center, the ice arena, the athletic facilities in Merrill Gymnasium and Alumni Gym, and circulation privileges in the Library. The BatesCard is required to access these facilities and services. Guidelines for employee and dependent eligibility for the BatesCard are available in Human Resources.

In addition to facilities access, there are events of all types that faculty and staff members, retirees and their families are invited to and encouraged to attend, such as lectures, art exhibitions and other events.

327 CAMPUS-WIDE EVENTS

Generally, the College holds several campus-wide events to which employees are invited. These events are offered at no charge to employees; some examples are the Employee Recognition Lunch, generally in April; Presidential Gala, generally in March; a campus-wide picnic in August; and a holiday brunch in December.

328 PARKING

Employees may park on campus after having registered his or her vehicle with the Security and Campus Safety office. There is no fee for parking permits for faculty or staff. However, if an employee receives a ticket for a parking violation, the employee must pay for the ticket. For more information on Parking, see section 128 of this handbook.

329 BANKING

People's Heritage Bank offers Bates College employees a free checking account. Employees can also have their Bates College identification card serve dual purpose as an Automatic Teller Machine card as well. For more information on the identification card option, please call People's Heritage Bank at 795-5245.

This information about the services of People's Heritage Bank is not intended to be an endorsement of the bank, and is written for informational purposes only.

330 TRAINING, DEVELOPMENT, AND EDUCATION

Bates College recognizes that the skills and knowledge of its employees are critical to the success of the College. Therefore, the College provides opportunities for professional development through training and educational programs. Section 330.1 describes the educational assistance program, and encourages personal development through formal education to assist employees in maintaining and improving job-related skills or enhance their ability to compete for reasonably attainable jobs within Bates College.

Individual courses or courses that are part of a degree, licensing, or certification program must be related to the employee's current job duties or a foreseeable-future position in the organization in order to be eligible for 100% reimbursement educational assistance. Bates College has the sole discretion to determine whether a course relates to an employee's current job duties. Employees should contact the Human Resources Department for more information or questions about educational assistance.

While educational assistance is expected to enhance employee's performance and professional abilities, Bates College cannot guarantee that participation in formal education will entitle the employee to automatic advancement to a different job assignment, or pay increases.

Nonetheless, staff members are expected to grow and develop their professional skills as a condition of employment, to ensure that their contributions remain aligned with the needs of their department and the College. Supervisors are encouraged to develop good job descriptions and professional development plans for each employee and provide the appropriate support and opportunities to ensure employees develop their skills and competencies in line with the College's mission and goals.

The College will continue to offer employees opportunity for professional development with training programs on and off-campus. The cornerstones for a good training and development program are good job descriptions, and individual professional development plans. A professional development plan will outline for the employee and their supervisor where the individual's and the College's efforts should be best directed to enhance the employee's potential contributions to the College. Professional Development plans ensure that the efforts of employees are connected to the mission and goals of the College.

The Human Resources Department can assist supervisors and staff members with creating and monitoring professional development plans. Human Resources can also assist with developing accurate job descriptions and clarifying the link between departmental goals and Goals 2005.

The training function within the Human Resources Department can also assist supervisors with designing and developing training solutions for their specific department and is responsible for campus-wide training programs.

330.1 EDUCATIONAL ASSISTANCE PROGRAM FOR BATES COLLEGE EMPLOYEES

8/94

As a private educational institution, supporting the concept that education should be a lifelong process, Bates College encourages the educational pursuits of its employees. The options available under this Educational Assistance Program serve to benefit both the institution and its staff.

Three types of educational programs are covered:

330.1a Job Specific Courses - A single undergraduate level or non-credit course or class, specifically determined to be essential to the employee's present job and taken at the supervisor's request, at another educational institution or training location.

Eligibility: Regular employees, Immediately.

Cost: The fee is fully paid by the College. This policy also applies to training sessions and special 1-day courses.

Application: To the Department Head or senior officer. The Director of Human Resources hears appeals for eligibility and participation in this program.

Time: Whenever possible, courses should be taken outside working hours. Whenever it is necessary to take a required course during working hours, the employee will receive pay for the time he/she is in class.

330.1b Courses at Bates - A course or series of courses taken at Bates College at the employee's initiative.

Eligibility: Regular employees, after one year of regular employment.

Cost: One course per semester at Bates, for credit as a special student, will be paid for by the College for regular full-time employees. The cost of the benefit is pro-rated for regular part-time employees. The costs include the application fee. There is a limit of six courses which may be accumulated with special student status.

Application: Application forms are available at the Registrar's Office.

Employees apply for special student status by submitting an application form. Qualified employees are admitted on a first come first served basis, as space permits. Written permission of the instructor is necessary for all special students.

Time: Whenever possible, courses should be taken outside working hours. Courses occurring during regular working hours may be taken provided that it is possible to work out with the supervisor a satisfactory arrangement for rescheduling or otherwise making up missed hours, thereby meeting the responsibility or duties of the employee's position.

330.1c Elective Courses - Undergraduate, graduate, or non-credit classes or courses related to the employee's potential development, taken at another institution at the employee's initiative.

Eligibility: Regular employees, following three years of continuous employment. Limited to two courses each fiscal year (July 1 - June 30) per employee.

Cost: 50% of the tuition is reimbursed by the College upon satisfactory completion of the course for regular full-time employees. The cost of the benefit is pro-rated for regular part-time employees.

Application: To the Department Head and the Director of Human Resources who must concur.

Time: The program must be completed on the employee's own time. Work schedules may be rearranged as long as the needs of the department can be met.

The Harry W. Rowe Tuition Grant Fund Program

The following describes the Harry W. Rowe Tuition Grant Fund Program (the Rowe Fund) which is provided by Bates College for its employees on behalf of their children attending college.

Eligibility and Participation. Assistance from the Rowe Fund toward tuition for dependent children is available to each active or retired full-time Faculty, Administrative Staff, and Support Staff member (or two persons sharing a single full-time employment appointment treated as a single full-time employee) who has met the applicable service requirement at Bates College. An active employee is one who is either employed as defined above or is on authorized leave, not exceeding one year in duration and from which the employee will return to full-time employment. For purposes of this Program, a retired full-time employee is one who separates from full-time employment by the College on or after January 1, 2000, and does not continue in the workforce.

Effective January 1, 2000, Rowe Fund assistance is extended to the dependent child or children of a deceased active or retired full-time member of the Faculty, Administrative Staff, or Support Staff who has met the applicable service requirement and whose date of death occurs on or after January 1, 2000.

Service Requirement. For a Faculty, Administrative Staff, or Support Staff member employed on or before June 30, 1988, eligibility for participation begins after two years of consecutive service. For a Faculty, Administrative Staff, or Support Staff member starting employment after July 1, 1988, eligibility for participation begins after five years of consecutive service.

Benefits Available. Bates College will provide tuition assistance at Bates or at any fully-accredited baccalaureate-degree granting institution on behalf of an eligible employee for the purpose of undergraduate educational assistance for dependent children.

For purposes of this program a dependent child is defined as one:

- A. Who is a blood descendant of the first degree (i.e., a son or daughter), a stepchild, or the legally adopted child of an active full-time member of the Faculty, Administrative Staff, or Support Staff of the College or such a child of an active full-time member of the Faculty, Administrative Staff, or Support Staff who retires on or after January 1, 2000, and/or who dies on or after January 1, 2000;

AND

- B. Who either
 - (1) (a) has not attained the age of 19 at the close of the calendar year; or
 - (b) is a student (as defined in Section 151(c)(4) of the Internal Revenue Code) who has not attained the age of 24 at the close of the calendar year;

AND

more than half of whose support for the calendar year was received from the active full-time or retired member of the Faculty, Administrative Staff, or Support Staff of the College or that member's surviving spouse;

-OR-

- (2) has not attained the age of 25 and both of whose parents are deceased.

Effective July 1, 1988 - June 30, 2001:

For a Faculty, Administrative Staff, or Support Staff member employed on or before June 30, 1988, Rowe Fund payments equal 50% of the tuition and mandatory academic fees of the college or university attended, up to a maximum of one-half of the Bates tuition. For a Faculty, Administrative Staff, or Support Staff member starting employment after July 1, 1988, Rowe Fund payments equal 10% of the Bates College annual charge as stated in the College catalog.

Effective on and after July 1, 2001:

For a Faculty, Administrative Staff, or Support Staff member employed on or before June 30, 1988, Rowe Fund payments equal the greater of either:

(A) 50% of the tuition and mandatory academic fees of the college or university attended, up to a maximum of one-half of the Bates tuition (Bates tuition = comprehensive fee as stated in the College catalog less charges for room and board) ,

OR

(B) 10% of the Bates College comprehensive fee as stated in the College catalog.

For a Faculty, Administrative Staff, or Support Staff member starting employment after July 1, 1988, Rowe Fund payments equal 10% of the Bates College comprehensive fee as stated in the College catalog.

For each dependent child, the benefits of the Fund are limited to not more than four years of full-time undergraduate study, leading toward the baccalaureate degree, at accredited institutions of higher education. If a student receives other grants, the sum of the Rowe Fund grant and other such support shall not exceed 100% of the college's or university's tuition and appropriate charges.

Payment of Benefits. Payments under the Rowe Fund are made directly to the college or university attended by the eligible child. Bates College pays the grant upon confirmation of enrollment of the student and confirmation of amounts due for tuition and mandatory academic fees. Payments are generally calculated for the academic year; one-half is paid prior to September 1, and the balance is paid prior to January 1.

Administration and Information. The Rowe Fund of Bates College is administered by the College's Human Resource Department. Requests for more information or questions regarding special situations may be addressed to that office.

332 EMPLOYEE ASSISTANCE PROGRAM (EAP) - 1-877-878-6485

All employees, to include temporary and part-time employees, of Bates College are eligible to use the services of the EAP program. Bates College cares about the health and well-being of its employees and recognizes that a variety of problems can disrupt their personal and work lives. Through the Employee Assistance Program (EAP), Bates College provides confidential access to professional counseling services for help in confronting such personal problems as alcohol and other substance abuse, marital and family difficulties, financial or legal troubles, and emotional distress. The EAP is available to all employees and their immediate family members offering problem assessment, short-term counseling, and referral to appropriate community and private services.

The EAP is strictly confidential and is designed to safeguard the employee's privacy and rights. Information given to the EAP counselor may be released only if allowed by the employee in writing. All counselors are guided by a Professional Code of Ethics.

Personal information concerning employee participation in the **EAP is maintained in a confidential manner**. No information related to an employee's participation in the program is entered into the personnel file.

There is no cost for employees to consult with an EAP counselor. If further counseling is necessary, the EAP counselor will outline community and private services available and will try to coordinate services with the Bates College health plan. The counselor will also let employees know whether any costs associated with private services may be covered by their health insurance plan. Costs that are not covered are the responsibility of the employee.

Minor concerns can become major problems if ignored. No issue is too small or too large, and a professional counselor is available to help when needed. **Call 1-877-878-6485** to contact an EAP counselor.

333 COMPUTER PURCHASE PROGRAM

This program offers Bates employees assistance in purchasing computers through payroll deduction. The College offers short-term loans to regular full-time, three-quarter-time, or half-time Faculty and Staff members to enable them to purchase computers, printers and related items for their personal use.

TERMS AND CONDITIONS

- This program enables employees to purchase high-quality products, taking advantage of an educational discount when purchased online from a Bates authorized vendor. The equipment must be for the employee's own personal use, not for resale. The employee may purchase the equipment through an outside vendor.
- The employee must pay at least 10% of the purchase price of the equipment to initiate this agreement. The balance will be through a payroll advance.
- The balance must be paid within a 24-month (2-year) period or less, through a payroll deduction. Payments must be at least \$50 per month.
- Only one computer, or computer combination such as computer/printer/modem, will be approved at a time. The balance of an outstanding loan must be completely paid before another purchase loan is approved.
- If the employee terminates employment at Bates before the loan is paid, the remaining balance becomes due. The signed loan agreement authorizes the College to deduct any remaining balance from the employee's final paycheck. If the final paycheck is not large enough to cover the balance, the employee must make arrangements to cover the balance.

For more information on the Computer Purchase program, or to obtain an application and instruction sheet call Human Resources.

334 RENTAL REAL ESTATE

Revised 7/2001

The primary purpose of the College's acquisition and ownership of residences surrounding the campus is to provide space for future expansion of buildings, green space and other College needs. The secondary purpose is that, while these buildings consist of dwelling units, these units may be rented, both to accrue income to offset the cost of purchase, maintenance and repairs, and to provide housing that is consistent with the needs of the College.

Employees who relocate from at least 50 miles away from Bates College and have been employed with the College for less than 15 months are eligible to rent available properties. Employees who depart from the College are required to vacate College rental properties within 60 days of terminating their employment with the College. Employees who join the College after July 1, 2001 are required to pay their rent through payroll deduction.

Units shall normally be rented according to the following priority:

1. Consideration for the recruitment and retention needs of the College.
2. Faculty and Staff members with temporary appointments (who cannot reasonably be expected to make long-term commitments on housing), or Faculty or Staff members who are relocating from a distance, particularly those whose schedules and distances make it impossible to come to the area in advance of their appointment starting date to make housing arrangements.
3. Bates employees whose responsibilities indicate that proximity to the College would be advantageous.
4. Any Bates employees or Bates students.
5. Other tenants with appropriate references (tenancy limited to one year leases)

LIMITATION OF TENANCY

Effective, March 1, 1994, the duration of tenancy of rental properties belonging to Bates College, in addition to the longstanding College policy that all tenants are “tenants at will” will be limited for tenants beginning their tenancy after that date. These tenants will be limited to seven (7) calendar years of tenancy in any Bates rental property or properties. The seven years will include any years that the tenant may be on leave, subletting the units(s), or otherwise absent.

This policy is written to maximize the availability of temporary housing for new employees who relocate to this area from a distance, or who have temporary appointments at the College and cannot be expected to find permanent locations.

Tenants who have rented these properties before 3/01/94 are not affected by this limitation, but will still remain tenants at will, as are all tenants of the College’s rental property. If a unit becomes vacant, the limitation policy will apply with the new rental.

335 TRAVEL ACCIDENT INSURANCE

Employees are covered by a Group Travel Accident policy when traveling on College business only. Bates College pays the entire cost of this plan. The plan provides for \$250,000 coverage for loss of life. The College has written guidelines for those who travel for the College as a part of their work, and who attend professional development meetings and conferences. For more information, please call the Accounting and Budget Office.

336 BENEFITS FOR RETIREES

After an employee has officially retired from the College, he or she may be eligible for certain College benefits. The eligibility for benefits recognizes the retiree’s contributions to the College and encourages the individual to retain membership with the Bates community.

- Recognition at Annual Employee Recognition Lunch
- Gift upon retirement
- Bates College identification card
- Facilities access to library, gym, and recreation facilities
- Mailings and invitations to events, lectures, and gatherings
- Access to group health plan, at the retiree’s expense [Requires 15 years of service and 55 years of age]
- Rowe Fund for children of retirees [Requires 15 years of service and 55 years of age]

RETIREMENT BENEFITS

337 RETIREMENT BENEFITS

Bates College maintains three separate plans providing Retirement benefits. In order to participate in the Bates College regular retirement plan, or the 1% Match plan, the employee must be classified in a regular position that is half-time or more. All employees regardless of their status can participate in the 403(b) plan, which is a Tax Deferred Annuity Plan, but employees will not receive a 1% match from the College unless he or she is a half-time or more employee. If a temporary employee exceeds 1000 hours in a calendar year, he or she will become automatically eligible for participate in both the retirement plan and the 1% Match plan.

338 BATES COLLEGE RETIREMENT PLAN

Participation eligibility starts on the first of the month following 30 days of employment in the College's pension plan. The pension plan is a 401(a) defined contribution plan. Under this plan, employees are guaranteed a defined contribution into the plan and the employee directs the investment of his or her contributions. The college contributes on an annual basis, 6.7% on the first \$16,850 of base earnings and 11% thereafter. Every January the 6.7% rate resumes until earnings exceed \$16,850.

Employees must complete the required enrollment form to receive the benefit. Failure to complete the enrollment form can delay contributions. Enrollment forms are available in Human Resources.

Employees are eligible to retire early at age 55 with 15 years of service. Normal retirement occurs on the 65th birthday of the employee. A faculty member's normal retirement is the last day of the academic year in which they turn 65.

Complete details of the pension plan are described in a Summary Plan Description provided to eligible employees. Contact the Human Resources Department for more information.

339 TAX DEFERRED ANNUITY PLAN 403(b)

Bates College has established a 403(b) Tax Deferred Annuity plan, which is a supplemental retirement plan that provides employees with an additional opportunity to secure future financial security for retirement. All employees are eligible to participate in the 403(b); to participate employees must complete the appropriate enrollment form and sign a Salary Reduction Agreement.

Because contributions to a 403(b) plan are automatically deducted from an employee's pay before federal and state tax withholdings are calculated, the employee saves tax dollars now by having their current taxable income amount reduced. These contributions are not exempt from Social Security Taxes or Medicare Taxes. Employees can elect either a flat dollar amount or a percent of their earnings. Enrollment forms can be obtained from the Human Resources Office.

The amount that an employee may place into a supplemental retirement account is limited each year. For a calculation of the amount that can be placed into an individual employee's account, please call the Human Resources Department.

Complete details of the 403(b) savings plan are described in a Summary Plan Description provided to eligible employees. Contact the Human Resources Department for more information about the 403(b) plan.

340 BATES COLLEGE 1% MATCH PLAN

Bates College has established an additional 403(b) retirement annuity plan to aid employees in preparing for future financial security in retirement. As an incentive to participate, the College matches the employee's contributions up to 1% of the employee's salary.

To be eligible for the match, the employee must be enrolled in and contributing to a retirement annuity under the Tax Deferred Annuity Plan described in section 339 above. Eligible participation starts on the first of the month following 30 days of employment.

Complete details of the 403(b) savings plan are described in the Summary Plan Description provided to eligible employees. Contact the Human Resources Department for more information about the 403(b) plan.

LEGALLY MANDATED BENEFITS

341 WORKERS' COMPENSATION INSURANCE

Bates College provides a comprehensive Workers' Compensation insurance program at no cost to employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, Workers' Compensation insurance provides benefits after a seven day or 56 hour waiting period or, if the employee is hospitalized, immediately. Employees are able to use sick and vacation during the waiting period. In accordance with state law, Workers' Compensation provides 80% income replacement for eligible participants.

Employees who sustain work-related injuries or illnesses should inform their supervisor immediately. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. This will enable an eligible employee to qualify for coverage as quickly as possible. Refer to section 509 for more information on reporting Workers' Compensation claims.

342 SOCIAL SECURITY AND MEDICARE TAXES

In compliance with the Federal Insurance Contribution Act, Bates College withholds 7.65% of the employee's earnings for social security (6.2% for Social Security and 1.45% for Medicare). On behalf of the employee, the College matches the employee's contributions and deposits both contributions with the Internal Revenue Service.

343 UNEMPLOYMENT BENEFITS

The College is required to reimburse the state of Maine for all unemployment benefits and all costs of unemployment compensation, which the State pays to terminated employees who qualify for unemployment benefits.

344 BENEFITS CONTINUATION (COBRA)

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under Bates College's health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, death of an employee, a reduction in an employee's hours or a leave of absence, an employee's divorce or legal separation; and if a dependent child becomes ineligible for health care coverage because of age or changes his or her status as an eligible student.

Under COBRA, the employee or beneficiary pays the full cost of coverage at Bates College's group rates, plus an administration fee. Bates College provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for continuing coverage under Bates College's health insurance plan. The notice contains important information about the employee's rights and obligations. COBRA benefits do not apply to domestic partners.