



2009 Employee Benefits Summary

Bryan College is pleased to offer all regular full-time employees the following benefits. For more information on benefits, please see Sections 4 and 5 of the *Staff Handbook*, Chapter 8 of the *Faculty Handbook*, or contact Human Resources at 423-775-7269 or via e-mail barbara.favorite@bryan.edu.

INSURANCE PLANS				ELIGIBILITY	ADDITIONAL INFORMATION		
Health Insurance	<ul style="list-style-type: none"> • Deductible-based insurance (80/20 Plan) • \$20 co pay for wellness & well child visits • Prescription co pay - \$10/35/50 • Single coverage \$1,500 deductible • Plus One or Family \$3,000 deductible • Out of pocket is twice the deductible • Plus One is Employee plus one Dependent 			Coverage begins upon start of employment * If start date is later than first day of the month, insurance will start at the beginning of the following month	2 PPO Plans:	Option 1 (P)	Option 2 (S)
					Family	\$315.12	266.04
					Plus One	\$246.36	\$207.99
					Single	\$68.43	\$46.22
Dental Insurance		Deluxe	Basic	Same as health insurance	2 Plan Options	Deluxe	Basic
	Preventive	100%	100%		Family	\$63.82	\$50.29
	Basic	100%	80%		Single	\$10.98	\$8.68
	Major	80%	50%		*\$50 co-pay for basic and major services (applies to both plans)		
	Year Maximum	\$1,500	\$1,000				
Long-Term Disability	Mandatory benefit that the employee is required to pay			Employees are eligible to enroll the first day of employment	Monthly Premium: .24% of gross salary		
Life Insurance	Premium is paid by the college, \$50,000 term			Employees are eligible to enroll the first day of employment	Additional coverage or coverage for a dependent may be purchased at cost to the employee.		

PAID TIME OFF		ELIGIBILITY	ADDITIONAL INFORMATION
Days Off	Staff: Vacation days range from 1 to 4 weeks, 1 Sick day a month, 2 Personal days.	Eligibility for staff is based on position and length of service	See handbook for more details
Staff Holidays (14 days)	New Year's Day, Spring Break Friday, Good Friday, Memorial Day, Independence Day, Labor Day (floating holiday), Fall Break Friday, Thanksgiving Day (Thu-Fri), Christmas Break (5 days)	Eligibility begins the first day of employment	See handbook for more details
Faculty Holidays (number varies based on academic calendar)	Fall Break, 1 week; Thanksgiving, 2 days; Christmas Break, 2-3 weeks; Good Friday, 1 day; Spring Break, 1 week	Eligibility begins the first day of employment	Paid vacation days for faculty are determined by the academic calendar
Chapel	Employees are encouraged to attend chapel at least once a week	Eligible the first day of employment	Chapel normally meets MWF during fall and spring semesters
Prayer Meetings	Every Thursday in the Latimer Student Center	All employees are welcome	See Human Resources for more details

WELLNESS AND HEALTHCARE INITIATIVES		ELIGIBILITY	ADDITIONAL INFORMATION
Wellness Plan	Permitted one-half hour to exercise 3 times per week	Staff are eligible based on supervisory approval	See Human Resources for more details
Summers Athletic Complex	Free use of weight and training facilities.	Eligible the first day of employment	ID card will serve as pass
Bryan PolyClinic	Most services in the campus health clinic are free	All employees	See www.bryanpolyclinic.com for more information
Gym Discount	Discount to Atlas Gym	At anytime	See Human Resources for more details
Flexible Benefits Plan/Medical Reimbursement Plan	These tax-advantaged financial accounts allow an employee to set aside a portion of his or her earnings to pay for qualified unreimbursed medical and dependent care expenses. Money deducted from an employee's pay into a flexible spending account is not subject to payroll taxes, resulting in substantial payroll tax savings.	Eligible the first day of employment	See Human Resources for more details

PAID DAYS FOR VOLUNTEER SERVICE		ELIGIBILITY	ADDITIONAL INFORMATION
MLK Day	Students, staff, faculty, and administrators put on work clothes and join together to complete community service projects across Rhea County	All employees are welcome	www.bryan.edu/MLK
Break for Change	Faculty and staff have the opportunity to volunteer to serve as team mentors for spring break teams that serve nationally and internationally	Must go through approval process	www.bryan.edu/BFC2009

FACULTY OPPORTUNITIES WITH PAY		ELIGIBILITY	ADDITIONAL INFORMATION
Sabbatical Leave	One- or two-semester opportunities available	After eight continuous years of service	See guidelines in <i>Faculty Administrative Guide</i>
Opportunities for Teaching Internationally	Occasional opportunities are available for faculty to teach in an international setting as part of their job responsibilities.	Different requirements for different opportunities	See person in charge of program of interest

RETIREMENT PLANS		ELIGIBILITY	ADDITIONAL INFORMATION
403(b) Plans through TIAA-CREF or AUL	<ul style="list-style-type: none"> College contributes 5% of gross salary Employee contributions are voluntary 	College's contribution starts after one year. Employees may contribute at any time.	See Human Resources for more details

MISCELLANEOUS BENEFITS		ELIGIBILITY	ADDITIONAL INFORMATION
Dependent Tuition Remission	<ul style="list-style-type: none"> • 100% of the cost of tuition for employees taking one class • 90% of the cost of tuition for dependents 	Must be approved through Financial Aid	See HR for more details
Graduate Tuition Assistance	Tuition Stipends	Must be approved	See HR for more details
Dining Hall Discount	Breakfast, Lunch, and Dinner for only \$2 per meal	Eligible the first day of employment (EFDE)	During Cafeteria hours
Bookstore Discount	20% discount	EFDE	Does not include textbooks, office supplies, sale items, and special orders
Free Parking	Parking pass	EFDE	See HR for more details
Free Lunch Once a Month	Monthly staff luncheons provide a program and meal once a month during the school year.	EFDE	ID card will serve as pass in dining hall line
Musical and Theatre Productions	Free or discounted admission	EFDE	ID card will serve as pass
Sporting Events	Free admission	EFDE	ID card will serve as pass
Swimming Pool	Employee and family members have access to swimming pool during summer months	EFDE	ID card will serve as pool pass
Library	Use of the Library	Employees and family members EFDE	See Librarian
Moving Expenses	College pays for self-move, gas, food, and lodging	When hired	Up to \$2,500
Summit Discount	Half price for employees' children who attend 2-week Summit at Bryan College	EFDE	www.bryan.edu/summit
Savings on Select Microsoft Products	Login to eSaff account, Go to Resources/Websites/Work@Home	Follow online steps to validate Bryan employment	https://estaff.bryan.edu