Welcome to Amherst College.

As you may know, the College provides a variety of benefits to employees, all with enrollment deadlines. Although you will be quite busy adjusting to your new duties at the College, you are encouraged to contact Philip Chapman-Bell at 413-542-2372 as soon as possible regarding enrollment in the benefits to which you are entitled.

Enrollment in the health and dental plans must take place within 30 days of your date of hire or your arrival in the Amherst area, if later. Within 90 days of your date of hire or your arrival on campus, you must enroll in the flexible spending and supplemental life insurance plans. Otherwise you may be required to wait until the next open enrollment period, which usually occurs in May of each year with an effective date of July 1st.

Noted below is a brief summary on each benefit. Additional information on benefits, including summary brochures of the health and dental plans, is available at www.amherst.edu/offices/human_resources/benefits.

Retirement

All employees are immediately eligible to begin making pretax contributions to the Amherst College Defined Contribution Retirement Plan (the Plan), a 403(b) defined contribution plan administered by the Teachers Insurance Annuity Association and College Retirement Equities Fund (TIAA-CREF). However, certain enrollment materials must be completed in order to participate. Additionally, after completing a two-year waiting period, eligible employees may receive contributions from the College in addition to their own contributions. Service with an “educational organization” immediately prior to service with Amherst shall be taken into account in determining whether or not an employee has completed the service requirement for participation. For purposes of the Service Requirement, an “educational organization” is one which normally maintains a regular faculty and curriculum and normally has a regularly enrolled body of pupils or students in attendance at the place where the educational activities are regularly carried on. In addition, service credit will be given to anyone who has participated in a plan under Code Section 401(a) or Code Section 403(b) maintained by the employee’s immediately preceding employer, provided that 1) the employee was employed by the prior employer within six months of the date of hire by the College and 2) was a covered participant in the employer’s plan for at least two years and up to the time employment ended. The rules for the Service Requirement are complicated and you are advised to discuss your situation with the Benefits Department for the full details. If you wish to begin the process of documenting your prior service, please review the information on the “Waiting Period Waiver Form” (on list of forms to complete), and request the required documentation from your prior employer(s).

For eligible employees, the College provides a Core contribution of 6% of contract salary up to an annually-determined breakpoint (currently $50,100), and 9% of salary above the breakpoint. In addition, an employee may make a Basic contribution of 1, 2, or 3% of contract salary, and the College will make a Matching comparable contribution to the retirement plan over and above the Core contribution. To participate in the Plan an Amherst College Retirement Election Form and application must be completed and processed through the Office of Human Resources.

More details are available at the following link: Retirement Plan Information.
Health Insurance and Dental Insurance

Amherst College has several medical insurance plans through Blue Cross Blue Shield of Massachusetts (BCBS) from which to choose: Blue Choice (a point of service design), HMO Blue, HMO Blue Deductible, and Blue Care Elect PPO (only available to those residing outside of Massachusetts). You may also enroll in dental coverage through BCBS. For full-time employees, the College generally pays approximately 80% of a weighted average individual premium toward the cost of the plan selected, and approximately 70% of a weighted average family premium toward the cost of plan selected. Family coverage may include a legal spouse or same sex domestic partner, and dependent children until age 26. Coverage may begin the first of the month coincident with or following date of hire. Enrollment in a health insurance plan is not automatic. Contact the Office of Human Resources for enrollment forms. Please refer to the Human Resources segment of the Amherst College website for detailed cost information.

Disability Insurance

The College pays for Long Term Disability Insurance which covers the employee for wages and certain pension contributions in the event of serious illness or injury. Disability Insurance is effective on the first of the month following three full months of service. Documented immediately prior coverage in a comparable plan may be used to satisfy the service requirement. Enrollment in this plan is automatic.

Voluntary Long Term Disability

At the end of the academic year in which an employee is hired, each employee may purchase additional disability coverage with simplified underwriting guidelines through a voluntary personal policy. The employee pays the full cost of this coverage.

Group Life Insurance

The College provides basic coverage of 1.5 times annual salary for those under age 65, 1 times salary for those age 65-69, and .67 times salary for those 70 and older, at no cost to regular employees. Additional, optional coverage of 1 to 5 times annual salary may be purchased, with coverage exceeding 3 times salary being subject to evidence of good health review by the insurance carrier. The employee group rates for optional coverage are as follows:

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<th>Monthly Premium</th>
<th>Age</th>
<th>Per $1,000</th>
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<tr>
<td></td>
<td>Under 29</td>
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<td></td>
<td>30 to 34</td>
<td>.055</td>
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<td>35 to 39</td>
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<td>60 to 64</td>
<td>.509</td>
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<td></td>
<td>65 to 69</td>
<td>1.055</td>
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<tr>
<td></td>
<td>70 &amp; over</td>
<td>1.710</td>
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Additional coverage can be purchased for your spouse or same sex domestic partner for $1.10 per month for $10,000 coverage. Dependents as defined by the IRS are also eligible for $10,000 coverage at a cost of $.89 per month for one or more dependents.
Life insurance is effective on the first of the month following three full months of employment. Immediate prior coverage in a comparable plan may be used to satisfy the service requirement. To ensure enrollment, an enrollment card must be completed and returned to the Office of Human Resources no later than 30 days following the effective date of coverage. The maximum combined basic and optional benefit is $750,000. For additional information, please contact the Office of Human Resources. In addition, in the event of death of a regular member of the Faculty or Administration, the College will pay to his/her spouse or partner, or if none, to his/her next of kin (if dependent) a sum equal to one month's pay, if the deceased was employed by the College for less than five years; three month’s pay if employed between five and ten years, and six month’s pay if employed ten years or longer.

Long Term Care Insurance
At the end of the academic year in which an employee is hired, full-time employees may purchase long term care insurance, in most cases with simplified underwriting, through a voluntary personal policy. Employee pays the full cost.

Travel Insurance
The College provides a travel and sojourn insurance policy which covers the employee in the amount of $300,000 in life insurance benefits and up to $1,500,000 per accident for liability. Essentially, it provides coverage to the individual when traveling away from the normal place of employment. It does not apply to those traveling during sabbatical or other leaves.

Retiree Health Insurance
Starting at age 40 the College sets aside 66 2/3 of the current Medicare supplement premium for each eligible employee. Vesting of a participant’s account in this plan occurs with retirement from active service of the College at age 62 and 10 years of service. At retirement, cumulative contributions are deposited into a health reimbursement account for reimbursement of eligible health care expenses on a pre-tax basis.

Grant-In-Aid (Not available to Visiting Faculty)
The Grant-in-Aid program is available to full-time and part-time regular employees after the completion of five years of service and provides for up to $8,000 per year per child for tuition. Service credit for is available for individuals who worked at educational institutions with a grant-in-aid policy immediately preceding employment at Amherst, or who had met grant-in-aid eligibility requirements at another type of employer immediately preceding employment at Amherst. Benefits are prorated for less than full-time appointment. Children must be enrolled as a full-time undergraduate in an accredited two- or four-year institution of higher learning. Benefits are also extended to attendance at accredited programs of training in a recognized occupation such as vocational or culinary schools. Grants are made annually for a maximum of four academic years or eight academic semesters. The recipient must be a legal dependent of the eligible parent. Applications and information are available through the Office of Human Resources.

Moving Expenses
New faculty and other authorized employees are eligible for reimbursement of expenses incurred in the transportation of household goods and personal effects to the Amherst area. Allowable expenses are the cost of professional moving companies and/or the use of do-it-yourself transportation equipment, and mileage/tolls. Not included are the costs of motels, hotels and meals. Moving expenses are reportable taxable income (Form 4782); consequently the College must withhold federal income taxes on the amounts paid. The employee's actual moving expenses are
deductible as permitted by the tax code. Please refer to your appointment letter for the reimbursement limits for your relocation.

Amherst Plan

Through the Amherst Plan, a flexible benefits program, participants may pay for the cost of health insurance premiums, eligible unreimbursed medical and dental expenses, and dependent care expenses with pre-tax salary dollars, i.e. income that is excluded from federal, state and Social Security taxes. New employees may enroll in the Amherst Plan within 90 days of appointment date or during the annual enrollment period. A maximum of $2,500 per tax year may be contributed to a medical spending account and $5,000 to a dependent care account.

The foregoing information is in summary form. Complete details are available in the Office of Human Resources. The College reserves the right to add, change or eliminate any of these benefits, with or without notice.