

Paine College

Summary of Benefits

Available to all full-time employees

Benefit/Deduction	Paid By	Eligibility	What You Receive
Medical, Prescription Drug, and Vision benefits	Employer/ Employee (pre-tax)	Next day following completion of thirty (30) days of employment	First Health Medical PPO network; single and family plans available; claims processed by Group Resources.
Dental Insurance	Employee (pre-tax)	Next day following completion of thirty (30) days of employment	Sun Life Insurance Company provides dental insurance which allows the freedom of choice for dental needs with a \$50 deductible and a maximum benefit of \$1500 per year per person. A portion of any unused maximum may be rolled over into the next calendar year.
Long-Term Disability	Employee (post-tax)	Next day following completion of thirty (30) days of employment	Sun Life Insurance Company offers long term disability insurance to all benefits-eligible employees, which if elected and approved pays a non-taxable benefit equal to 60% of monthly income after 180 days of disability subject to the plan maximum. New employees may enroll within the first 31 days of employment without a health questionnaire. Other employee eligibility is determined by a medical questionnaire that accompanies the application.
Short-Term Disability	Employee (post-tax)	Next day following completion of thirty (30) days of employment	Sun Life Insurance Company offers weekly disability insurance to all benefits-eligible employees, which if elected and approved pays a non-taxable benefit equal to 60% of weekly income as of the 15th day of disability up to 24 weeks subject to the plan maximum. New employees may enroll within the first 31 days of employment without a health questionnaire. Other employee eligibility is determined by a medical questionnaire that accompanies the application.
Life Insurance	Employee (post-tax)	Next day following completion of thirty (30) days of employment	Sun Life Insurance Company offers voluntary life insurance to all benefits-eligible employees from \$25,000 to \$250,000. Cost is determined by age and the amount of insurance. Benefits are also available to the spouse and children. New employees may enroll within the first 31 days of employment without a health questionnaire up to an employee benefit of \$100,000. Paine provides to benefits-eligible employees at no cost a \$10,000 life insurance policy. Benefits are portable or may convert at separation from Paine College.
Retirement (General Board of Pension of the UMC)	Employer 6% Employee 3%	Upon Employment	Retirement Income and Survivor Benefits. Early retirement Age is 55 years. Available Pre-Tax
Retirement (TIAA/CREF)	Employer 6% Employee 3%	Upon Employment	Retirement Income and Survivor Benefits. Early retirement Age is 55 years. Available Pre-Tax
Flex/Cafeteria 125 Plan	Employee (pre-tax)	Next day following completion of thirty (30) days of employment	Amount set aside for unreimbursed expenses such as health care deductibles and co-pays, vision care, dental deductibles and co-pays, prescription drug co-pays and most non-covered expenses. A debit card is provided to each plan participant with the full annual dollar election.
Aflac and Allstate	Employee (pre- and post-tax)	Next day following completion of thirty (30) days of employment	Voluntary workplace products including critical illness, cancer, hospital indemnity, and life insurance.
Pre-paid Legal	Employee (post-tax)	Upon Employment	Legal Services
Homeowners/Renters/ Automobile Insurance	Employee (post-tax)	Upon Employment	Discounted insurance written through Travelers Insurance Company with no deposit and premiums may be payroll deducted in monthly installments.
Vacation	Employer	Accrues Upon Employment	1 to 6 years = 10 days; 7 to 10 years = one additional day per year; 11+ years = 15 days. Employees may roll over a maximum of 40 hours of vacation leave per year. Employees may not accrue more than 15 days of vacation.
Sick Leave	Employer	Accrues Upon Employment	One day per month with the maximum carry over of 6 days. Not payable upon termination
Military Leave	Employer	Upon Employment	Drafted employees receive leave without pay for the period of such services. Enlisted employees receive leave of absence without pay up to 6 months active duty training. Reservists or members of the national Guard receive up to 15 workdays per year without loss of pay.
Family Medical Leave (FMLA)	N/A	Upon completion of 12 months of Employment	Up to twelve (12) weeks of unpaid leave within a 12-month period for the birth, adoption or serious illness of a child, or to care for parent or spouse with a serious illness, or a serious illness of self.
Bereavement Leave	Employer	Upon Employment	Up to 3 days in-state or 5 days out-of-state for the death of an immediate family member
Jury Duty	Employer	Upon Employment	Time off with pay to fulfill summoned or subpoenaed responsibilities
Social Security	Employer/Employee	Upon Employment	Retirement benefits; Disability and Survivor Benefits; Medicare
Worker's Compensation	Employer	Upon Employment	Compensation and medical coverage for on the job injuries or death
Tuition Waiver	Employer	Upon completion of 12 months of Employment	Employees are allowed to take one class during working hours at no cost. Supervisor's permission is mandatory. Immediate family members are allowed to attend classes at Paine tuition-free. A 1040 or 1040A is required to prove relationship. Comprehensive fees are the responsibility of the student.

Paine College

Office of Human Resources
1235 15th Street
Augusta, Georgia 30901
Contact: Rosalyn Tucker
(706) 821-8636