

RIT is strongly committed

to its employees and their personal welfare. This commitment is evident in the comprehensive employee benefits package offered by the University; *a package adding over 30% to your total compensation.* Unless otherwise noted, benefits begin the first of the month following date of hire, or on date of hire, if hire date is the first of the month. For more detailed information, refer to the HR web page at: www.rit.edu/benefits.

Medical Coverage

Regular employees may select a medical plan to help meet their needs from several plan choices. Employees may cover their spouse or domestic partner, and children up to the age of 26.

RIT offers several medical plans, administered by Excellus BlueCross BlueShield (BCBS) including Point Of Service (POS) plans and a Preferred Provider Organization (Blue PPO) for those who live outside the POS service area. In addition, RIT offers separate prescription drug coverage through OptumRx. Enrollment is automatic based on the medical plan elected. Prescription drug coverage cannot be elected separately. RIT makes a substantial contribution towards an employee's medical coverage.

Employees can also choose coverage under a Vision Care Plan.

continued on inside panels

Voluntary Deduction Plans

RIT offers several payroll deduction plans: auto, homeowners, and pet insurance at group rates, a group legal services plan offering certain free legal services, identity theft protection, New York's College Savings Program, and U.S. Savings Bonds.

Better Me Employee Wellness Program

RIT's *Better Me* employee wellness program provides employees with education and resources to help them make personal choices that promote good health. RIT offers *Weight Watchers at Work*, confidential wellness coaching, and a variety of fitness and wellness classes.

Other Benefits

RIT offers:

- On-site day care at Margaret's House at competitive rates
- Use of the Student Life Center
- Use of the University Library
- A 10% discount on most items at the Barnes & Noble @ RIT bookstore
- An Adoption Assistance Program, providing a \$2,000 reimbursement to help employees expand their families
- RIT Home Owner Partnership program with the City of Rochester, providing \$6,000 in financial assistance to purchase a home in the city.

Statutory Benefits

Beginning with the first day of employment, employees are enrolled and protected by Social Security, Workers' Compensation, and Unemployment Insurance.

R·I·T

Department of Human Resources • George Eastman Hall
8 Lomb Memorial Drive • Rochester, NY 14623-5604
(585) 475-2424/V
www.rit.edu/benefits

R·I·T

Benefits-At-A-Glance

About R·I·T

Founded in 1829, RIT is a private university and one of the largest employers in the Rochester area. RIT has nine colleges and institutes:

- Applied Science and Technology
- E. Philip Saunders College of Business
- B. Thomas Golisano College of Computing and Information Sciences
- Kate Gleason College of Engineering
- Health Sciences and Technology
- Imaging Arts and Sciences
- Liberal Arts
- National Technical Institute for the Deaf (NTID)
- Science

RIT is a co-educational, privately endowed university, enrolling over 18,000 American and International undergraduate and graduate students emphasizing career and experiential learning.

Please note that benefits change from time to time and are governed by the terms of the plan documents/contracts.

Human Resources
Finance & Administration
Rochester Institute of Technology

Dental Coverage

Regular employees may choose to participate in RIT's Dental Plan. RIT's Dental Plan is administered by Excellus BlueCross BlueShield. Employees may cover their spouse or domestic partner, and children up to the age of 26. RIT pays the majority of the dental costs, with employees making a small contribution to purchase coverage.

Beneflex

Regular full-time and extended part-time employees may choose to participate in Beneflex, a flexible spending account plan that enables employees to expand their benefit coverage by paying for eligible expenses on a pre-tax basis. Employees can choose two accounts under this Plan: 1) Health Care Spending Account for uninsured medical, vision, and dental expenses; and 2) Dependent Day Care Spending Account for qualified dependent day care expenses.

Life and AD&D Insurance

RIT provides regular full-time employees Basic Life and Accidental Death and Dismemberment Insurance equal to two times an employee's annual base pay, with a maximum coverage amount of \$100,000. Regular full-time and extended part-time employees may choose Supplemental Life & AD&D Insurance coverage. In addition, they may choose Dependent Life and AD&D Insurance, providing coverage for their spouse/partner and/or eligible children.

Disability

Generally, from the first day of employment, regular employees are covered by the Short-Term Disability (STD) plan for absence due to non-work related injury, illness, or for pregnancy. After the waiting period and if approved, the employee would receive 100% of base pay for up to eight weeks and 80% for up to an additional 18 weeks. Regular full-time employees are also covered by

the Basic Long-Term Disability (LTD) Plan. The LTD benefit provides 60% of base pay, with a monthly benefit maximum of \$7,000 (offset by other income). Regular full-time employees may choose to purchase Supplemental LTD to increase their monthly benefit to 70% of base pay, with a combined Basic and Supplemental monthly maximum of \$10,000 (offset by other income).

Retirement Program

Regular employees may join the RIT Retirement Savings Plan. You can elect to contribute to the traditional pre-tax 403(b) account, the after-tax Roth 403(b) account or both. RIT contributes a percentage of base pay to the Plan beginning the first of the month after one year of service, provided the employee contributes to the plan, as follows:

| | | | | |
|----------|----|----|----|----|
| Employee | 2% | 3% | 4% | 5% |
| RIT | 4% | 6% | 8% | 9% |

The one-year waiting period may be fully met with "eligible service" at another college or university (one year in a regular full-time position at another higher education institution within three months of your hire at RIT). RIT will enroll the new employee automatically at a 2% of eligible pay contribution unless the employee makes an election to contribute at a different level or not at all.

Education Benefits

Tuition Waiver (TW): All regular employees are eligible for a 100% waiver for undergraduate and most graduate level courses taken at RIT beginning the term that starts after date of hire, up to 12 credit hours per term for full-time employees and 9 credit hours per term for extended part-time employees. RIT also provides undergraduate TW benefits for degree-seeking students who are eligible family members (spouse/ domestic partner and children). After the employee has six (6) months of service, the benefit is 50% for up to 145 credit hours per lifetime per family member. After five (5) years of service, the benefit is 100% for full-time employees and 75%

for extended part-time employees, up to the credit hour maximum.

Tuition Assistance (TA): Regular full-time and extended part-time employees may be reimbursed up to \$750 per semester for job-related credit courses taken at accredited colleges and universities that begin after date of hire.

Tuition Exchange (TE): Eligible children of regular full-time employees who have at least five years of regular, full-time service are eligible to apply for a TE scholarship at participating colleges/universities. TE scholarships are for full-time undergraduate study during the regular academic year, are not guaranteed, and are limited to eight semesters per family.

Tuition Scholarship (TS): Eligible children of regular full-time employees who have at least five years of regular, full-time service are eligible for a TS if the child does not receive TW or TE. TS is for full-time undergraduate study during the regular academic year. The TS amount is \$750 per semester or the net tuition bill, whichever is lower, with an annual maximum benefit of \$1,500 per child.

Vacation

Regular full-time and extended part-time employees are eligible for paid vacation with supervisor approval. Vacation is earned based on the fiscal year (July 1 - June 30) and is pro-rated during the first year, based on date of hire. Annual vacation is pro-rated for employees who are scheduled to work less than 12 months per year.

Exempt Staff: Exempt staff earn three weeks of vacation each fiscal year. After the fifth year of employment, vacation is increased to four weeks. After 20 years of service, five weeks of vacation are earned.

Non-Exempt Staff: Non-exempt staff earn two weeks of vacation each fiscal year. After the fifth year of employment, vacation is increased to three weeks. After ten years of service, four weeks of vacation

are earned. After 20 years of service, five weeks of vacation are earned.

Faculty: Faculty on 12-month contracts earn four weeks vacation each fiscal year. After 20 years of service, five weeks are earned. Faculty members on 9.5 month contracts observe the break schedule established for the academic year.

Sick/Personal Leave

Non-exempt (hourly) employees receive paid sick/personal leave. During the first year of employment, full-time and extended part-time non-exempt employees earn one sick/personal day per month, up to nine days per year; if hired on or before the 15th of the month, the employee receives a sick/personal leave day for that month. In subsequent years, the employee receives nine sick leave days per year. The time is pro-rated for employees scheduled to work less than 12 months per year. In lieu of sick/personal leave, faculty and exempt staff (salaried) employees receive salary continuation (paid at 100%) when absent for five consecutive days or less.

Holidays

The University observes 11 paid holidays each year: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the day after Thanksgiving, Christmas Day, and four RIT-designated holidays.

Employee Assistance Program

RIT's Employee Assistance Program offers a very broad program of options. There is confidential counseling and referrals for personal and family concerns for the employee and the employee's immediate family members. In addition, the EAP provides work/life assistance for a variety of matters (child and elder care, debt management, family law, and more) as well as information resources on their website with thousands of articles, assessments, and more.