

## MISCELLANEOUS BENEFITS

### Computer Purchase Program

The College recognizes the need for employees to maintain current technological standards in their day-to-day activities. The Computer Purchase Agreement gives employees the opportunity to purchase a new computer for their personal use every three years.

Employees may purchase a computer from the College or any other source for reimbursement. This reimbursement program is an interest free "loan" payable back to the College over a 36-month period.

Upon reimbursement to the employee for the original purchase amount, the College will begin withholding the agreed amount each payroll for the next 36 months. If the employee wishes to purchase an additional computer during this time, the first purchase must be paid in full.

Upon separation of employment, the College has the right to withhold from final payrolls any remaining balance. If an unpaid balance still remains, the College has the right to seek whatever means necessary to secure the remaining balance.

Additional details of the contract are available upon request. Contract information and computer purchase reimbursement requests should be forwarded to the Business Manager.

### Employee Assistance Program

The Employee Assistance Center (EAC) provides Hope College employees with an Employee Assistance Program (EAP). This benefit is designed to offer CONFIDENTIAL assistance to you, your immediate family members, and significant others whose personal problems are affecting your quality of life and/or job performance. The Employee Assistance Program provides access to professional Masters degree-level counselors in offices throughout West Michigan (including Holland, Grand Haven, Grandville, and Grand Rapids). The program provides up to 6 visits with a counselor at no cost to the employee or family.

If you need assistance, take advantage of the EAC by calling them toll free at 1.800.227.0905. Client Service Representatives are available during the day to schedule an appointment, but if you need to speak with someone immediately, you can access a counselor 24 hours a day. For additional resources for work/life situations, visit the EAC website [www.eaccare.com](http://www.eaccare.com) (access passwords are available on the Human Resources website).

### Dow Center / DeWitt Tennis Center Use

The Dow Center is similar to a full service health club. Brochures are available at either the Human Resources Office or the Dow Center Office detailing the many services available. The DeWitt Tennis Center is Hope's on-campus Tennis Club.

Faculty, staff and their dependent (IRS definition) family members can use either facility any time that it is open, provided that the area desired is not scheduled with a Kinesiology class or a sport activity. Each family member must show his/her faculty/staff ID card or Dow card to gain admittance. Family members over the age of 11 must obtain his/her own ID card. These cards are available at the Dow Center Office.

For a listing of the Dow Center's available hours/fees and other key information please visit the Dow Centers website at <http://www.hope.edu/resources/dow> . The DeWitt Tennis Center club hours and general information (including rates) can be found on their website, <http://www.hope.edu/resources/tennis> .

### Adoption Benefit

The benefit is available to all employees who are eligible for the College's health insurance program and who have a desire to have children through the adoption process.

The Plan covers adoption expenses associated with the adoption of a minor, non-relative under the age of thirteen (13) up to the average cost of a normal pregnancy or the actual cost of the adoption, whichever is less. If two or more children are adopted at the same time, the benefit is limited to 1.5 times the cost of a normal pregnancy or the cost of the adoption, whichever is less.

For purposes of reimbursement, “adoption” is defined as the process of adopting. This process begins with application procedures with an agency or agencies, including submission of application fees and the scheduling of a home study. A process ends with the adoption of a child or children, or, should no children be adopted, by official termination with all agencies involved. A new process must be separated from an unsuccessful process by a one-year period to be identified as a separate adoption process.

Expenses can be reimbursed as they occur by submitting proof of payment to the Human Resources Office. Under new federal rules, qualified adoption expenses up to \$10,000 may be eligible for income exclusion. Please check with your tax advisor.

#### Benefit Amount

The amount of maximum benefit is the average cost for a normal delivery as determined by Priority Health Plan HMO at the time the benefit was adopted on January 1, 1984. Benefit amounts are updated every July 1 to reflect medical inflation as determined by the U.S. Department of Labor Consumer Price Index for the previous twelve-month period ending June 30. Please contact the Human Resource Office for the latest benefit amount.

### Service Award Program

Hourly and administrative staff are eligible to participate in the Service Award Program. Years of service are calculated annually with gifts given to benefit eligible staff at five-year intervals and upon retirement. We use the services of a nationally recognized supplier of service awards and employees have a variety of gifts to select in recognition of their milestone.

Employees who retiree from the college will be invited to select a gift from the gift category closest to their actual service years. Employees retiring with 25 or more years of service also have the option to select a Hope College Hitchcock chair, if desired. All terminations of service prior to age 60 will be treated as resignations rather than retirement and will not receive a service award.

At the Annual Service Award Luncheon, employees and retirees are honored with a certificate and the gift selected. Part-time non-benefit eligible staff also attend the luncheon and receive a certificate in recognition of their service.

### Tuition Waiver Policy

Hope College provides as a benefit to full time personnel and their families a tuition waiver plan that will assist children, spouses, and employees. Payment is made directly to the eligible student's College account in the form of a credit upon completion of the required form and production of a billing statement. The waiver does not cover any lab fees or activity fees.

#### Article I - Eligibility

All employees who have completed one year of continuous full-time employment will be eligible. A full-time employee for the purposes of determining this benefit is one who regularly works 1365 hours per benefit year (35 hours per week average for an academic year only assignment or 26 hours per week average for a 12 month assignment).

Effective July 1, 2001 for those employees who change positions from a full time position to a previously budgeted part time position, the benefit will remain in place as follows:

- If an employee was full time for 10 years prior to the reduction in hours, the employee will keep the fully accrued benefit intact for their own benefit and that of their family.
- If the employee has 5-10 full time years of service prior to the reduction in hours, the employee will retain the waiver for their own benefit. All benefits for family members will be forfeited.
- If the employee has less than 5 years of full time service at the time of the reduction in hours, all accrued benefits will be forfeited.

## Article II - Participants

- A. Employees
- B. Spouses
- C. Natural and adopted children to age 30 (taxable if not dependent)
- D. Dependent stepchildren to age 25\*

\*Dependent status shall be granted to those unmarried stepchildren that have been members of the Hope College employee's family for a minimum of three years prior to their first application for a TW. As a member of the employee's family, the stepchild's regular, permanent residence must be the same as the Hope College employee.

## Article III - Benefit Description

- A. Employees will receive a 100% tuition waiver for courses taken under the following conditions:

1. Courses must be taken at times other than normal work hours if possible. It is important that course work not compete with job responsibilities.
2. One course (not to exceed 4 hours) will be granted for any semester with a maximum of 3 courses (not to exceed 12 credits) during the calendar year. May, June, and Summer Sessions shall be considered as one semester unit for purpose of the one course limitation.
3. All requests for waivers must be directed to the Human Resources Office prior to the beginning of the course. A waiver will not be processed without prior written approval of the employee's supervisor. The supervisor must give permission by signing the waiver form.

- B. Spouses will receive a 10% tuition waiver for each year of eligible employee service up to a maximum of 100% (after 10 years of service). The waiver will be applied to the student account under the following conditions:

1. The waiver will be calculated on the basis of net tuition charges after all other scholarships/grants have been determined.
2. Financial aid will exclude loans but will include all forms of gift assistance. Only students enrolled prior to 2008-09 academic year will have the exception of Hope sponsored merit scholarships used to live on campus.
3. Effective with the 2008-09 award year, for all incoming, first-time, degree-seeking Hope / GLCA TW beneficiary, the following applies:
  - All internal and external gift assistance, including Hope merit scholarships and all other scholarships, grants, and benefits (with the exception of the Federal Pell Grant and the Supplemental Educational Opportunity Grant) are considered applicable *only* to a student's tuition charges; such gift assistance is *not* applicable to a student's room/board/activity fee charges or expenses. The TW benefit is calculated by applying the appropriate benefit percentage against the student's net tuition charges. Net tuition charges are those charges remaining after all other gift aid awards (excluding Federal Pell/Supplemental Grants) are applied against the student's total tuition charges.
  - If, in any given award year, a student receives gift aid (i.e., scholarships and grants) from internal Hope sources and/or external sources that in combination exceed tuition, a beneficiary can choose to receive the greater amount of gift aid and thereby forfeit TW eligibility during the enrollment period s/he receives said gift aid.
4. Effective with the 2007-08 academic year, TW beneficiaries are limited to ten (10) semesters of eligibility under this program (regardless of part-time/full-time enrollment). Any beneficiary who at the effective date of this policy has already received 10 semesters of assistance under the Hope/GLCA Tuition Waiver program, is ineligible to receive any further assistance in 2007-08 and beyond. A summer term is not counted as a semester; however, once the 10-semester limit is reached, the student is ineligible to

receive the TW for subsequent summer term enrollment. Any semester during which a student enrolls at Hope while dually enrolled in high school is not counted as a semester in monitoring this 10-semester limitation. The 30<sup>th</sup> birthday age limitation will still apply.

- a. This provision does not impact spouses of faculty or staff.
  - b. This policy change does not alter the age limitation of 25 for step-children. However, step-children do fall under this 10 semester limitation.
- C. Eligible children of hourly and administrative personnel will be granted a 10% waiver of tuition for each year of eligible service up to a maximum of 100%. The waiver will be applied after eligible financial aid has been deducted (see Article III Section B). In order to receive the tuition waiver benefit the employee must make application for all forms of financial aid for which his/her child may be eligible to receive. Tuition waivers for non-dependent children are considered taxable income to the employee.

#### Article IV - Death and Disability Benefits

Spouses and dependent children of employees on long-term permanent disability will be eligible for benefits as outlined in Article III, Section B & C. Eligibility will be based on years of service prior to disability. If an employee dies while in the service of the College or on disability leave, the following provisions will apply:

1. Natural or adopted children will receive a 10% tuition waiver for each year of service completed by the employee. This waiver will apply until the child has reached 30 years of age. Only those dependent non-adopted, step-children eligible at the time of the employee's death will continue to be eligible to the age of 25.
2. Spouses will be entitled to the same tuition waiver benefits that were in effect when the employee was living. Spouse benefits will be discontinued if the spouse remarries.

#### Article V - Retirement Benefits

When an employee retires from active service, tuition waiver benefits will be extended to them and their spouse. Benefits will be available to natural and adopted children until they reach the age of 30 and to dependent stepchildren until they reach the age of 25. Benefits awarded to non-dependent natural and adopted children will be treated as taxable income to the retired employee. The benefit will be awarded on the basis of Article III, Sections B & C. To be considered a retiree for the purpose of this benefit, an employee must have attained the normal retirement age of sixty-five or retired under an early retirement plan approved by the College. Benefits will be available as outlined in Articles II and III with the exception of dependent children.

#### Article VI – Miscellaneous

If an employee or the employer terminates employment prior to the start of any semester or mini-session, the tuition waiver will not apply for that semester or any thereafter.

If an employee or the employer terminates employment during a semester or mini-session, the tuition waiver will remain in effect for that semester only. No further tuition waivers will be granted.

#### Article VII - Application Procedure

1. The required tuition waiver form must be completed prior to each semester the benefit is desired. Forms are available at the Human Resources Office.
2. The Financial Aid Office must be contacted to determine if financial aid sources may be available. If so, the required financial aid statement must be filed within the deadlines. Contact the Office of Financial Aid for forms and information.

3. The tuition waiver form must be completed and returned to the Human Resources Office for processing. The Financial Aid Office also completes part of the form and the entire process may take several weeks. The employee will be responsible for paying all amounts not covered by the waiver on a timely basis.

Definitions:

Eligible Programs

Tuition covered by the waiver includes only the following:

- a. Hope College on-campus courses
- b. Student teaching, and
- c. Off-campus courses listed below which are sponsored by Hope College.
  - 1) May-June-Summer Sessions (excluding Compass Arts Program)
  - 2) Philadelphia Semester
  - 3) Queretaro Program
  - 4) Vienna Summer School
  - 5) Washington Semester

Dependent Status

To be considered a dependent child, the dependency test as outlined by the Internal Revenue Service will be used. The student must be a dependent on the federal tax return for the calendar year the tuition waiver is used. ***Benefits awarded to non-dependents will be treated as taxable income to the employee and added to the W-2 form.***

## Travel / Corporate Credit Card Policy

A Travel Policy and Procedure for using Corporate Credit Cards have been designed to enable staff members to provide accountability of travel expenses. Its aim is to establish and communicate equitable standards and effective procedures for reducing travel costs, and ensuring consistent and fair treatment of all staff that travel on behalf of Hope College. Guidelines are general and are not expected to cover every situation. Some College divisions/departments also have internal policies which may include per diems, travel maximums, etc. For exact information please contact your department supervisor. For more general information and guidelines, contact the Business Services Office.

## Hope College "Walk to Work Program"

A stable core-city neighborhood is vital to the mission of Hope College and to the Holland Community. The "Walk to Work Program" has been established to combat neighborhood deterioration, to improve the quality of life for members of the community, to serve as a catalyst for further efforts to improve core city neighborhoods, and to assist employees in building equity with home ownership.

The "Walk to Work Program" provides financial purchase and renovation incentives for benefit eligible Hope College and Creative Dining Services employees desiring to live in these targeted neighborhoods surrounding the College. Employees interested in this benefit are encouraged to visit <http://www.hope.edu/admin/hr/benefits/index.htm> for specific policy details and information regarding the application and purchase process.