



Garrett-Evangelical supplements its compensation plan with a competitive benefits package that includes tangible support for all full-time employees.

We are excited you are considering employment with Garrett-Evangelical Theological Seminary. This document is meant to be a brief overview of our fringe benefits. Unless otherwise noted, the benefits in this document start the first day of the month following one full calendar month of employment. As you will see in this document, you can access the Human Resources section of myGETS, our intranet, to view more detailed plan documents. With this document, you should have also received the Employee Handbook. If anything in this document differs from what is included in the Employee Handbook, then what is in the Employee Handbook will supersede this document.

Please direct any questions you have to Erin Moore, Asst. Vice President of Human Resources and Employee Engagement at erin.moore@garrett.edu or 847.866.3918.

WORK WEEK

Garrett-Evangelical Theological Seminary (Seminary) has a 35-hour work week for most full-time employees. Full-time employees in the Buildings and Grounds Office work a 37.5-hour work week.

PAID TIME OFF

Vacation

- 15 days for the first three years
- 20 days for the fourth year and thereafter
- Maximum of 20 days allowed to rollover per fiscal year

Sick Time

- 12 days per year
- Carry over allowed until maximum of 130 sick days is reached

Holidays

- New Year's Day
- Martin Luther King, Jr. Day
- Good Friday
- Memorial Day
- Fourth of July
- Labor Day
- Thanksgiving Day
- Friday after Thanksgiving Day
- Christmas Eve
- Christmas Day
- Winter Break – closed the day after Christmas through New Year's Eve

RETIREMENT PLAN

The Seminary has 403(b) plans with Vanguard. There are two enrollment dates each year of January 1 and July 1. Before an employee can enroll, they must have completed 1,000 hours of employment. For most full-time employees, this is approximately seven months. The Human Resources Office notifies the employee via email when they are eligible to enroll with the paperwork they need to complete to enroll.

Employee Type	Employee Contribution	Seminary Match
Non-ordained employee (Laity)	4.5% of gross salary	9% of gross salary
Ordained employee	6% of gross salary	12% of gross salary

FICA

Employee Type	Employee Contribution	Seminary Match
Non-ordained employee (Laity)	6.2% of salary to \$113,700 plus 1.45 of total salary	6.2% of salary to \$113,700 plus 1.45 of total salary
Ordained employee	Amount and rates subject to Self-Employment Contributions Act (SECA) unless exempt by IRS	None

HEALTH INSURANCE

The Seminary's medical network provider is Blue Cross Blue Shield of Illinois. The Seminary pays 70% of the monthly premium. Below are the employee's monthly premium rate(s) as of November 1, 2019.

BCBS Plans November 1, 2018 – October 31, 2019	Employee (EE)	Employee + 1 (ES)	Employee + Child(ren) (EC)	Employee + Family (F)
PPO \$1,500 Deductible (MPP93C26) PE 2612	\$219	\$497	\$384	\$640
PPO \$2,500 Deductible (MPPC3826)	\$209	\$473	\$366	\$610
High Deductible Healthcare Plan (MPET1V07)	\$195	\$443	\$343	\$571
HMO (MHHB106)	\$188	\$425	\$329	\$548

[Click here to view detailed information on each plan in the Human Resources section of myGETS.](#)

FLEXIBLE SPENDING PLAN

The Seminary's flexible spending account program is managed by Basic. The employee pays 100% of the monthly premium based on their annual election.

Medical Reimbursement May elect up to \$2,700 per year
Dependent Care Reimbursement May elect up to \$5,000 per year

[Click here to view the FSA brochure on the Human Resources section of myGETS.](#)

HEALTH SAVINGS ACCOUNT

Only employees enrolled in the BCBSIL High Deductible Health Care Plan (HDHP) are eligible to open a Health Savings Account (HSA). Employee pays 100% of the monthly premium based on their election.

Employee only May elect up to \$3,550
Family May elect up to \$7,100
Catch Up (age 55 or older) May elect up to an additional \$1,000

To access more information about an HSA, [click here to visit the Human Resources section of myGETS.](#)

DENTAL INSURANCE

The Seminary offers dental insurance through MetLife. Employees pay for 100% of the monthly premium at the following rates.

Employee	\$31.36
Employee and Spouse	\$61.82
Employee and Child(ren)	\$61.82
Employee and Family	\$113.16

Once the employee completes their new hire paperwork, they will be given access to Benefits Connect to sign up for dental insurance. To view the dental plan coverage, [click here to visit the Human Resources section of myGETS](#).

VISION INSURANCE

The Seminary offers vision insurance through MetLife at the following monthly rates.

	Employee Premium	Seminary Contribution
Employee	\$3.70	\$3.70
Employee and Spouse	\$11.15	\$3.70
Employee and Child(ren)	\$8.87	\$3.70
Employee and Family	\$17.02	\$3.70

Once the employee completes their new hire paperwork, they will be given access to Benefits Connect to sign up for vision insurance. To view the vision plan coverage, [click here to visit the Human Resources section of myGETS](#).

LIFE AND ACCIDENTAL DEATH & DISMEMBERMENT (AD&D) INSURANCE

The Seminary pays 50% of the monthly premium for the employee's basic life and accidental death and dismemberment insurance (AD&D) insurance available through MetLife.

Employees can purchase voluntary life and AD&D insurance for themselves, their spouse, and/or child(ren) and pay 100% of the monthly premium. Please note in order to elect voluntary life insurance for a spouse or child(ren), the employee has to first be enrolled in voluntary life insurance.

Once the employee completes their new hire paperwork, they will be given access to Benefits Connect to sign up for life and AD&D insurance. The Benefits Connect portal includes the plan design information for employees to see coverage.

Employees enrolled in life and AD&D insurance through MetLife can also take advantage of their will planning service. [Click here](#) for more information.

LONG-TERM DISABILITY (LTD) INSURANCE

After one year of employment with Garrett-Evangelical, full-time employees are eligible for LTD insurance. Coverage begins on the first day of the month following their one-year anniversary.

The LTD insurance monthly premium is paid 100% by the Seminary.

SHORT-TERM DISABILITY

The Seminary offers short-term disability through MetLife. The monthly premium is paid 100% by the employee.

Once the employee completes their new hire paperwork, they will be given access to Benefits Connect to sign up for short-term disability insurance. The Benefits Connect portal includes the plan design information for employees to see coverage.

EMPLOYEE ASSISTANCE PROGRAM

Through Employee Resource Systems (ERS), we receive access to an Employee Assistance Program. If you aren't already familiar with Employee Assistance Programs, they provide online and phone support available 24/7. The website is www.ers-eap.com.

[Click here](#) to view a summary of the resources they provide, which include: Counseling and support for alcohol and drug abuse, depression, stress and anxiety, marital and family conflicts, grief and loss, and job pressures. They also provide services for divorce and family law, estate planning, getting out of debt, managing debt obligations, retirement planning, saving for college, tax questions, and real estate buying and selling.

FAMILY LEAVE MEDICAL ACT AND PAID SICK LEAVE

The Family Medical Leave Act (FMLA) entitles an eligible employee to take up to 12 workweeks of protected job leave in a 12 month period for a specified family and/or medical reason, or for any qualifying exigency arising out of the fact that a covered military family member is on active duty, or has been notified of an impending call or order to active duty, in support of a contingency operation. FMLA also allows eligible employees to take up to 26 workweeks of job-protected leave in a single 12 month period to care for a covered service member with a serious injury or illness.

To be eligible for FMLA and employee must:

- have worked for the employer for a total of 12 months, and
- have worked at least 1,250 hours over the previous 12 months.

Please review the Faculty or Employee Handbooks for more information about FMLA.

If an employee is requesting FMLA for personal maternity or personal illness, after an employee uses their accrued sick time, the Seminary provides six weeks of paid sick leave.

METLAW

The Seminary enables employees to enroll in MetLaw through the Benefits Connect Portal. The monthly premium for MetLaw is paid 100% by the employee at \$19.50 per month. New employees will be added to the Benefits Connect portal and provided with access instructions after completing new hire paperwork. [Click here](#) to view more information on MetLaw.

NON-TRADITIONAL BENEFITS

[Click here to view the non-traditional benefits the Seminary provides.](#)