

## Summary of Changes

**p. 13 (Complaint Procedures)**

Changed from: or the Associate Vice President for Student Affairs/Dean of Student Life

Changed to: or the Vice President for Student Affairs & Campus Life (831-5060) or the Dean of Student Life (831-5021)

**p. 20 (Hippa Policy)**

Added: HIPPA Policy

**p.22 (Inclement Weather)**

Added: or by visiting our web page at [www.wpi.edu](http://www.wpi.edu).

**p. 26 (Smoking)**

Added: The resident halls at WPI are considered smoke free environments. Smoking is not permitted in common areas or individual student rooms.

**p. 31 (Benefit Matrix)**

Added:

Life Insurance/Supplemental	Yes Must pay entire premium	Yes Must pay entire premium	Yes Must pay entire premium	Yes Must pay entire premium
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**p. 32 (Automobile/Homeowners Insurance)**

Changed from: There are premium discounts for automobile insurance of 10% off the regulated Massachusetts rates and up to 10% reduction on your homeowners insurance based upon a comparison of your existing plan and the prevailing rates offered through Hanover.

Changed to: There are premium discounts for automobile insurance off the regulated Massachusetts rates and a reduction on your homeowners insurance based upon a comparison of your existing plan and the prevailing rates offered through Hanover.

**p. 32 (Cobra)**

Added: entire premium cost plus a 2% administrative fee is assumed by the employee

**p. 33 (Disability)**

Changed from: If you are a full-time employee, you are eligible for short-term disability insurance

Changed to: If you are scheduled to work 1450 hours or more during the fiscal year

Changed from: WPI will supplement up to 6 additional sick days per short-term disability approved by the insurance provider.

Changed to: WPI will allow you to borrow up to 6 sick days from the following fiscal year's awarded sick time, reducing next years sick time, providing short-term disability is approved by the insurance provider.

**p. 35 (Fitness Center)**

Changed from: During the academic year: Monday through Friday from 7:00 a.m. to 10:00 a.m. and 11:00 a.m. to 9:00 p.m. and Saturday and Sunday from noon to 6:00 p.m. During the summer: Monday through Friday from 7:00 a.m. to 9:00 a.m., 11:00 a.m. to 1:00 p.m. and 3:00 p.m. to 7:00 p.m. Saturday and Sunday the center is closed.

Changed to: Please check with the Department of Physical Education, Recreation and Athletics (831-5243) for the Fitness Center hours of operation.

**p. 35 (Flexcomp)**

Added: or over the counter medicines for a specific injury or illness that are not covered by insurance

**p. 39 (Maternity Leave)**

Changed from: Please refer to page B-17 for a description of Short Term Disability and the amount of coverage you can expect to be paid

Changed to: Non-exempt employees are required to fulfill the elimination period as outlined on page 33 under Short Term Disability. Maternity Leave covers a maximum of eight weeks after delivery, unless it is medically determined that the disability must be extended

**p. 40 (Life Insurance)**

Changed from: If you are a full-time employee you are eligible for life insurance

Changed to: If you are scheduled to work 1450 hours or more during the fiscal year

Added: For those who retire on or after July 1, 2004 the benefit will be \$5,000.

**p. 41 (Supplemental Life Insurance)**

Added: Policy

**p. 41 (Long Term Care)**

Added: Policy

**p. 43 (Sick Day Buy Back)**

Changed from: one-for-two rate

Changed to: two-for-one rate

**p. 45 (Tuition Assistance Plan)**

Added: For employees who are scheduled to work 1450 hours or more during the fiscal year

**p. 46 (Tuition Assistance Plan)**

Added: Part time enrollment reduces the total sum of semesters available.

Added: Off campus credit earning courses for employees

**p. 45 (Tuition Exchange)**

Added: 9. Tuition Assistance and Tuition Exchange can not be used simultaneously