

# GREAT MINDS at WORK

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## Benefits at WPI

Non-Exempt Employee Benefits



*Employees drive WPI's success and are essential ambassadors for the university. Faculty and staff contribute to a welcoming culture of innovation and exploration where our employees and students thrive. Whether they have been at WPI for two months or 40 years, employees value the energy created by new discoveries, cutting-edge research, and world-changing impact made here.*

*Employees' dedication to WPI's students and their commitment to WPI's mission are rewarded in many ways. The university offers comprehensive benefits including health and dental coverage, life insurance, generous time off (including a week-long winter paid break that gives employees time off to recharge without dipping into vacation time), employee matching retirement savings, tuition plans, and many perks. You'll find a fulfilling path in WPI's diverse, inclusive, and exciting community.*



## HEALTH BENEFITS

WPI offers employees access to extensive medical benefits, including four comprehensive health plans, two dental plans, and a vision plan with coverage effective on date of hire. Other health benefits include a pre-tax Health Spending Account with employer contribution. Benefits are extended for domestic partners and their dependent children.

WPI offers four Tufts Health Plan options:

- HMO \$1,000 Deductible
- High Deductible HMO
- PPO
- HMO 20B

## FLEXIBLE SPENDING ACCOUNTS

WPI offers Flexible Spending Accounts (FSAs), which allow employees to pay for eligible health and dependent care expenses with pre-tax dollars. You can set aside a maximum of \$2,500 per calendar year for the Medical Flexible Savings Account and \$5,000 per calendar year for the Dependent Care Reimbursement Account. In addition if an employee participates in the high deductible HMO through WPI they are eligible to participate in a Health Savings Account (HSA) allowing you to set aside pre-tax dollars for qualified medical expenses (annually \$6,900 for a family plan and \$3,450 for an individual plan). The HSA is also eligible for an annual employer contribution of \$500 for individual and \$1,000 for family.

## VACATION & TIME OFF

### Vacation

Employees receive 10 days of vacation annually. Time is accrued at the rate of 1/12 vacation time per month and can be used immediately.

### Leaves of Absence

WPI offers employees up to 12 weeks of **Family Medical Leave** to care for their newborn child, their adopted child, a seriously ill family member, or themselves. This benefit is available to employees who have completed one or more years of continuous service.

WPI offers **other paid absences** for jury duty, reserve training duty, bereavement leave, and other authorized absences.

## HOLIDAYS

WPI provides nine paid holidays, two floating holidays, and paid time off when the university is closed between Christmas and New Year's each year.

- New Year's Day
- Martin Luther King Day
- Patriots Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Day

### > BENEFITS ELIGIBILITY

Eligible employees who work 1,200 hours or more during the fiscal year (and part-time employees who regularly work at least 20 hours per week) may access various healthcare plans.

### > WELLNESS BENEFITS

We recognize the importance of having healthy employees.

- WPI's state-of-the-art Sports & Recreation Center, highly ranked by The Princeton Review, is available at no cost to WPI employees. A small membership fee is charged for spouses.
- WPI also offers a discount with Worcester Fitness.
- WPI is a tobacco-free campus.
- Reimbursement up to \$150 annually through the Tufts fitness benefit.\*
- Lunchtime fitness offerings include yoga, cardio boot camp, barre, and more.
- Active wellness offerings including physical, financial, nutritional, and emotional wellness programs.

\*some restrictions apply

## SICK TIME

Employees receive sick days after the three-month introductory period, subject to review by a supervisor. Sick time is accrued monthly, up to 20 days. Any days over the 20 are eligible for a sick time buy back and converted to personal days. Employees may use up to six sick days per year to care for immediate family.

## FINANCIAL BENEFITS

WPI offers employees two ways to save for retirement. Investments for both can be made directly with Fidelity or TIAA. Representatives from each company are on campus monthly and available for individual, private appointments for guidance with retirement and investments.

### 403(b) Plan

WPI offers **immediate entry** into the 403(b) plan designed to provide tax incentives for employees to save for their retirement. With the 403(b) plan, employees can reduce their current taxes by redirecting taxable income to a tax-sheltered retirement savings plan. This plan offers a traditional pre-tax option and also a Roth option.

### Retirement Plan

In addition to participation in the 403(b) plan, employees are eligible to participate in WPI's employer contributory retirement plan on the first day of the month following completion of at least 12 months of continuous service, if they are in the eligible class of participants and work at least 1,000 hours per calendar year. Investment options are available through TIAA or Fidelity. Employees must contribute 5% of their base salary and WPI will contribute 11% match. Employees are vested 100% immediately with the employer contributions.

## DISABILITY BENEFITS

WPI's disability plans offer employees financial protection in the event of an illness or injury. Employees are eligible for coverage under our **Short-term** and **Long-term Disability Policies** upon completion of the introductory period. WPI pays the premium for both policies.

WPI's **Short-term Disability Policy** will pay wages while you are out of work for medical reasons. If disabled for more than six months, employees will be covered under WPI's **Long-term Disability Policy**, which will pay 60% of their monthly salary up to \$10,000 per month.

### Company-paid Survivor Benefits

WPI recognizes that financial security is very important for employees and their families. WPI offers several ways to help employees provide for their financial future.

On date of hire, WPI provides **Basic Life Insurance** and **AD&D** that equals two times base annual earnings, up to a maximum of \$300,000. This coverage is provided at no cost to the employee.

### Employee-paid Survivor Benefits

WPI employees may purchase **Supplemental Life Insurance** for themselves in increments of \$10,000 up to a maximum of \$300,000. Employees who do so may purchase **Dependent Life Insurance** for their eligible dependents. New employees may elect the following amounts of coverage without providing evidence of good health within 30 days of their hire date.

Employee:	up to \$250,000
Spouse:	up to \$20,000
Children:	up to \$10,000

## TUITION ASSISTANCE BENEFITS

### Tuition Assistance

WPI provides financial assistance for the undergraduate university education of dependent children of employees (as defined by the IRS) and for the undergraduate and graduate education of full-time employees and their spouses or domestic partners.

Employees are eligible after three years of continuous employment and a minimum of 1,450 hours of work. Employees are eligible for job-related classes at other schools with approval and reimbursed at 75% of tuition costs up to \$2,000 per year. Tuition is waived if classes are taken at WPI. Dependent children under 27 are awarded \$2,600 per semester off campus and a 100% tuition waiver for children attending WPI.

### Tuition Exchange Program

Tuition Exchange is a national scholarship-exchange program available to dependent children of full-time faculty and staff members at approximately 650 participating colleges and universities. Participating institutions may grant tuition scholarships to eligible children of participants from other member institutions.

## EMPLOYEE ASSISTANCE PROGRAM

WPI provides a free and confidential Employee Assistance Program (EAP) to employees and their family members. EAPs are designed to help with any personal problems 24 hours a day. WPI's EAP provider is E4 Health.

## > PERKS, RECOGNITION, DISCOUNTS

- Employee Referral Bonus Program
- Auto/Homeowner Insurance Discounts
- Employee Recognition Programs & Awards
- Legal Assistance (Hyatt Legal Plan)
- Child Care Available Near Campus
- Free Parking for Employees
- Summer Work Hours from Mid-May through Mid-August
- Direct Deposit Available at Multiple Banks
- Free Admission to Worcester Art Museum for Faculty, Employees, and Students
- More WPI Discounts at Local Vendors

Find detailed information about our Employee Benefits at  
[www.wpi.edu/+benefits](http://www.wpi.edu/+benefits).



**Division of Talent & Inclusion**  
**Human Resources**  
100 Institute Road | Worcester, MA 01609  
[wpi.edu/offices/talent](http://wpi.edu/offices/talent)