

CURRY COLLEGE

Benefits Part Time Staff Employees Under 20 Hours Per Week

Curry College
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Curry College Benefits Summary

Curry Colleges recognizes the significant contribution that our employees make to the college, and we have worked very hard to ensure that our benefit offerings remain generous. The following is an outline of Benefit Plans offered to all Part Time Hourly Staff Employees scheduled to work less than 20 hours a week at Curry College.

Please check with the Human Resources Department for information concerning any of the benefits noted. The plan documents are the ultimate determinant of benefits.

For Detailed information on all of the benefits offered please log onto the Curry Web portal and visit the Human Resources page by going to:

<https://my.curry.edu/group/mycampus/human-resources>.

Employee Discounts

Curry College is proud to offer a variety of discounts and perks through community participants. Employees are encouraged to check the Employee Discounts on the Human Resources page of the myCurry portal frequently to see what new discounts are available.

The following community participants have agreed to offer discounts to Curry College faculty and staff.

Cell Phone Services - Through Curry College's partnership with the Massachusetts Higher Education Consortium (MHEC), employees are eligible for discounts through AT&T, Verizon Wireless, and T-Mobile. Please click on the Cell Phone Services link to learn more.

Curry College Bookstore - Curry College employees receive a 10% discount at the bookstore (textbooks excluded). Please show your ID or let the cashier know you work at Curry in order to receive the discount. In store only.

Brown & Brown Perks Program - Brown & Brown Perks is a discount program available free to all employees. Powered by PerkSpot, the leading corporate discounts provider, Brown & Brown Perks brings you a one-stop shop for hundreds of online discounts, in-store coupons and hot deals. Use Brown & Brown Perks to find discounts and deals from dozens of great categories. Access your perks at <https://pslogin.perkspot.com>.

Tickets at Work - The Tickets at Work program gives you access to exclusive savings on movie tickets, theme parks, hotels, tours, Broadway and Vegas shows & more!

403(b) Defined Contribution Retirement Plan

- ◆ Employees may enroll on a voluntary basis in the 403(b) Defined Contribution Retirement Plan offered by the College.
- ◆ Voluntary contributions can be made by employees on a tax-deferred basis electing the investment options offered under Voya Financial.
- ◆ Detailed information can be found on the Human Resources page of the Web Portal (see link): <https://my.curry.edu/group/mycampus/human-resources>.

Sick Time Benefits

The College expects regular attendance by its employees but recognizes that illness and non-work related injury may occur. Accordingly, the College provides paid sick leave to all employees and, at a minimum, provides sick leave in accordance with M.G.L. c.149 §148 and 940 CMR 33: Earned Sick Time.

- ◆ **Casual, Seasonal, and Temporary Employees, including Part-time staff employees in positions with fewer than 20 regularly scheduled hours per week, earn one hour of sick time for every 30 hours worked, including overtime hours.**
- ◆ Employees may accumulate unused accrued sick leave up to a total of 40 hours.
- ◆ Employees may carry over up to 40 hours of unused and accrued sick time into the next year, but cannot accrue or use more than 40 hours in a year regardless of how many hours worked.
- ◆ Sick leave accrual is credited at the completion of each pay period.

Notice of Use of Earned Sick Time:

Employees, must notify their supervisor before they use earned sick time as outlined in the Attendance Policy, and/or the Collective Bargaining Agreement except in emergency situations. For unforeseeable absences, notification to supervisors must be reasonable under the circumstances and at a minimum follow department communication practices and/or call-out procedures. For foreseeable or pre-scheduled use of earned sick time, the employee must provide seven (7) days advance notice, except where the employee learns of the need to use earned sick time within a shorter period.

All sick time used by staff employees must be reported on their electronic timesheet bi-weekly. For staff employees not using electronic timesheets, supervisors must report sick time use to the Payroll Office bi-weekly. Faculty must report used sick time to the Academic Affairs Office as it is used.

For a multi-day absence, an employee must provide expected duration of the leave with periodic updates upon request or, if unknown, provide notice on a daily basis, unless the circumstances make such notice unreasonable. For absences more than three days, federal Family and Medical Leave Act provisions may apply.

Use of Earned Sick Time:

Acceptable uses of sick time include an employee's inability to work because of illness or injury, necessary medical or dental appointments, and serious illness or injury in an employee's immediate family that requires his or her absence from work. "Immediate family" includes employee's spouse, children, parents, parents-in-law, brothers, sisters, grandparents, grandchildren, or other family member dependent on the employee and living in his or her household. An employee may also use sick time to receive assistance related to domestic violence as defined in the State law.

Employees may not use earned sick time prior to accruing the sick time. Sick time cannot be used as an excuse to be late for work without advance notice of a proper use. Fraud or abuse by engaging in an activity that is inconsistent with the allowable purpose for earned sick time may result in disciplinary action. For example, if an employee is exhibiting a clear pattern of taking sick leave on days just before or after a weekend, vacation, or holiday, the employee may be disciplined for misuse of earned sick time, unless the employee provides verification of authorized use.

Employee Assistance Plan

AllOne Health is our EAP provider. This service is available to you and your family members twenty-four hours a day, 365 days a year and is completely confidential. EAP can help with both personal and work-related issues including:

- ◆ Counseling
- ◆ Life Coaching
- ◆ Financial Consultation
- ◆ Legal Referrals
- ◆ Medical Advocacy
- ◆ Personal Assistant
- ◆ Work-Life Resources and Referral (including child and elder care)
- ◆ Interactive work-life website for members

Curry College

For questions or concerns please contact the Human Resources office at:

Phone: 617-333-2013

Fax: 617-333-2330

Email: HR@curry.edu