

**SAINT MARY'S COLLEGE BENEFITS IN BRIEF FOR PART-TIME
HOURLY AND SALARIED EMPLOYEES**

January 1, 2019 – December 31, 2019

BENEFIT	WHO PAYS	WHAT YOU RECEIVE
Retirement Plan	Saint Mary's	<p>Employees are covered under the Teacher's Insurance and Annuity Association- College Retirement Equities Fund (TIAA-CREF).</p> <p>The program is vested immediately. The level of participation is as follows:</p> <ul style="list-style-type: none"> • After one year of service, but less than five years, the College will contribute 3% of the employee's salary into the plan. • After five years of service, but less than ten years, the College will contribute 6% of the employee's salary into the plan. • After ten years of service, the College will contribute 10% of the employee's salary into the plan.
Supplemental Retirement Annuity Plan	You	Participation optional. By means of a salary reduction agreement, a portion of your taxable income is set aside for retirement benefits on a pre-tax basis. Variety of investment options available.
Direct Deposit	You	Saint Mary's does not issue payroll checks. Pay is direct deposited. We can accommodate any bank of your choice for direct deposit purposes. A branch of 1 st Source Bank is located on campus for convenience. You may open a free checking or savings account. Salaried employees are paid bi-weekly over 26 pays for calendar year and 22 pays for academic year.
Vacation	Saint Mary's	Part-time employees are eligible to earn vacation from date of hire. Accruals are based on hours worked.
Sick Time	Saint Mary's	Part-time employees are eligible to earn sick leave. Sick time is accrued based on hours worked. Hourly employees must complete 90-day probationary period before accruals begin.
Paid Holidays	Saint Mary's	Approved holidays are paid for regularly scheduled hours if it is a regularly scheduled day in your position.
Staff Discounts and Privileges		Your Saint Mary's ID will allow you a 20% discount at the Saint Mary's College bookstore, as well as a discount at the Notre Dame Bookstore. Discounts are also available for many cultural and athletic events. Employees also may access the library, and athletic facility.

This Benefits in Brief attempts to summarize benefits. For a complete explanation of the benefit, the Employee Handbook and/or Summary Plan Description serve as the definitive source on the benefits available.