Massachusetts Institute of Technology – Summary of 2017 Benefits

This document is for Benefits-Eligible MIT faculty and staff. For details regarding eligibility, visit http://hrweb.mit.edu/benefits/eligibility

Note: If your employment with MIT is governed by a collective bargaining agreement, then the availability of the benefits plans noted below, and the extent of your participation in these plans, will be governed by the terms of your collective bargaining agreement.

MIT Health Care Benefits

<table>
<thead>
<tr>
<th>Plan Description</th>
<th>Plan Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Medical Plan Benefits</strong></td>
<td>▪ <strong>Eligible Dependents:</strong> Your spouse or domestic partner and dependent children until age 26. No age limit applies for approved dependents with disabilities.</td>
</tr>
<tr>
<td>You have a choice of two medical plans:</td>
<td>▪ <strong>Coverage Levels and Employee Contributions:</strong> See separate document.</td>
</tr>
<tr>
<td>▪ The MIT Traditional Health Plan is a comprehensive plan designed around the services provided by MIT Medical in Cambridge and Lexington. Under the MIT Traditional Health Plan, you and any family members covered under your plan choose a Primary Care Provider (PCP) at MIT Medical. That PCP will coordinate your medical care and provide referrals as needed.</td>
<td>▪ <strong>Coverage Effective Date:</strong> Coverage can be effective on date of hire or the first of the month following date of hire. Enrollment must occur within 31 days of hire date or a qualifying &quot;life event.&quot;</td>
</tr>
<tr>
<td>▪ The MIT Choice Plan is a Blue Cross Blue Shield plan for faculty and staff and their dependents who live in the HMO Blue New England network. You will receive the most cost-effective level of benefits (known as in-network benefits) if you (and those you cover) designate a Primary Care Provider. The MIT Choice Plan also provides an “out-of-network” benefit for family members who live outside of the HMO Blue New England Network, or for those who choose to receive care outside of the network.</td>
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</table>

<p>| <strong>Dental Plan Benefits</strong> | ▪ <strong>Eligible Dependents:</strong> Your spouse or domestic partner, and dependent children until age 26. No age limit applies for approved dependents with disabilities. |
| MIT offers two dental plan choices: | ▪ <strong>Coverage Levels and Employee Contributions:</strong> See separate document. |
| ▪ The MIT Basic Dental Plan provides coverage for preventive and basic restorative services only; features lower payroll deductions than the Comprehensive Plan. | ▪ <strong>Coverage Effective Date:</strong> Coverage can be effective on date of hire or the first of the month following date of hire. Enrollment must occur within 31 days of hire date or a qualifying &quot;life event.&quot; |
| ▪ The MIT Comprehensive Dental Plan provides coverage for preventive, basic, restorative, and major restorative dental services, as well as orthodontia for children age 18 and younger. | |</p>
<table>
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<tr>
<td><strong>Vision Plan</strong></td>
<td>▪ The Vision Plan is a separate, voluntary election. The plan has a network of providers through EyeMed Vision Care. Out-of-network benefits are also available.</td>
</tr>
<tr>
<td>The Vision Plan covers part of the cost of eyeglasses or contact lenses. The eye exam is covered under the MIT health care plans. Employees pay the full cost of Vision Plan coverage.</td>
<td>▪ Coverage Levels and Employee Contributions: See separate document.</td>
</tr>
</tbody>
</table>
| **Flexible Spending Accounts**                                                  | ▪ Maximum employee contribution: $2,550 per year  
▪ Minimum employee contribution: $104 per year  
▪ A debit card is available for the Health Care Flexible Spending Account. You may be asked to provide substantiation of the expenses (e.g., a sales receipt copy) to the administrator to satisfy the Internal Revenue Code regulations.  
▪ Carryover feature allows up to $500 from one plan year to be carried over into the following plan year. Annual enrollment in the plan required. View [http://hrweb.mit.edu/benefits/health-fsa/carryover](http://hrweb.mit.edu/benefits/health-fsa/carryover) for frequently asked questions regarding the carryover feature. |
| MIT offers two types of flexible spending accounts to help participants manage health care and dependent care expenses while benefiting from tax savings. Participation is voluntary and each year participants elect how much to contribute to each account. | ▪ Maximum employee contribution: $5,000 per year, per household  
▪ Minimum employee contribution: $104 per year  

**http://hrweb.mit.edu/benefits**
## Retirement Benefits

<table>
<thead>
<tr>
<th>Plan Description</th>
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<tr>
<td><strong>Basic Pension Plan</strong></td>
<td>- <strong>Benefit</strong>: You will receive monthly retirement income.</td>
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<tr>
<td>The Basic Pension Plan is a defined benefit plan designed to provide a benefit paid as lifetime monthly income during retirement. An eligible employee scheduled to work 50% or more of a regular full-time work schedule will become a participant in the Plan after one year of service. Special rules apply if you are scheduled to work less than 50%. The Plan is fully paid by MIT.</td>
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<td>- <strong>Employee Contribution</strong>: None. MIT pays the full cost.</td>
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<td></td>
<td>- <strong>Amount of Benefit</strong>: Please reference the Basic Pension Plan Description at <a href="http://hrweb.mit.edu/benefits/pension">http://hrweb.mit.edu/benefits/pension</a></td>
</tr>
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<td></td>
<td>- <strong>Vesting</strong>: Although you start to earn your benefit after one year of service, you are not fully vested (i.e., do not fully own the benefit) until you have three years of service at MIT.</td>
</tr>
<tr>
<td><strong>Supplemental 401(k) Plan</strong></td>
<td>- <strong>Employee Contribution</strong>: Each pay period, you may contribute 1% to 95% of your pay on a pre-tax or post-tax basis. Your contributions can be all pre-tax, all post-tax, or any combination of pre- and post-tax amounts.</td>
</tr>
<tr>
<td>The Supplemental 401(k) Plan provides an opportunity to contribute toward your retirement savings on a pre-tax or post-tax basis and receive an MIT matching contribution up to 5% of your pay. You decide how much to contribute and you can change your contribution amount at any time. You choose from a large selection of investment options. You may change your investment choice at any time. Most employees working at least 50% time are eligible to participate in the Plan.</td>
<td>- <strong>Employee Contribution Limit</strong>: Per the IRS, under age 50, 2017 maximum contribution is $18,000; Age 50 or older, 2017 maximum contribution is $24,000.</td>
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<td>- <strong>MIT Match</strong>: MIT matches your combined pre- and post-tax contributions dollar-for-dollar up to 5% of your pay.</td>
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<tr>
<td></td>
<td>- <strong>Vesting</strong>: You completely own all 401(k) contributions made by you and MIT.</td>
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<td></td>
<td>- <strong>Additional Information</strong>: Please reference the 401(k) Plan Description at <a href="http://hrweb.mit.edu/benefits/401k">http://hrweb.mit.edu/benefits/401k</a></td>
</tr>
<tr>
<td></td>
<td>- <strong>Enrollment</strong>: Visit <a href="https://www.fidelity.com/atwork">https://www.fidelity.com/atwork</a> or call the MIT Retirement Services Center toll-free at (877) MIT-SAVE or (877) 648-7283.</td>
</tr>
</tbody>
</table>
# Retired Employee Benefits

## Plan Description

MIT offers the following benefits to retired employees:

### Retiree Health Plan

MIT offers retiree health plan coverage to eligible employees who retire after age 55 with 10 years of Retiree Medical Plan eligible service (earned after age 45). Coverage is available for both pre- and post-age 65 retirees. Retiree contribution rates vary based on years of eligible service with MIT after age 45.

### Retiree Life Insurance

Retiree basic life insurance coverage paid by MIT: $50,000 death benefit before age 65; $33,000 death benefit from age 65 to 70.

Retiree may continue any supplemental life insurance in effect at the time of retirement subject to age-related reductions (ending at age 70).

### Retiree Dental Plan

Individuals may elect to enroll in a retiree dental plan at retirement. Retiree pays the full cost of retiree dental insurance.

### Children’s Scholarship Plan

Your benefit under this plan continues in retirement.

## Plan Details

- **Eligibility:** Retirement from MIT at age 55 with 10 years of Retiree Medical Plan eligible service after age 45.

- **Retiree Health Plan Coverage**
  - **Pre-Age 65** Continue in an active employee plan.
  - **Post-Age 65** Medicare Supplement Plan, including a Medicare Part D Prescription Drug Plan.

- **Dependents:** Lifetime coverage is provided for your spouse or domestic partner at the time of retirement from MIT for as long as the relationship remains the same. Coverage is provided for eligible dependents under age 26. No age limit for dependents with disabilities.

- **Retiree Health Plan cost:** MIT will pay from 50% up to 70% toward the cost of your basic retiree health plan premium. The exact percentage paid by MIT is based on your eligible service after age 45. The retiree is responsible for the remainder of the cost. MIT will pay up to 50% the individual health plan cost for the spouse, domestic partner or dependent child of a retired employee hired after 7/1/2012.

- **Life Insurance Cost:** MIT pays for basic life coverage; retiree pays for continued supplemental life coverage.

- **Dental Insurance Cost:** Retiree pays the full cost.
# Life Insurance and Disability Benefits

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</table>
| MIT’s benefits program includes active employee life insurance benefits that provide financial protection if a participant should die or have a serious accident. MIT pays the full cost for: | - **Basic Life Coverage:** $50,000 up to age 65. After you reach age 65, the amount of your basic life insurance will be reduced periodically based on your age. To see coverage amount for your age, visit: [http://hrweb.mit.edu/benefits/basic-life-insurance](http://hrweb.mit.edu/benefits/basic-life-insurance).  
- **Accidental Death & Dismemberment Coverage:** 2x Basic Benefit up to $100,000.  
- **Business Travel Accident Coverage:** Provides benefits to eligible employees while traveling while on Institute business, for emergency medical, security and natural disaster evacuation and repatriation. The plan covers up to 5x annual salary subject to a maximum of $1 million.  
- **Coverage Effective Date:** Basic, AD&D and Business Travel Accident coverage is effective on date of hire for eligible active employees. |
| Eligible employees may apply for additional coverage. Employee pays the full cost for: | - **Supplemental Life Coverage Options:** 1x to 7x base annual salary. After you reach age 65, the amount of your supplemental life insurance will be reduced periodically based on your age. To see the cost of coverage for your age, visit: [http://hrweb.mit.edu/benefits/supplemental-life-insurance](http://hrweb.mit.edu/benefits/supplemental-life-insurance).  
  - **Supplemental Life Cost:** Varies based on age and coverage amounts. New hires, within 31 days of hire, are eligible for guaranteed issue coverage up to the lesser of 3x base annual salary or $500,000. Amounts greater than the guaranteed issue coverage amount are subject to statement of health. |
| - Basic Life Insurance  
- Accidental Death & Dismemberment Insurance  
- Business Travel Accident Insurance | - **Dependent Life Coverage:** You may purchase optional life insurance coverage for your eligible:  
  - Spouse or domestic partner - $50,000 or $100,000  
  - Unmarried child or stepchild up to age 26 - $10,000 ($100 from age 15 days to 6 months)  
  - **Dependent Life Cost:** Spouse or domestic partner coverage cost is based on the employee's age. Determine the cost of coverage for your age at [http://hrweb.mit.edu/benefits/dependent-life-insurance](http://hrweb.mit.edu/benefits/dependent-life-insurance). Dependent child coverage cost is $1.19 per month per dependent.  
- **Coverage Effective Date:** Optional coverage enrollment must occur within 31 days of hire date or applicable qualifying life event, or during Open Enrollment. Optional coverage for active employees is effective on the first of the month after date of hire or after approved enrollment date. Coverage may be delayed subject to statement of health. |
<table>
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<tr>
<th>Sick Leave</th>
<th>Sick Leave Benefit</th>
</tr>
</thead>
</table>
| MIT grants paid sick leave to employees. | - **Administrative and Sponsored Research Staff** receive 100% of pay for up to six months with proper medical documentation from a legally qualified physician.  
- **Full-time and Part-time Support Staff** will be credited with 12 days of sick leave on the employee’s anniversary date of each year, provided that they:  
  - work at least 50% of a regular work schedule, and  
  - have completed at least six months of service at the Institute. |

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<tr>
<th>Extended Sick Leave</th>
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| For Support Staff only; union-represented employees should refer to the appropriate union handbook. | - **Extended Sick Leave Eligibility: Applies only to** Support Staff that have one year of continuous employment.  
- **Extended Sick Leave Benefit:** Up to 26 weeks in any 12-month period at a rate of 75% of base salary with proper medical documentation from a legally qualified physician and is absent per the physician’s advice. |

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<tr>
<th>Long-Term Disability Coverage</th>
<th>Definition of disability: Totally disabled from own occupation. After the first two years, must be considered totally disabled from engaging in any occupation.</th>
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</thead>
</table>
| MIT provides and pays the full cost of the long-term disability benefit that protects against the loss of income when an employee cannot work due to an illness or injury. | **Eligibility:** Administrative and Support Staff upon hire after satisfying the six-month waiting period on approved leave. Union-represented employees must have one or three years of consecutive years of eligible service (refer to appropriate union handbook) after satisfying the six-month waiting period on approved leave.  
**Benefit:** 60% of base pay, less Social Security Disability Income, workers’ compensation and retirement payments. If enrolled in medical and dental coverage when approved, MIT pays full cost of continued medical and dental coverage. In addition, MIT contributes 10% of pay to the Supplemental 401(k) plan and the Basic Pension Plan benefit continues to accrue. Employee is responsible for Supplemental Life Insurance premiums unless approved for Premium Waiver. Eligible participants under age 60 must apply for Premium Waiver through MetLife to continue both their Basic Life and Supplemental Life insurance coverage. Vision Plan, Spouse Life and Dependent Life insurance coverage is not available.  
**Maximum Benefit:** $15,000 per month  
**Duration:** Benefits end on the earliest date that any one of the following events occurs:  
  - You no longer meet the plan definition of total disability  
  - You reach the end of the maximum benefit period  
  - You die. |
## Other Benefits

### Home and Auto Insurance Discount Program
Eligible MIT faculty and staff may purchase auto, home, and other property and liability insurance through MetLife.

- Benefits include a 15% discount on auto and 10% discount on home insurance.
- Employees who purchase both auto and home insurance will receive an additional 10% discount on home insurance.

http://hrweb.mit.edu/benefits/home-auto-insurance-discount

### Adoption Assistance Benefit
MIT will provide up to $5,000 per finalized adoption, not to exceed a lifetime benefit of $20,000 per employee.

- Program is for all benefits-eligible MIT employees.
- The child(ren) being adopted must be under age 18 and may not be the child of an employee’s spouse or domestic partner.

http://hrweb.mit.edu/benefits/life-events/birth-adoption/assistance

### Educational Assistance
Eligible employees and their children may take advantage of educational assistance programs through MIT.

- Tuition Assistance of up to $5,250 per year is available to employees for approved study at accredited universities. This benefit is pro-rated for part-time employees.
- The Children’s Scholarship Plan and Educational Loan Program are available for children of employees.

http://hrweb.mit.edu/benefits/tuition-education

### Paid Time-Off
MIT provides holidays and vacation days to all employees. Vacation days vary based on service, and unused vacation days may be carried over.

- **Holidays**: Institute scheduled 12 days
- **Vacation**: Up to 15 days for the first year of eligible service; 20 days if more than one year of eligible service. Additional five days of vacation available every fifth year beginning with tenth year of eligible service.
- **Vacation Carry Over**: Maximum accumulation 40 days

http://hrweb.mit.edu/benefits/time-off-time-away

### Additional Benefits
MIT offers several benefits that help you with work and life.

- Employee Assistance Program: MIT MyLife Services
- Senior Care Planning
- Child Care Resources
- Paid Parental Leave
- Work-Life Center Consultations
- Commuter Programs
- Athletic Facilities and Fitness Benefit
- MIT Federal Credit Union
- Cell Phone discounts

MIT expects to continue offering the employee benefits plans noted in this document, but it reserves the right to amend, cancel, or terminate the plans at any time.

If there is a discrepancy between this document and the official Plan Document, the official Plan Document(s) will govern.