Southwestern University

# Staff Benefits Summary
# Effective January 1, 2015
**www.southwestern.edu/hr**

**Eligible Employees:** All regular active employees who work a minimum of 30 hours per week.

**Eligible Dependents:** Legal spouse and same sex spousal equivalent domestic partner
Dependent children up to age 26

**Health Benefit Selection:**
Each Plan Year (calendar year), you will be required to select your medical, dental, vision and Section 125 benefits. This will be done during an Open Enrollment period (normally conducted in early November). At the time of enrollment, you may add/drop dependents or change your level of coverage. You will be advised before each enrollment period what the premium rates for each of the benefits will be. Your selection will be effective for the full Plan Year, unless you have a qualified change in family status.

**Health & Prescription Drug Insurance: Blue Cross/Blue Shield**
- Description: 2 PPO Plans and 1 HDHP/HSA Plan to choose from
- Cost: See chart
- Effective date: Effective on the date of hire

| Bi-Weekly Rates | | | Monthly, First Year and Visiting Faculty | | | 9-Month Faculty (paid over 9 months) | | |
|---|---|---|---|---|---|---|---|---|
| **HDHP with HSA** | **Your Cost** | **SU Cost** | **HDHP with HSA** | **Your Cost** | **SU Cost** | **HDHP with HSA** | **Your Cost** | **SU Cost** |
| Employee | $0.00 | $253.17 | Employee | $0.00 | $548.54 | Employee | $0.00 | $731.39 |
| Employee + Spouse | $66.51 | $376.89 | Employee + Spouse | $144.10 | $816.60 | Employee + Spouse | $192.13 | $1,088.80 |
| Employee + Child(ren) | $18.99 | $360.77 | Employee + Child(ren) | $41.14 | $781.66 | Employee + Child(ren) | $54.85 | $1,042.21 |
| Family | $114.97 | $459.90 | Family | $249.11 | $996.46 | Family | $332.15 | $1,328.61 |
| **Base PPO** | **Your Cost** | **SU Cost** | **Base PPO** | **Your Cost** | **SU Cost** | **Base PPO** | **Your Cost** | **SU Cost** |
| Employee | $12.49 | $237.35 | Employee | $27.07 | $514.26 | Employee | $36.09 | $685.68 |
| Employee + Spouse | $87.52 | $350.06 | Employee + Spouse | $189.62 | $758.46 | Employee + Spouse | $252.83 | $1,011.28 |
| Employee + Child(ren) | $37.48 | $337.29 | Employee + Child(ren) | $81.20 | $730.80 | Employee + Child(ren) | $108.27 | $974.40 |
| Family | $141.83 | $425.50 | Family | $307.30 | $921.91 | Family | $409.73 | $1,229.21 |
| **Buy-Up PPO** | **Your Cost** | **SU Cost** | **Buy-Up PPO** | **Your Cost** | **SU Cost** | **Buy-Up PPO** | **Your Cost** | **SU Cost** |
| Employee | $27.36 | $246.24 | Employee | $59.28 | $533.51 | Employee | $79.04 | $711.35 |
| Employee + Spouse | $119.79 | $359.38 | Employee + Spouse | $259.55 | $778.65 | Employee + Spouse | $346.07 | $1,038.20 |
| Employee + Child(ren) | $61.56 | $348.84 | Employee + Child(ren) | $133.38 | $755.81 | Employee + Child(ren) | $177.84 | $1,007.75 |
| Family | $186.38 | $434.88 | Family | $403.82 | $942.24 | Family | $538.43 | $1,256.32 |

**Dental Insurance: MetLifeDental**

- Description: Indemnity Plan – 100/80/50 plan
  Managed Plan – DHMO, Reduced fees for service plan with provider network
- Cost: See chart
- Effective date: Effective on the first day of the month following hire date (unless hired on the 1st)

| Bi-Weekly Rates | | Monthly and First Year Visiting Faculty | | 9 - Month Faculty Rates | |
|---|---|---|---|---|---|
| **Standard PPO** | | **Standard PPO** | | **Standard PPO** | |
| Employee | $19.90 | Employee | $43.12 | Employee | $57.49 |
| Employee + Spouse | $34.25 | Employee + Spouse | $74.20 | Employee + Spouse | $98.93 |
| Employee + Child(ren) | $33.34 | Employee + Child(ren) | $72.24 | Employee + Child(ren) | $96.32 |
| Family | $51.92 | Family | $112.49 | Family | $149.99 |
| **Bi-Weekly Rates** | | **Monthly and First Year Visiting Faculty** | | **9 - Month Faculty Rates** | |
| **DMO** | | **DMO** | | **DMO** | |
| Employee | $4.86 | Employee | $10.54 | Employee | $14.05 |
| Employee + Spouse | $9.24 | Employee + Spouse | $20.01 | Employee + Spouse | $26.68 |
| Employee + Child(ren) | $9.72 | Employee + Child(ren) | $21.07 | Employee + Child(ren) | $28.09 |
| Family | $15.07 | Family | $32.66 | Family | $43.55 |

**Vision Insurance: VSP**

- Description: In and out of network coverage for exams, frames, lenses, and contacts
- Cost: See chart
- Effective date: Effective on the first day of the month following hire date (unless hired on the 1st)

| Bi-Weekly Rates | | Monthly and First Year Visiting Faculty | | 9 - Month Faculty Rates | |
|---|---|---|---|---|---|
| Employee | $2.97 | Employee | $6.44 | Employee | $8.59 |
| Employee + Spouse | $4.76 | Employee + Spouse | $10.31 | Employee + Spouse | $13.75 |
| Employee + Child(ren) | $4.86 | Employee + Child(ren) | $10.52 | Employee + Child(ren) | $14.03 |
| Family | $7.83 | Family | $16.96 | Family | $22.61 |

**Flex Plan (Section 125 Cafeteria Plan): Boon Chapman**

- Description: **Premiums** – Allows employees to pay premiums for health, dental and vision on a pre-tax basis
  **Health Care Reimbursement** – IRS regulation (Section 125) Cafeteria Plan, flexible spending account allows employees to set aside money on a pre-tax basis for eligible health expenses
  **Dependent Care Reimbursement** – IRS regulation (Section 125) Cafeteria Plan, flexible spending account allows employees to set aside money on a pre-tax basis to pay for dependent care expenses
- Cost: Administration fees paid by the University
- Effective date: Effective on the date of hire

**Employee Life: The Principal Group (voluntary)**

- Description: Term life and accidental death/dismemberment in an amount equal to two times the employee's base salary up to $1,000,000.
- Cost: $.176 per $1,000 of coverage. Shared cost between the University and the employee. The University pays ½ of the premium up to $50,000 and the employee pays the balance.
- Effective date: Effective on the first day of the month following date of hire

**Dependent Life: The Principal Group (voluntary)**

- Description: Term life insurance for spouse and dependents to age 19 or 25 if full-time student
  Option One: $25,000 for spouse; $10,000 for dependents
  Option Two: $10,000 for spouse, $5,000 for dependents
- Cost: Employee pays full cost:
  Option One: $5.80 monthly, $2.68 biweekly Option Two: $2.40 monthly, $1.11 biweekly
- Effective date: Effective on the first day of the month following date of hire

**Long Term Disability: The Principal Group**

- Description: Income protection insurance. Ninety day elimination period covering approximately 60% of base salary (limitations apply). Available only to employees who work full time, 30 hours per week
- Cost: Benefit provided by the University at no cost to the employee
- Effective date: Effective on the first day of the month following 90 days from date of hire

**Retirement Plan: Teachers Insurance and Annuity Association/College Retirement Equities Fund (TIAA/CREF)**

- Description: **Regular Retirement Plan:** The University contributes an amount equal to 7% of the employee's base salary into the employee's Regular Retirement account each pay period. The contribution is 100% vested from date of first contribution
- Cost: University contribution only
- Effective date: Eligible after one full year of employment (Exceptions may apply). Employees must complete an enrollment form (either manually or on-line).

- Description **Tax-Deferred Annuity Plan – Pre-tax and Post-tax:** Employee directed, tax deferred, salary reduction retirement plan
- Cost: Employee designates amount of salary deferral into their tax-deferred annuity plan account.
- Effective date: First payroll following completion of enrollment form (either manually or on-line). Employee may enroll at any time after their initial date of hire (no waiting period). Employees may participate regardless of eligibility for Regular Retirement Plan.

**Pay Days and Pay Checks:**

- Exempt employees are paid on a monthly basis on the 25th of every month.
- Non-exempt employees are paid on a bi-weekly basis every other Friday.
  (If the payday falls on a weekend or holiday, employee will be paid on the preceding workday.)

**Social Security**

All Social Security taxes paid for by an employee are matched equally by the University.

**Worker's Compensation:**

All employees are covered for work related injuries or illnesses under the University's plan with Traveler's Insurance.

**Unemployment Insurance:**

All eligible employees are covered for unemployment benefit insurance.

**Holidays: (15 paid holidays per year)**

- New Year's Day
- Memorial Day
- Labor Day
- *Christmas Eve through New Year's Day
  *(Specific days will vary according to calendar)

Good Friday
Independence Day
Wednesday through Friday for Thanksgiving
Martin Luther King Jr.'s Birthday (Observed)

**Vacation Leave:**

- Exempt Employees:
  One (1) through five (5) years of service - fifteen (15) days, accumulated at the rate of one and one-quarter (1-1/4) days per month.
  After completion of five (5) years of service – twenty-one (21) days, accumulated at the rate of one and three-quarters (1-3/4) days per month.
- Non-exempt Employees:
  During the first seven years of employment, ten (10) days of annual vacation time is earned.
  After the completion of seven (7) years, employees are granted fifteen (15) days of vacation time per year.
  After the completion of fifteen (15) years of service, twenty-one (21) days of vacation is earned.

**Sick Leave:**

Sick leave is provided to prevent loss of income during periods of absence from work caused by illness or injury. Staff persons begin accruing paid sick leave from the time employment commences at the rate of one day per month. A maximum of sixty-six (66) days unused sick leave may be accumulated.

NOTES: Staff persons begin accruing vacation and sick leave from their date of hire; however, there is a 90-day waiting period to use any leave time.

Vacation and sick leave is pro-rated for benefit-eligible positions which are less than "full-time" and/or with appointment periods less than 12 months.

**Robertson Center:**

The wellness programs in the Robertson Center offers opportunities for employees to develop healthy lifestyles through various educational programs such as aerobics, aqua fitness classes, yoga, self defense classes and more. The Robertson Center provides state-of-the-art facilities such as a swimming pool, weight rooms, exercise machines and an indoor walking track.

The Kinesiology department also offers opportunities to work with employees for wellness.

Most services are free of charge to the employee; however, there may be a minimal charge for some of the educational programs.

**Food Services: Sodexo**

Employees may eat in the University's dining room at discounted prices for breakfast, lunch, and dinner.

**Employee Tuition Assistance Policy:**

**Faculty and Staff Southwestern Scholarship Program (one year waiting period):**
Employees***** and their eligible dependents who meet the academic eligibility requirements for admission to Southwestern University may receive a Southwestern Scholarship equal to the cost of tuition and fees (not room and boards, books and other related costs) after one year of service . The funds for this benefit are provided by the Grace Pate Downs Scholarship fund. While it is not required, employees are encouraged to contribute to the fund to ensure the continued level of contributions needed to offset the cost of this benefit.

**Tuition Exchange Programs:**
The university participates in tuition exchange programs which provide the possibility for employees and their family members to attend other member institutions.

- **Council of Independent Colleges (CIC) Tuition Exchange Program (one year waiting period):**
  The University participates in the CIC Tuition Exchange Program which awards scholarships to the matriculating students based upon guidelines agreed to by the participating institutions.

- **Tuition Exchange, Inc. Program (three year waiting period and possibility for wait list) :**
  The University participates in the Tuition Exchange Inc. programs which awards scholarships to the matriculating students based upon guidelines agreed to by the participating institutions.

**Other opportunities:**
In addition to the programs listed above, the University also has bilateral tuition scholarship arrangements with a number of other institutions, including Austin College, Trinity University, and Lon Morris College, and tuition exchange with the Associated Colleges of the South (ACS).

*****As with other employee benefits, employees must work a minimum of thirty hours per week (75% FTE) to be eligible for this benefit. The value of the benefit is prorated according to the employee's FTE for the Southwestern Scholarship only. None of the other programs allow for part-time/prorated scholarships.

For more information, please refer to the Staff Handbook located on the Southwestern Human Resources Benefits webpage at http://southwestern.edu/hr/ or contact Admission at 512-863-1200.