

LeTourneau University  
**Full-Time Faculty**  
**Summary of Benefits**

**LeTourneau University** seeks to provide a comprehensive benefits package for full-time faculty members. These benefits are described in detail in the *Faculty/Staff Handbook* and other applicable documents. This summary gives the prospective employee a brief outline of major benefit components and is not intended to provide details of our benefit plan. Any questions should be addressed to Human Resources.

The following applies to **regular full-time faculty** only.

**Vacation and Holidays**

Faculty holidays will normally follow student holidays when class is not in session (see the *LeTourneau University Catalog* calendar).

**Sick Leave**

Faculty members are allowed a short-term sick leave without loss of salary or benefits. Short-term illness may be due to any condition, whether physical or mental, which prevents faculty members from performing their duties at the university. In the case of long-term illness or disability, the university will continue salary and benefits until a replacement becomes necessary in the judgment of the Executive Vice President for Academic Affairs and the President. The faculty member may petition the Executive Vice President for Academic Affairs for a leave of absence. The granting of a leave of absence, with or without pay, and any provisions of the leave due to sickness or disability will be determined by the Executive Vice President for Academic Affairs and the President.

**Jury Duty**

Employees are granted leave with pay for jury or other legal duty when subpoenaed. Compensation received for jury duty in excess of 30 days must be submitted to the cashier. Faculty members must make arrangements for the teaching of their classes.

**Medical Insurance**

Eligibility for medical insurance coverage is immediate upon full-time employment, except for preexisting conditions. Limitations for preexisting conditions may be waived according to federal law. The university offers three plans. The university pays most of the premium for the middle plan and employees pay \$31 per month. The university also pays a portion of dependents' costs. Employees may buy up to a richer plan (Health Choice 500) or choose a less expensive plan (Health Choice 2000). Rates for families begin at \$539 per month and increase depending on the plan chosen and dependents covered. Rates are subject to change annually. Premiums may be payroll deducted on a pre-tax basis at the employee's request.

The insurance plan is a Preferred Provider Organization (PPO). Most PPO physician office visits are covered by co-pays with no deductible. Other covered services are subject to annual deductibles. The individual network (PPO) deductible begins at \$500 per calendar year, and increases depending on the plan chosen. Family deductibles begin at \$1000 per year and also vary with the plan selected. Out-of-network services have a separate annual deductible. After a deductible is met the plan pays 80% for most in-network covered services. Out-of-network services are covered at 60% for Health Choice 500 and 50% for the other two plans. Maximum annual (PPO) out-of-pocket limits (excluding the deductibles and co-pays) vary depending on the plan chosen. Annual out-of-pocket limits for out-of-network services is \$10,000. There is no maximum lifetime benefit

## **Prescription Drug Plan**

Participation in the prescription drug program begins with the medical insurance coverage and the cost is included in the medical insurance premium. The annual deductible is \$50 or \$100 per person and \$100 or \$200 maximum per family, depending on the plan one chooses. Prescriptions may be purchased at a MEDCO network retail pharmacy or by mail order.

## **Dental Insurance**

The university offers a choice of two voluntary dental plans with annual benefit limits of \$1200 or \$1500. The dental plan may be purchased separately from the health plans. Monthly premiums for an individual begin at \$27.38 and increase depending on the plan chosen and dependents covered. Premiums may be payroll deducted on a pre-tax basis at the employee's request.

## **Cafeteria Plan and Flexible Spending Accounts**

Employees may elect to join the Cafeteria Plan and to participate in any of the following.

- Medical and/or dental insurance premiums deducted from paychecks on a pre-tax basis.
- Flexible Spending Account for out-of-pocket medical expenses.
- Flexible Spending Account for dependent day care.

## **Life and Accidental Death Insurance - Basic**

Life insurance is provided for faculty members in the amount of one and one-half times the annual salary rounded upward to the nearest thousand. Contributions are paid by the University. The policy includes a double indemnity clause for accidental death. Life insurance becomes effective on the first day of full-time employment.

Life insurance is also provided for one's dependents and contributions are paid by the University. Dependent life insurance becomes effective on the same day as the employee's.

## **Life and Accidental Death Insurance-Supplemental**

Employees may purchase additional life and accidental death insurance for themselves and additional life insurance for spouses and children through payroll deduction at group rates.

## **Long Term Disability Insurance**

Long term disability insurance is provided by the University. The premium is paid by the University and provides coverage of 60% of basic salary minus other disability benefits, such as Social Security. Coverage becomes effective on the first day of full-time employment, although some limitations apply for pre-existing conditions.

## **Retirement Plan**

The University provides a 403(b) plan. Those who contribute at least 5% of their gross pay to the plan and are expected to regularly work at least 20 hours per week will receive a contribution from the University. The university contribution is equal to 7% of an employee's gross pay. Employees may invest their contributions in a variety of funds from either American United Life Insurance or Teachers Insurance and Annuity Association of America (TIAA) - College Retirement Equities Fund (CREF).

## **Tuition Waivers**

Undergraduate tuition waivers for LeTourneau University in the amount of 100% of tuition are available to employees after three months of full-time employment. Waivers are also available for spouses and dependent children, but, in some cases, eligibility may be delayed until the beginning of the next course. The university also participates in a tuition waiver exchange program with the Council of Christian Colleges and Universities. Employees' children, therefore, also have a potential choice of dozens of quality schools throughout the United States.

### **Graduate Tuition Loan**

A tuition loan for designated LETU Masters degree programs is available to full-time employees after they have completed two years of full-time employment. The tuition loan is forgivable and the employee must remain employed for three years at LETU after completing the degree. The tuition loan is not available for spouses and children.

The University may also provide other educational assistance, such as a graduate educational loan for schools other than LETU, paid educational leave, and a sabbatical after one has worked a minimum of seven years of full-time service with the rank of associate professor or higher.

### **Continuing Education**

Continuing Education courses sponsored solely by the University are available at no charge to employees. Dependents may attend at a discount, including camp programs.

### **Moving Expense Loan**

The University may assist new faculty with moving expenses through a forgivable loan program for moves in excess of a 50 mile radius of the University . The amount which the University can commit will be based on the payment of \$1200 for the first 100 miles and \$200 for each additional 100 miles with a maximum of 2300 miles or portion thereof; or actual expenses incurred in the move, whichever is less. The loan for moving expenses will not exceed 15 percent of the initial annual salary of the faculty member. The individual must remain on the faculty for a minimum of three academic years following the move for the loan to be entirely forgiven.

### **Solheim Recreation and Activity Center**

The Center is open to current faculty and staff, and their spouses and dependent children at no charge. The Center includes an indoor track, racquetball courts, aerobics room, weight room, exercise room, gymnasiums, pool, tennis courts and sand volleyball courts. Recreational use by faculty and staff is encouraged when the facilities are available for general use.

### **University Store Discount**

Emblematic items are available at a 10% discount.

### **Check Cashing**

Personal checks may be cashed with the Cashier in the Business Office.

### **Direct Deposit of Paychecks**

Direct deposit of paychecks is available.

### **Munch Money Account**

You may set up a Munch Money Account using your LETU identification card. The account may be used for breakfast, lunch, or dinner at the dining hall or for any purchase at The Hive. This includes purchases for yourself or for a guest. There will be no refunds. Arrangements for a Munch Money Account can be made in the Cafe.

More detailed benefit information is found in the *Faculty-Staff Handbook* and other applicable documents. Benefits may periodically change or be modified.