

LeTourneau University
Full-Time Staff
Summary of Benefits

LeTourneau University seeks to provide a comprehensive benefits package to full-time staff. 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 staff** only.

Vacation

Most staff members receive a week of non-discretionary vacation during the Christmas season for which they are immediately eligible. Staff members begin accruing discretionary vacation at the rate of ten days per year. This is accrued on a prorated basis per pay period and a staff member may begin using accrued vacation after six months of full-time service. The rate of vacation accrual increases with additional years of full-time service.

Holidays

Staff members are immediately eligible for the following holidays with pay.

- New Year's Day
- MLK Day
- Good Friday
- Memorial Day
- Independence Day
- Thanksgiving
- Day after Thanksgiving
- Christmas

Sick Leave

Staff members accumulate sick leave at the rate of one-half day per month for the first year of service, and one day per month after the first year. Maximum sick leave accumulation is 60 days. There is no waiting period to use accrued sick leave.

Bereavement Leave

Bereavement Leave is charged as sick leave. Employees may take up to three days off in the event of a death in the immediate family as defined in the *Faculty-Staff Handbook*.

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.

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 Section 125 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 unreimbursed medical expenses.
- Flexible Spending Account for dependent day care.

Life and Accidental Death Insurance-Basic

Life insurance is provided for staff members in the amount of one and one-half times the annual salary rounded upward to the nearest thousand. An equal amount of Accidental Death & Dismemberment insurance is also provided. Premiums are paid by the university. Life and AD&D insurance become effective on the first day of full-time employment.

A smaller amount of life insurance is also provided for one's dependents and premiums 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 at the same time as the life insurance, although limitations apply for 12 months for pre-existing conditions.

Retirement Plan

The University provides a 403(b) plan. Those who contribute at least 5% of their gross pay and who 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.

Continuing Education

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

Solheim Recreation and Activity Center

The Center is open to current faculty and staff members 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 for all staff.

Munch Money Account

You may set up a Munch Money Account using your L.U. 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.