



## STAFF EMPLOYMENT MANUAL

**Title: 5.0 Benefits**

**Chapter: 5.01 Flexible Benefit Program**

**Issuance Status and Effective Date: March 2013**

---

### 1. General

The following types of benefits are available to eligible University staff under the University's Flexible Benefits Program:

- Medical Insurance
- Dental Insurance
- Short-term Disability Insurance (See also **5.06, Short-term Disability Insurance**)
- Long-term Disability Insurance (See also **5.07, Long-term Disability Insurance**)
- Life Insurance
- Supplemental Life Insurance
- Spousal or Same-Sex Partner Life Insurance
- Dependent Child(ren) Life Insurance
- Personal Accident Insurance
- Voluntary Long-term Care Insurance
- Pre-tax Health Care and Dependent Care Reimbursement Accounts
- Pre-tax Health Savings Accounts
- Tuition Remission (See also **5.12, Tuition Remission and Other Educational Benefits/Opportunities**)
- Employee Assistance Program (See also **5.13, Employee Assistance Program**)
- Adoption Assistance (See also **5.14, Adoption Assistance**)
- Defined Contribution Retirement Annuity Plan
- Tax-deferred Annuity/Group Supplemental Retirement Annuity Plan

Coverage may be optional, contributory, non-contributory, mandatory, or some combination of these, depending on the employee's eligibility status.

Details are fully covered in plan documents, contracts and procedural memoranda. The ultimate authority on the meaning or application of any provision of an insurance policy or annuity plan is the plan document.

The University reserves the right to modify, change or terminate the policies referenced above, and/or any part of its current insurance and/or retirement program, at its discretion. Such materials as benefit plan descriptions and any other information required by federal ERISA regulations are available for inspection or distribution upon request to HRD.

The University reserves the right to change providers, plan descriptions or plan provisions as it deems necessary.

### 2. Enrollment

As a cafeteria plan provided under Section 125 of the IRS Code, open enrollments are conducted annually for group medical, dental and optional life insurance coverage(s) as well as pre-tax health care and dependent care reimbursement accounts. Annual elections become effective on January 1<sup>st</sup> of the following calendar year, and remain in effect for that entire calendar year. However, certain life events, called qualifying events, permit employees to make mid-year insurance election changes. These events, as

defined by IRS regulations, include, but may not be limited to, a change in marital status (marriage or divorce); the addition of a dependent (by birth or adoption); the loss of insurance coverage due to a change in employment status; the death of a spouse, same-sex partner or dependent; the loss of dependent eligibility status (no longer of eligible age). Insurance enrollments are governed by the plans themselves. HRD administers all new hire enrollments and annual open enrollments.

### **3. Continuation of Coverage upon Termination**

- a. Group medical and dental insurance terminate on the last day of the month in which an employee separates from employment. Flexible spending account(s) terminate at the close of business on the day in which an employee separates from employment. Continuation of group medical and dental insurance coverage or flexible spending accounts is determined by the federal Consolidated Omnibus Budget Reconciliation Act of 1986 (COBRA), which requires continuation of coverage, under certain conditions, to be made available to former employees for a period of up to 18 months following separation of employment or attainment of Medicare eligibility, whichever occurs first. A spouse or same-sex partner and/or dependent children retain individual election rights and may be eligible for continuation of coverage for a period of up to 36 months. This statute requires the qualified beneficiary pay the full monthly premium for the coverage he/she elects to continue. The University will charge a 2% administrative fee for this coverage.
- b. All group life insurance terminates on the day of separation of employment. Conversion and/or portability options for the University's basic as well as optional life insurance plans (supplemental, spousal/same-sex partner, dependent children and/or personal accident) may be available within 31 days of termination. If a covered person dies within this 31-day period and before an individual policy goes into effect, the amount payable under the group contract is limited to the maximum that could have been converted and/or ported. Refer to the appropriate plan document for further details.

### **4. 403(b) Retirement Annuity Plans**

The University's Defined Contribution Retirement Annuity and Tax-deferred Annuity/Group Supplemental Retirement Annuity Plans are managed by Teachers Insurance and Annuity Association/College Retirement Equities Fund (TIAA-CREF).

The Defined Contribution Retirement Annuity Plan requires the employee contribute a minimum of 5% of base/contracted salary and, in turn, the University will contribute 9% of base/contracted salary. Participation is possible at age 25 for regular full-time and regular part-time staff who have completed one year of service (part-time staff are required to maintain a minimum of 1,000 hours per year), or those otherwise determined to be eligible based on the plan document. Vesting in this plan is immediate.

The University also offers a supplemental tax-deferred annuity option as permitted under Sections 403(b) and 415 of the Internal Revenue Code. This option is available to the eligible employee on the first full pay period following date of hire.

Consult the applicable plan document or HRD for complete details.

### **5. Travel Accident Coverage**

The University provides Travel Accident Coverage to employees who are also covered under other University group insurance. Protection is provided to an employee traveling on a bonafide business trip, not daily travel to and from work or while on vacation or leave of absence. The plan document contains the conditions and exclusions of this coverage. Consult the Treasurer's Office for complete details.

Employees traveling in their own automobiles on University business are expected to carry their own collision and automobile liability coverage. The University assumes no responsibility for an employee's personal car accidents.