

EMPLOYEE BENEFITS SUMMARY

BENEFITS	PAID BY	ELIGIBILITY	WHAT YOU RECEIVE
HEALTH INSURANCE highmarkblueshield.com (PPO) thehealthplan.com (Geisinger HealthPlan PPO)	SU + Employee	Employees hired to work at least 21 or more hours per week, for at least 9 consecutive months; effective first of the month following the date of hire.	Medical and prescription coverage for employees and eligible dependents. <i>Spouses are not eligible if they have access to health insurance through their own employer or through Medicare.</i>
WELLNESS PROGRAM	SU	Employees hired to work at least 21 or more hours per week, for at least 9 consecutive months; effective first of the month following the date of hire.	\$500 bonus payment in January provided all parts of the program are completed by the previous Nov. 30.
DENTAL INSURANCE unitedconcordia.com	Employee	Employees hired to work at least 21 or more hours per week, for at least 9 consecutive months; effective first of the month following the date of hire.	Dental coverage for diagnostic, preventive care and restorative services for employees and eligible dependents, including spouses.
VISION INSURANCE e-nva.com	SU + Employee	Employees hired to work at least 21 or more hours per week, for at least 9 consecutive months; effective first of the month following the date of hire.	Free eye exam every 12 months, lenses every 12 months, frames every 24 months, contacts every 12 months (in lieu of frames and lenses) for employees and eligible dependents, including spouses.
FLEXIBLE SPENDING ACCOUNT cdhservices@benecon.com	Employee	Employees hired to work at least 21 or more hours per week, for at least 9 consecutive months; effective first of the month following the date of hire.	Pre-tax dollars for medical expenses and dependent daycare expenses.
LIFE INSURANCE standard.com	SU	Employees hired to work at least 21 or more hours per week, for at least 9 consecutive months; effective first of the month following the date of hire.	One and one-half times annual salary, rounded to the nearest thousandth (min. \$30,000 / max. \$1,000,000), plus an additional equal amount for accidental death and dismemberment coverage.
RETIREMENT PLANS	PAID BY	ELIGIBILITY	WHAT YOU RECEIVE
TIAA 403(b) EMPLOYER-MATCHING CONTRIBUTION tiaa.org	SU + Employee	Automatic enrollment with a 5% employee contribution after 30 days of employment, unless employee opts out within the first 30 days. Eligible for employer contribution first of the month, after one year of employment. <i>Prior service at an educational institution may count toward the one-year waiting period.</i> Contributions each pay period for employees who work 1,000 hours. Upon enrollment into the plan.	SU matches employee contribution, up to 9%, if employee contributes at least 5%. SU contributes 2% of an employee's compensation for those who contribute 0% to less than 5%. SU places matching contribution into employee's Retirement Choice Plan account.

VOLUNTARY BENEFITS	PAID BY	ELIGIBILITY	WHAT YOU RECEIVE
ACCIDENTAL DEATH AND DISMEMBERMENT INSURANCE thehartford.com	Employee	Employees hired to work at least 21 hours or more per week, for at least 9 consecutive months; effective upon approval from the Carrier.	Premiums paid through payroll deduction. For employees, spouses and dependents.
CANCER INSURANCE washingtonnational.com	Employee	Employees hired to work at least 21 hours or more per week, for at least 9 consecutive months; effective upon approval from the Carrier.	Supplemental insurance to help defray the related out-of-pocket expenses. Premiums are paid through payroll deduction. For employees, spouses and dependents.
AFLAC SUPPLEMENTAL INSURANCES <i>(including Short Term Disability)</i> Ed Mrowka edmrowka@gmail.com	Employee	Employees hired to work at least 21 hours or more per week, for at least 9 consecutive months; effective upon approval from the Carrier.	Supplemental insurances such as Short-Term Disability, Accident Indemnity, Critical Care and Recovery, and Hospital Intensive Care Protection. Premiums paid through payroll deduction. For employees, spouses and dependents.
EDUCATIONAL ASSISTANCE tuitionexchange.org	SU	Employee and spouse tuition benefits effective after 1 year of service. Dependent children tuition benefits effective after 3 years of service.	Undergraduate courses at SU and hundreds of colleges and universities participating in the Tuition Exchange Program. <i>Refer to tuition policy for details and restrictions.</i> For employees, spouses and dependents.

OTHER BENEFITS	PAID BY	ELIGIBILITY	WHAT YOU RECEIVE
EMPLOYEE ASSISTANCE PLANS (EAP) 1-888-293-6948 workhealthlife.com/standard3 1-800-624-5544 eap.ndbh.com	SU	Effective immediately.	Offers the opportunity to discuss personal problems with professionally trained counselors. For employees and dependents.
CONNECTCARE 3 connectcare3.com	SU	Employees hired to work at least 21 hours or more per week, for at least 9 consecutive months. Packaged with health insurance.	Help with making the most informed decisions regarding healthcare; understanding of diagnosis and suggested treatments; locating highly rated doctors and hospitals for second opinions; researching other available treatment options; preparing for doctor visits to maximize information and understanding; accompanying you to doctor visits (if deemed beneficial by the nurse navigator); help to reach personal wellness goals such as weight loss, exercise plan implementation and smoking cessation through Healthy Goals, plus more. For employees and dependents.
PAY SCHEDULE			Bi-weekly — every other Friday; 26 pays per year Direct deposit is required. Payments made to the financial institution(s) of your choice. No limit on the number of accounts .

LEAVE PLANS	PAID BY	ELIGIBILITY	WHAT YOU RECEIVE
PAID VACATION	SU	Effective immediately. Employees hired to work at least 21 hours per week, for at least 9 consecutive months. <i>Employees who that work less than 12 months are not eligible for vacation accruals.</i>	Exempt Staff: Accrual rate of 6.47 hours per pay period. Non Exempt Staff: Accrual rate increases with years of service. Starting accrual rate of 3.08 hours per pay period.
PAID HOLIDAYS Link to Holiday Schedule	SU	Effective immediately. Employees hired to work at least 21 hours per week, for at least 9 consecutive months.	Nine paid holidays per academic year, plus two personal/religious observance days. The university is also closed the week between Christmas and New Year's Day.
SICK TIME	SU	Effective immediately. Employees hired to work at least 21 hours per week, for at least 9 consecutive months.	Accrual rate of 3.08 hours per pay period (equivalent to 10 days per year). Unused hours roll over year to year.
FMLA LEAVE OF ABSENCE	Unpaid <i>Employee must use accrued sick time or vacation, if available, before taking unpaid leave.</i>	Effective after completion of one year of employment with a minimum of 1,250 hours worked.	Leaves granted for family, medical and personal reasons, including maternity.
EXTENDED LEAVE	Unpaid <i>Employee must use accrued sick time or vacation, if available, before taking unpaid leave.</i>	After exhaustion of FMLA and still unable to return to work.	Up to an additional 12 weeks of continuous job protected leave.
LONG-TERM DISABILITY	SU	Employees hired to work at least 21 hours per week, for at least 9 consecutive months; effective first of the month following six months of employment.	After 180 continuous days away from work due to accident or illness, if approved, employee can receive 60% of base pay as long as determined totally disabled.
PAID PARENTAL LEAVE	SU	Effective immediately. Employees hired to work at least 21 hours per week, for at least 9 consecutive months.	Up to two weeks of paid leave for birth, adoption or placement of a child(ren). Runs concurrently with FMLA.

DISCOUNTS	WHAT YOU RECEIVE
COMPUTER HARDWARE AND SOFTWARE	Discounts on computer-related items purchased through the university's Information Technology Office.
SMART SAVINGS DISCOUNT smartsavings.motivano.com/login.aspx	Employees have access to exclusive discounts on a variety of national and local products and services.
CAMPUS DISCOUNTS	Employees receive free admission to on-campus sporting events; free parking; discounts on Bookstore purchases; free use of Garret Sports Complex facilities including the gymnasium, natatorium (pool) and tennis and racketball courts; free use of the university library; reduced meals in the dining hall.