

# Confidential Staff Summary of Benefits Programs

## **HEALTH PLAN**

*If hired on the 1st-15th, coverage effective the 1st of month following date of hire. If hired 16th – month end, coverage effective 1<sup>st</sup> of month following 30 days of employment.*  
Choice of Kaiser Permanente HMO (Health Maintenance Organization) or Anthem Blue Cross PPO Prudent Buyer plan, a comprehensive major medical plan with a \$250 deductible per person (max. \$750/family) per year. The employee's portion of the premium varies with salary.

## **HEALTH PLAN WAIVER CREDIT**

*Effective date same as health plan*

If you are covered by another health plan and do not need coverage through USF, after showing proof of coverage, you may elect a waiver and receive an additional \$40/month in taxable income. You may have to show evidence of insurability to rejoin University healthcare coverage.

## **EMPLOYEE ASSISTANCE PROGRAM**

*Effective date same as health plan*

CONCERN, the University's Employee Assistance Program, provides up to eight approved visits per family member per incident for professional and confidential assistance in dealing with personal and emotional issues. USF pays the entire premium for employee and family coverage.

## **FLEXIBLE SPENDING ACCOUNTS (OPTIONAL)**

*Effective date same as health plan*

You may designate a pre-tax portion of your pay to be placed in a medical or dependent care account with The Lipman Company (TLC) to pay for out-of-pocket medical expenses for you and your family; or for dependent care expenses that enable you to work.

## **USF CHILDCARE SUBSIDY PROGRAM (OPTIONAL)**

*Effective date same as health plan*

The University has established a childcare fund for full-time faculty and staff to help meet the expenses of pre-first grade childcare. Funding levels vary depending on income levels.

<u>Salary</u>	<u>Subsidy</u>
\$79,829 or less	\$385/mo
\$79,830 - \$98,809	\$347/mo
\$98,810 - \$127,042	\$308/mo

## **ADOPTION BENEFIT**

The University will provide a \$2,000 reimbursement for adoption fees, per family, per adopted child. Please see read the full policy for more information.

## **USF WELL LIFE**

*Available as of date of hire*

USF Well-Life is a comprehensive health promotion, disease prevention and health education program. It aims at reducing employee health risks through various behavior modification classes and individual counseling.

## **DENTAL PLAN (OPTIONAL)**

*Effective date same as health plan*

During the first year, the Delta Dental plan provides 70% of reasonable and customary charges on diagnostic, preventive, and basic dental work up to a maximum of \$1,500 per year per participant. Coverage will increase to 100% in the 4th year if used in each prior year. Pays 50% of prosthodontics, and 50% of orthodontics for eligible dependent children to a lifetime maximum of \$1,500 per child. A higher out of pocket expense to the employee may apply if the dentist is not a Delta Participating Dentist. USF pays the entire premium for employee and family coverage.

## **VISION PLAN (OPTIONAL)**

*Effective date same as health plan*

Vision Services Plan (VSP) is a voluntary employer subsidized vision plan. Benefits include a comprehensive annual vision exam, and lenses and frames every two years at participating providers. Premiums are paid by payroll deduction.

## **VOLUNTARY DISABILITY INSURANCE (VDI)**

*Effective as of date of hire*

On the 8th day of disability, USF's voluntary disability insurance pays 60% of salary up to a maximum of \$959/wk for a total maximum of 52 weeks. The University's VDI plan is administered by Sedgwick CMS.

## **PAID FAMILY LEAVE INSURANCE (PFL)**

*Effective as of date of hire*

Upon completion of a seven day waiting period, Sedgwick CMS administers USF's Paid Family Leave insurance plan. The plan pays 60% of pay up to a maximum of \$959/week.

## **LONG-TERM DISABILITY INSURANCE**

*Effective as of date of hire*

After 90 days of continuous disability, Sun Life of Canada, USF's long-term disability carrier, provides monthly income of 60% of monthly salary to a maximum income of \$12,000 reduced by income from other sources. Minimum benefit is \$100/month. Pre-existing conditions apply but will be waived if covered with previous employer. USF pays the entire premium.

## **LONG-TERM CARE INSURANCE (OPTIONAL)**

Long-term care insurance helps protect against financial loss in the event that you need long-term care services. If you become unable to care for yourself due to chronic illness, injury, or the effects of aging, this insurance can help defray the costs of long-term care services. Premiums are remitted to John Hancock through payroll deduction.

## **WORKERS' COMPENSATION**

*Effective as of date of hire*

USF's workers' compensation carrier, Travelers provides medical care and financial assistance for work-related illness or injury.

## **LIFE INSURANCE**

*Effective as of date of hire*

USF's life insurance carrier is Sun Life of Canada. Basic group term life insurance is provided by USF. The amount of basic coverage is equal to 1X annual base salary rounded to the next \$1000 up to a maximum of \$300,000. Additional accidental death and dismemberment coverage equal to the amount of life insurance is also included. Benefits are reduced to 65% at age 70.

## **SUPPLEMENTAL LIFE INSURANCE (OPTIONAL)**

*Effective date same as health plan*

Choice of 1X, 2X, or 3X base salary in additional term life insurance. Guaranteed approval up to \$400,000 if purchased within 30 days of hire. Greater amounts up to a maximum of \$500,000 is subject to evidence of insurability. Age based premium paid by payroll deduction. Benefits are reduced to 65% at age 70.

## **DEPENDENT LIFE INSURANCE (OPTIONAL)**

*Effective date same as health plan*

\$5,000 term life insurance available for spouse; \$2,000 for each dependent child. Premium paid by payroll deduction.

## **PERSONAL ACCIDENT INSURANCE (OPTIONAL)**

*Effective date same as health plan*

Additional accidental death and dismemberment coverage available in \$25,000 increments to \$250,000. Family coverage is also available. Premium paid by payroll deduction.

## **TRAVEL ACCIDENT INSURANCE**

*Effective as of date of hire*

A maximum of \$100,000 in benefits for total disability or death resulting from accident while traveling on University business.

## **RETIREMENT PLAN**

*Effective as of date of hire*

Qualified defined contribution plan to which USF contributes 10% of base salary (12% on salary over Social Security base up to \$245,000) to purchase your choice of variable and/or fixed annuities through TIAA-CREF. The plan has a three year cliff vesting schedule (unless previously vested in a qualified plan).

The TIAA-CREF schedule for one-hour individual consultations is also available online at <http://www.usfca.edu/hr/benefits/bencal.html>, and will be posted on the *USF Connect Message Board*.

## **SUPPLEMENTAL RETIREMENT PLANS (OPTIONAL)**

*Eligible upon hire or anytime thereafter*

A portion of current pay may be tax deferred by purchase of annuities or mutual funds through Fidelity, TIAA-CREF or AIG Retirement.

## **EMERITI RETIREMENT HEALTH PLAN**

Emeriti is a tax-advantaged way to invest and accumulate assets exclusively to help meet future retiree medical expenses through the Emeriti Health Account. Upon attaining age 40, USF will begin making a contribution to your Emeriti account. At that time you will also begin making the \$10 mandatory contribution. Due to the tax-free nature of this benefit, your annual salary will be reduced by \$120 per year (\$10/mo x 12 months). You can at any time elect to contribute after-tax dollars into an Emeriti account as well.

## **TUITION REMISSION**

*Eligible upon hire*

Employees, IRS dependent children, and spouse/LDA can take undergraduate tuition remission or graduate tuition remission, excluding the Law School and impacted graduate programs. Tuition remission does not apply to related fees. Graduate tuition remission is subject to applicable federal and state taxes.

Full or partial re-payment is required if the employee terminates employment within four years of service.

## **TUITION EXCHANGE PROGRAM**

The Tuition Exchange program provides the opportunity for IRS dependent children of staff to receive undergraduate scholarships at a participating member institution. There are limited numbers of slots that can be filled annually. Application for the TE program does not guarantee acceptance at a TE member institution or insure a TE scholarship.

## **FACHEX**

The University participates in the Faculty and Staff Children Exchange Program (FACHEX); which is an undergraduate tuition remission program for IRS dependent children of full-time faculty, administrators, and staff of participating Jesuit institutions. It permits a limited number of children eligible for tuition remission at the home institution to receive the same benefit from other participating Jesuit colleges and universities. The benefits are for the remission of tuition only.

## **Additional Benefits**

### **VACATION**

*Available as earned*

0 through 3 years	12 days/year (18 days maximum accrual)
4 through 7 years	15 days/year (22.5 days maximum accrual)
8 through 9 years	20 days/year (30 days maximum accrual)
10 through 14 years	22 days/year (33 days maximum accrual)
15 + years	25 days/year (37.5 days maximum accrual)

*Vacation may be accrued up to a maximum of 1.5 times the annual rate.*

### **SICK LEAVE**

*Available as earned*

Accrual one day/month to a maximum of 75 days.

### **HOLIDAYS**

*Eligible upon hire*

At least 12 holidays per year including days during Christmas week.

### **PARKING PRIVILEGES**

May purchase on-campus parking permit. Payroll deduction is available.

### **CREDIT UNION**

May become a member of The Golden One Credit Union or Provident Central Credit Union. Payroll deduction available for credit union services.

### **COMMUTER CHECK**

Commuter Checks are vouchers redeemed for mass transit fares. Participating agencies include BART, Muni, and almost all bus and ferry services. Up to \$115 per month can be tax sheltered from paychecks in order to pay for commuting costs through these vouchers. USF will provide \$50 a month to employees who do not have a parking permit. If you take advantage of this \$50 stipend, up to \$65 may be tax-sheltered to total the \$115 per month that is allotted.

### **AUTOMATIC DEPOSIT**

By signing an authorization agreement, your pay will be deposited directly to your banking institution.

### **STAFF DISCOUNTS**

USF Bookstore – 10% employee discount on most non-textbook items.

Dining Dollars – 10% employee discount

### **FINANCIAL CONSULTATIONS**

Joseph A. Crowley, Ph.D. is the financial counselor available for individual consultations. To access the consultation schedule, go to the HR web page under '*Benefits*' and then click on '*Retirement Plans*'.

Appointments will be taken two weeks prior to the appointment date, once the message has been posted. Please call the **Office of Human Resources** at **x6707** to make an appointment.

### **PLAN DOCUMENTS**

This USF Benefits Handbook is only a summary of benefits. Detailed descriptions and statements of benefits are provided in the Summary Plan Description(s), and/or other official Plan Documents. In the event of an inconsistency, conflict or ambiguity arising from the language of the USF Benefits Handbook, the official Plan documents will govern. Neither this USF Benefits Handbook, nor any of its contents, or any of the Plans or provisions or benefits of any Plans referred to in the Benefits Handbook, should be understood by any employee to evidence or constitute a promise or agreement for employment with the University of San Francisco.