GROUP MEDICAL COVERAGE
Employees working .75 full-time equivalency (FTE) or above may participate in either of Augsburg’s two group medical insurance plans. Both plans are offered through HealthPartners. Preventive care, including routine physicals, cancer screenings, prenatal, and well child visits are covered at 100% with no deductibles. Please refer to the coverage summary for more information. Coverage begins the first day of the month on or following the date of hire.

GROUP DENTAL COVERAGE
Employees working .75 FTE or above may participate in Augsburg’s group dental coverage. The plan uses the Delta Dental Preferred Option network of dentists and provides coverage for most services, including preventive services, restorative services, and orthodontics for dependents. Coverage begins the first day of the month on or following the date of hire.

GROUP LIFE AND ACCIDENTAL DEATH AND DISMEMBERMENT INSURANCE
A group term life insurance policy is provided for all employees working over .75 FTE. The coverage is equal to 1 x base salary. The premium is paid by the College. The Accidental Death and Dismemberment policy doubles the amount of life insurance received if the death is accidental. It also pays partial benefits for the loss of limbs. Coverage begins the first day of the month on or following the date of hire.

VOLUNTARY LIFE AND ACCIDENTAL DEATH AND DISMEMBERMENT INSURANCE
Employees may choose to purchase additional life insurance and accidental death and dismemberment insurance through this voluntary life insurance program. Additional life insurance may also be purchased for the employee’s spouse and/or dependents. Coverage generally begins the first day of the month following the date of hire.

PAID HOLIDAYS
12 per year - 10 designated and 2 floating holidays

PAID VACATION
Non-exempt Hourly employees-15 days during the first and second year of employment, 18 days during the third and fourth year of employment, and 22 days in the fifth year of employment and greater. Exempt employees accrue 22 days per year.

Vacation is accrued in hourly increments each month. Employees may use accrued vacation if approved in advance by the immediate supervisor. Employees who are less than a 1.0 FTE may earn pro-rated accruals based on their full-time equivalent percentage. Accrual begins on the first of the pay period following the date of hire.

SICK LEAVE
Eligible employees accrue one day per month after successful completion of the 90-day orientation period, to a maximum of 120 accumulated days. Part-time regular employees may earn pro-rated leave accruals based on their full-time equivalent percentage.

SHORT-TERM DISABILITY
Employees at .75 FTE or greater are eligible for the College’s Short Term Disability Plan (STD). This plan is designed to provide salary continuation during periods of absence due to illness or injury. Documentation from a physician, indicating necessity of the leave, is required. Benefits are provided until the end of the disability or up to 26 weeks (6 months).

LONG-TERM DISABILITY
Employees who are at .75 full time equivalency or greater are eligible for coverage. The monthly benefit for any month is 60% of the employee’s monthly basic earnings at the time of disability, to a maximum of $5000. The elimination or waiting period is 180 days. The premium for coverage is paid by the College.
RETIREMENT PLAN
Voluntary employee participation may begin at any time. The matching part of the retirement plan may begin after one year of service. The plan has immediate vesting. For the match, employees contribute 5% of their base salary on a pre-tax basis and the College matches with a 5% contribution. After four years of matching participation in the Plan, the College contributes 8%. Employees may choose to make additional voluntary contributions.

SUPPLEMENTAL RETIREMENT ANNUITIES
Employees may also elect to contribute pretax dollars to tax-deferred annuities. Employees are eligible to participate on the first day of the month following their start date. There is no College contribution to this account.

FLEXIBLE SPENDING MEDICAL AND DEPENDENT CARE REIMBURSEMENT PROGRAM
Employees working .75 FTE or greater may participate in this plan. If eligible, employees can choose to have pre-tax contributions made from their paycheck to a flexible spending account for healthcare expenses or an account for dependent care expenses.

HEALTH SAVINGS ACCOUNT
Employees working .75 FTE or greater may participate in this plan. If eligible, employees can choose to have pre-tax contributions made from their paycheck to a health savings account for healthcare expenses.

TUITION BENEFIT
Benefit eligible employees and their spouses may take up to two classes per term according to the policy guidelines. Dependent children of benefit-eligible employees may be eligible for tuition benefits at Augsburg College, ACTC Colleges, ELCA Colleges, and other colleges according to each program's requirements. There is a one-year waiting period for benefits. Refer to the Augsburg College Tuition Benefit Policy for further details.

PAY PERIODS
All Augsburg employees are paid on a biweekly basis. Timesheets and absence reports are submitted electronically and pay checks are distributed according to the Biweekly Pay Schedule.

DIRECT DEPOSIT
Employees are encouraged to enroll in direct deposit where their paycheck is electronically deposited into their account(s) at the financial institution of their choice. Enrollment forms are available from Payroll.

QUESTIONS?
Questions can be directed to Human Resources at 612-330-1691. The Human Resources Department is located on ground Floor, Memorial Hall, Room 19.