

# Staff Benefits Summary



## ELIGIBILITY FOR BENEFITS

Employees working .75 full-time equivalency (FTE) or above may participate in the following benefit offerings.

## GROUP MEDICAL COVERAGE

Augsburg offers 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. Coverage begins the first day of the month on or following the date of hire.

## GROUP DENTAL COVERAGE

Augsburg's group dental is through 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 VISION COVERAGE

Augsburg's group vision is through the EyeMed Advantage network. The plan features materials and hardware coverage for prescription eyewear through a network of participating vision care providers. 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.

## SHORT-TERM DISABILITY

Eligible employees also have access to 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

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.

## PAID HOLIDAYS

12 per year – A combination of designated and 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.

Employees working between .50 FTE and .75 FTE may earn pro-rated vacation 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. Employees working between .50 FTE and .75 FTE may earn pro-rated leave accruals based on their full-time equivalent percentage.

## 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**

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**

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.

### **QUESTIONS?**

Questions can be directed to Human Resources at 612-330-1602. The Human Resources Department is located on ground Floor, Memorial Hall, Room 19.