



Franciscan University of Steubenville

Benefits At A Glance

2018

BENEFITS AT A GLANCE

Whether you are considering employment with Franciscan University or you are a current employee, this brochure is intended to provide a summary of the University's employee benefits. Most benefits are available to all regular employees, and benefits are pro-rated for part-time employees who work more than 1000 hours per year.

Franciscan University values its employees and offers a comprehensive benefits package that represents a significant component of Franciscan employees' total compensation package. Each year we review our benefit programs to ensure optimum use of our benefits dollars.

More detailed information, including specific eligibility requirements, is provided in the Employee Handbook, benefit plan booklets, or by calling the Human Resources Department at 740-283-6398.

HEALTH INSURANCE

Franciscan University offers two options for health coverage through Highmark Blue Cross Blue Shield: 1) a HDHP (High-Deductible Health Plan) w/ a Health Savings Account (HSA); or 2) a PPO (Preferred Provider Organization) w/ a Health Reimbursement Arrangement (HRA). Both plans include a prescription drug benefit for employee and family; and a vision plan for the employee, with an option to purchase vision for the family.

Employees who elect to participate pay a monthly premium of \$123 for single coverage or \$273 for family coverage through pre-tax payroll reductions. Premium cost is pro-rated for part-time employees who work over 1000 hours per year. The University pays the balance of the premium cost.

Employees who have health coverage through a spouse's employer or another source may choose the "Buy Out" of medical insurance and receive a cash benefit of \$700 annually for a single person or \$1350 annually for family.

VOLUNTARY DENTAL INSURANCE

Franciscan University offers two employee-paid dental options through United Concordia Dental.

- Low Option: \$18.23 single and \$60.08 family
- High Option: \$39.52 single and \$101.86 family

HSA and HRA ACCOUNTS

For full time employees enrolled in Franciscan University's health insurance, the University contributes money to either an HSA or HRA Account (depending upon which plan is elected by the employee). The annual contribution by the University is \$450 annually for a single employee, and \$900 annually for an employee enrolled in family coverage. This money may be used by the employee to cover qualified medical expenses. An employee who chooses the HDHP w/ HSA may also make contributions to the HSA account.

FLEXIBLE SPENDING ACCOUNTS

Employees who elect the PPO w/ HRA option have the opportunity to set aside pre-tax dollars to pay for unreimbursed medical expenses as allowed by the IRS rules for a Section 125 Cafeteria Plan. Redirecting a portion of one's salary into a flexible spending account(s) means an employee's taxable income is calculated after these dollars are deducted from salary.

WORKSITE WELLNESS

Franciscan University is proud to offer an award-winning Worksite Wellness Program to its employees. The Program is designed to assist employees in pursuing a healthy lifestyle in all areas of life: body, mind and spirit. Through educational, spiritual, and exercise offerings, the University encourages its employees to grow as whole persons and be better equipped to serve at the University, and in our homes and communities. Employees who participate in the Wellness Program are eligible for prizes and cash incentives.

LIFE INSURANCE

Term life insurance is provided at no cost to full time employees. The amount of coverage is two and one-half (2-1/2) times the employee's base salary up to a maximum of \$50,000.

Additional life insurance is available to employees on a voluntary, employee-paid basis.

DISABILITY INSURANCE

Long-term disability insurance is provided at no cost to full time employees. If an employee becomes disabled for a period of 90 days, this coverage may provide 67% of an employee's monthly base salary less social security benefits (up to a maximum of \$5,000 per month) for the duration of the disability up to age 65.

VACATION

Full-time regular staff employees earn 10 days of vacation their first year of employment; and accrue 10 days per year thereafter. After completing the 7th year of service, employees accrue 15 vacation days per year; and after completing the 14th year of service, they accrue 20 vacation days per year.

Part-time regular staff employees earn vacation time on a pro-rated basis.

SICK LEAVE

Full-time regular staff employees earn one day per month of sick leave, beginning with their first full month of employment, up to a maximum of 90 days.

Part-time regular staff employees earn sick time on a pro-rated basis.

Full-time faculty members are provided 13 weeks of sick leave per year.

HOLIDAYS

The University designates specific days each year as paid holidays, to include the following:

- New Year's Day
- Good Friday
- Easter Monday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Friday after Thanksgiving
- Christmas Day
- Holy Days of Obligation occurring on a scheduled work day

Additional or alternate holidays may be designated by the administration of the University.

RETIREMENT PROGRAM

Full-time regular and part-time regular employees (working at least 1000 hours per year) are eligible for participation in the University's retirement program through TIAA. This program is optional and if elected requires a payroll deduction on a tax-deferred basis (or after tax Roth), of 5% of the employee's gross salary. In turn, the University will match the employee's contribution, using the following table:

	<u>University</u>	<u>Employee</u>
First year of service	0%	5% (optional)
After 1 year of service	2.5%	5%
After 2 years of service	5%	5%
After 3 years of service	10%	5%

Vesting of the University's contribution will occur as follows:

<u>Years of Service</u>	<u>Vested Percentage</u>
Less than 2	0 %
Greater than 2 but less than 3	20 %
Greater than 3 but less than 4	40 %
Greater than 4 but less than 5	70 %
Greater than 5	100 %

Years of prior service with any four-year college or university will be counted for satisfying the initial one-year eligibility requirement for the University's match. Service with an eligible institution will be counted only if employment at the eligible institution immediately preceded employment at Franciscan University.

Employees may also participate in the TIAA Supplemental Retirement Plan (no match) upon hire.

TUITION REMISSION

The University, by means of its Tuition Waiver program, encourages employees, spouses and unmarried IRS defined dependent children to pursue additional education at Franciscan University. Full-time regular employees are eligible for 100% tuition waiver immediately upon employment. Waiver of tuition for spouse and eligible qualifying dependents will be made according to the following schedule.

<u>Time of Employment</u>	<u>Amount of Tuition Waiver</u>
0 through the 12 th month	None
13 th month through 24 th month	50%
25 th month	100%

Some restrictions/limitations apply to tuition benefits. The full Tuition Waiver Policy is in the Employee Handbook.

TUITION EXCHANGE PROGRAM

Franciscan University participates in two (2) tuition exchange programs, CIC (Council of Independent Colleges/Tuition Exchange) and CCCTE (Catholic College Cooperative/Tuition Exchange), for which full-time regular employees may apply to send their eligible qualifying dependents to other member colleges and universities, subject to the member college admission guidelines or restrictions as it relates to the tuition exchange program. Applications must be made through the Tuition Exchange Liaison.

ADDITIONAL BENEFITS

- Discounted meals in the University Cafeteria
- Access to the facilities and services in Finnegan Fieldhouse and the John Paul II Library
- Tickets to University-sponsored conferences, concerts, lectures, plays, athletic events, etc.
- 25% discount off of merchandise (other than textbooks) at the Franciscan University Bookstore

This is only a summary and, as such, is not meant to be a comprehensive representation of benefits provided by Franciscan University. If you have any questions you may contact the Human Resources Department at 740-283-6398. Eligibility requirements and detailed descriptions may be found in the Employee and Faculty Handbooks and the individual plan documents.

