

CHATHAM UNIVERSITY

SUMMARY OF EMPLOYEE BENEFITS

This benefits summary is not intended to be a full description of the University's fringe benefit program. It is designed to provide the new employee with a brief description of the benefits. A full description of the employee benefit program is outlined in the University's *Employee Manual* and *Faculty Manual*.

Holidays

All full-time staff will be paid for nine (9) holidays observed by the University.

Sick Leave

Full-time staff are eligible for sick days after successfully completing the 180-day introduction period. Full-time staff accrue sick leave at the rate of one-half (½) day per month during their first year of employment with the University, and one (1) day per month for each year after the first year.

*Employees may accumulate up to 66 sick days.

Vacation

Full-time staff are eligible for vacation after successfully completing the 180-day introduction period. Days are accrued according to the following schedule:

0 - 3 years of service = 10 days (.833 days per month)

4 - 5 years of service = 15 days (1.25 days per month)

6+ years of service = 20 days (1.67 days per month)

Vacation days accrued during the University fiscal year (July-June) must be taken by December 31st.

Health/Medical Insurance: UPMC Health Plan

Full-time employees contribute to the monthly health care premium based upon the chosen level of coverage. Please see the schedule below to determine your appropriate monthly contribution:

EMPLOYEE CONTRIBUTION

	<u>PPO Plan</u>	<u>PPO Plan</u> Less than \$35k	<u>EPO Plan</u>	<u>EPO Plan</u> Less than \$35k
Individual	\$ 36.77		\$ 35.78	
Employee/Spouse (Same-Sex Partner)	\$281.41	\$187.61	\$273.90	\$182.60
Employee/Child(ren)	\$250.30	\$166.87	\$243.64	\$162.42
Family	\$294.63	\$196.42	\$286.71	\$191.14

Dental Insurance: United Concordia

EMPLOYEE CONTRIBUTION

	<u>Option I</u>	<u>Option II</u>
Individual	\$ 33.53	\$ 20.35
Family	\$106.88	\$ 59.56

United Concordia Dental participants will be eligible for a **Davis Vision Access Program** which provides discounts on vision care at selective locations.

Section 125 Premium Conversion and Flexible Spending Accounts

Full-time employees may elect to set up health and dental insurance premiums on a pre-tax basis, which is a tax savings. In addition, Flexible Spending Account (FSA) reduces taxes by allowing the employee to pay for certain health care (medical, dental, and vision) and dependent care (daycare) expenses on a pre-tax basis. At the time of enrollment you determine the amount you wish to contribute to each account. Your contributions will be deducted from your paycheck evenly throughout the year. As you incur expenses, submit a *Withdrawal Request* to Benefit Coordinators Corporation (BCC) and reimbursements are made directly to the employee.

Tuition Remission

Tuition remission applies to employees, dependents, spouses/ same-sex domestic partners who take classes at Chatham University at no cost. The tuition remission benefits are as follows:

<u>Undergraduate Programs</u>	<u>Waiting Period</u>
Full-time Employees	180 day introductory period
Dependents/Spouses	One year of service

Graduate Tuition remission is for full-time employees only (it does not include dependents and spouses) after completing the 180-day introductory period, and does not include the health science programs which are full-time. Employees hired after January 1, 2008 must remain with the University after graduation for two years or repay the entire tuition expense.

Tuition Exchange Program

The Tuition Exchange Program is an opportunity for full-time employees' dependents to apply for scholarships to colleges and universities in membership with Chatham University through the Tuition Exchange Program. Full-time employees must have one year of service to participate in this program.

Chatham University participates in two tuition exchange programs:

1. Tuition Exchange Program, Inc.
2. CIC (Council of Independent Colleges) Tuition Program

PLEASE NOTE: Tuition exchange programs are an opportunity to apply for scholarships at participating institutions. There is no guarantee that all who apply will receive this scholarship. The institution to which you are applying makes the final decision. Please refer to the *Employee Manual* for complete details.

Long-Term Disability

Full-time employees are automatically enrolled in the Long Term Disability program, which is paid by the University. The amount of coverage is 60% of the employee's salary after a 90-day waiting period as well as continued contributions to the employee's retirement plan. As an added feature, the plan includes a GuidanceResources Program which is a one-stop resource that offers consultation, information and personalized community referrals, available 24-hours a day, 7 days a week for you and your family members.

Life Insurance

Full-time employees are automatically enrolled in the Group Life Insurance program, which is paid by the University. The amount of life insurance for each employee is two (2) times his/her annual salary.

Retirement Plans

The University participates in the retirement annuity plans provided by TIAA-CREF (Teachers Insurance and Annuity Association) and Fidelity Investments. All full-time staff and faculty are required to be enrolled at the minimum contribution level of 2% after completing one (1) year of service with the University without a break in service and attaining the age of twenty-one (21). The one-year waiting period is waived if the new employee has an existing 403(b) plan from an institution of higher education or non-profit agency

1. The University contributes five percent (5%) of the individual's base salary to his/her annuity program, until the age of retirement, matched by a contribution by the individual of two percent (2%).
2. The University contributes eight percent (8%) of the individual's base salary to his/her annuity program, until the age of retirement, matched by a contribution by the individual of three percent (3%).
3. The University contributes nine percent (9%) of the individual's basic salary to his/her annuity program, until the age of retirement, matched by a contribution by the individual of four percent (4%).
4. The University contributes ten percent (10%) of the individual's basic salary to his/her annuity program, until the age of retirement, matched by a contribution by the individual of five percent (5%).

Supplementary Retirement Plan (SRA)

The Supplementary Retirement Plan (SRA) is an employee-only pre-tax contribution plan through TIAA-CREF and Fidelity Investments. The University does not contribute to this plan. This is available to all employees on the first day of employment.