



Benefit Highlights

JANUARY 1, 2022

TEMPORARY FACULTY AND ADMINISTRATIVE EXEMPT STAFF MEMBERS

The following benefits are available to temporary full-time employees working on at least a 75% academic or fiscal year schedule. Contact Human Resources for information on those benefits applicable to part-time or other employee groups.

BENEFIT COST

The medical, dental and vision insurance may be effective on the first day of the month coinciding with or following the employment date.

MEDICAL PLAN

Two choices of medical coverage are available through Anthem: Blue Access Core PPO and CDHP/HSA

ANTHEM BLUE ACCESS CORE-PPO

Covers hospitalization, surgical, major medical and prescription drugs:

- 100% preventive care coverage; \$30 office co-pay;
- Live Health Online; \$15 co-pay;
- \$750 single deductible/\$1,500 family deductible in network;
- 80% insurer coinsurance/20% employee coinsurance in network;
- Out-of-pocket maximum \$4,500 single/\$9,000 family in network;
- Four Tier Prescription Coverage: \$10/\$40/\$60 retail (30-day supply); 90-day supply for mail service available; Tier 4 \$150 30-day supply, mail order only.
- See Non-network benefit limitations—USI.edu/hr/benefits

| Salary | MONTHLY | |
|-----------------------|-----------|----------|
| | Under 41k | Over 41k |
| Single | 117.70 | 138.48 |
| Employee + Spouse | 259.26 | 305.02 |
| Employee + Child(ren) | 195.30 | 229.74 |
| Family | 322.92 | 379.92 |

ANTHEM HIGH DEDUCTIBLE WITH HEALTH SAVINGS ACCOUNT (HSA)

Covers hospitalization, surgical, major medical and prescription drugs:

- This consumer-driven high-deductible health plan also offers wellness incentives, consumer tools and HSA contributions from USI;
- USI contributes to the HSA both seed money (\$282 Single, \$564 Family) and per-pay (\$39 Single, \$78 Family); Employees also may make pre-tax contributions.
- 100% preventive care coverage;
- Live Health Online-After deductible, 20% employee cost share, in network;
- \$2,800 single deductible/\$5,600 family deductible in network and non-network combined
- 80% insurer coinsurance/20% employee coinsurance, in network;
- Out-of-pocket maximum \$5,000 single/\$10,000 family, in network;
- Prescription-After deductible, 20% employee cost share, in network;
- See Non-network benefit limitations—USI.edu/hr/benefits

| Salary | MONTHLY | |
|-----------------------|-----------|----------|
| | Under 41k | Over 41k |
| Single | 56.62 | 75.32 |
| Employee + Spouse | 124.74 | 165.96 |
| Employee + Child(ren) | 93.98 | 125.00 |
| Family | 155.38 | 206.68 |

DENTAL PLAN

The dental plan is provided by Paramount Dental. The plan benefits are 100% for preventive and 50% for restorative services. Annual maximum per person is \$1,350. The dental plan also covers orthodontic procedures with a \$1,200 lifetime maximum benefit.

| | MONTHLY |
|-----------------------|---------|
| Single | 5.22 |
| Employee + Spouse | 11.00 |
| Employee + Child(ren) | 13.00 |
| Family | 18.92 |

VISION PLAN

This plan is provided by Anthem Blue View. The plan covers annual exams, prescription eyeglasses and contact lenses, frames and a one-time discount on laser vision correction services. Maximum reimbursements may apply. It also allows the participant choice of facility/provider both within and outside the network, retail and private practices included.

| | MONTHLY |
|-----------------------|---------|
| Single | 5.90 |
| Employee + Spouse | 11.76 |
| Employee + Child(ren) | 12.36 |
| Family | 17.16 |

GROUP LIFE & ACCIDENTAL DEATH AND DISMEMBERMENT

The benefit provides a policy in the amount of 1.5 times annual salary with a maximum coverage of \$100,000.

No cost to employee; University pays total premium

SUPPLEMENTAL TIAA RETIREMENT PLAN

Eligible employees may participate at any time by contributing pre-tax dollars from their pay into a TIAA 403b (pre or post tax) or 457b (pre-tax) plan.

Employee makes entire contribution



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COLLEGE CHOICE 529 INVESTMENT PLAN

The University will make payroll deductions for employees enrolled in this plan. There is no waiting period for participation. This is a tax-advantaged college education savings plan with employee-only contributions on a post-tax basis.

FEE WAIVER ON CLASSES

- Staff employees receive a full waiver of tuition for undergraduate and graduate courses; a maximum benefit of six credit hours for fall and spring semesters and up to four credit hours during the summer session with a maximum of 15 hours per academic year.
- Spouses and dependents of employees receive a waiver of 75% of student tuition for undergraduate and graduate courses. A maximum of 124 semester credit hours is eligible for the fee waiver.
- Employees also may receive a waiver of fees for noncredit courses held on campus through the Outreach and Engagement Department.

See University handbook—USI.edu/hr/policy.

RECREATION, FITNESS AND WELLNESS CENTER

The Recreation, Fitness and Wellness Center, located south of the Physical Activities Center, is available at no cost to employees. Features include three courts, a fitness center area with cardiovascular equipment, selectorized machines, free weights, an elevated track, game room, lounge, climbing center and group exercise rooms. The facility offers a variety of activities including basketball, volleyball, badminton, table tennis, billiards, foosball, board games, step, spin, stability ball, kickboxing, Tai Chi, Yoga, self-defense classes and personal training.

PHYSICAL ACTIVITIES CENTER

The Physical Activities Center provides periods during which the gymnasium, athletic fields and other facilities are available to employees at no cost.

PARKING

On-campus parking is available at no cost to the employees.

VACATION

Chief administrative personnel (president, vice presidents, deans and directors (including senior staff designated by the president of the University), professional librarians and fiscal faculty will accrue vacation at the rate of **20 working days** per fiscal year. Other administrative staff will accrue vacation at the rate of **15 working days** per fiscal year. Upon the completion of five years of service, other administrative staff will accrue vacation at the rate of 20 days per fiscal year. The maximum accrual at any time is twice the annual allowance.

SICK TIME WITH PAY

Faculty and Administrative Exempt Staff Members can earn up to 12 working days of sick time each fiscal year. Sick time will be available for use upon accrual. Up to 20 days per fiscal year may be used for illness of immediate family members and domestic partners.

HOLIDAYS WITH PAY

Holidays with pay include New Year's Day, Good Friday, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day plus the day proceeding and following, Christmas Eve, Christmas day plus two working days.

WINTER RECESS WITH PAY

Designated day(s) off with pay may be provided by the University between Christmas and New Year's Day.

BEREAVEMENT LEAVE

Up to three days with pay is granted to make arrangements for and/or to attend the funeral of a spouse, domestic partner, child, step-child, parent, step-parent, brother, step-brother, sister, step-sister, mother-in-law, father-in-law, brother-in-law, sister-in-law, daughter-in-law, son-in-law, grandparent, grandchild or other member of family residing in immediate household. Up to two additional days travel time also may be granted. For other members of family—an uncle, aunt, niece, nephew, grandparent-, uncle-, aunt-, niece-, or nephew-in-law—a leave of absence for up to one day with pay may be allowed. Employees may be granted up to two additional days travel time with approval.

LEAVES OF ABSENCE/MILITARY LEAVE

Leaves of absence with or without pay may be granted for medical reasons, family medical reasons or personal reasons. The University is compliant with USERRA law for military active duty and provides pay up to 15 days per fiscal year for annual reserve training.

ELECTION DAY

Reasonable time off to vote without loss of pay will be allowed if the employee's work schedule is in conflict with voting hours.

JURY DUTY OR WITNESS IN COURT

Time off with pay with required documentation.

SOCIAL SECURITY

Social Security is administered by the federal government through the Social Security Administration and provides old age, survivor, disability and retirement benefits. The cost is shared by the University and the employee.



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WORKER'S COMPENSATION

Benefits are dependent upon circumstances. Work-related injuries and illnesses must be reported immediately to the employee's supervisor. The University pays total premium.

EDUCATOR'S LEGAL LIABILITY INSURANCE

\$25,000,000 per occurrence. Arranged between employee and University.

PAYDAY

Faculty and administrative Exempt Staff Members are paid on the last working day of each month. Wages are directly deposited at the financial institution of the employee's choice.

EMPLOYEE ASSISTANCE PROGRAM

For regular employees on a 50% or greater assignment, the University offers an Employee Assistance Program to aid employees and members of their household with personal problems. The program offers assessment, short-term counseling and referrals. All services are completely confidential. Work-Life services are provided, which include Web Services, Legal Assist, Financial Assist, Consultation and Resources.

UNIVERSITY HEALTH CENTER

The USI University Health Center, located in the lower level of the Health Professions Center, is a full-service clinic offering medical services and health-related information to employees.

DENTAL HYGIENE CLINIC

This facility is located on the main level of the Health Professions Center. Employees may take advantage of the discounted prices for the following services performed by the dental hygiene students: adult and child hygiene treatments, full mouth series of x-rays, bitewing x-rays and sealants. For additional information or to schedule an appointment, call 812-464-1706.

ATHLETIC TICKETS

Season tickets for athletic events are available. Contact the Athletic Office for schedules and rates at 812-465-7165.

THEATRE

Season tickets for University theatre productions are available. Contact the Theatre Office for additional information at 812-465-1635.

PUBLIC SAFETY

University Public Safety staff members are available for assistance at 812-464-1845 and can be reached promptly in case of emergency on campus at 812-492-7777. Public Safety staff members are first responders in emergency situations.

EAGLE ACCESS CARD

The employee photo identification card is issued upon employment. The Eagle Access card is needed to borrow books from Rice Library, for admission to the Physical Activities Center and the University Fitness, Recreation and Wellness Center and for other services and special University events.

For more information about benefits and payroll call

Benefits: 812-461-5466, 812-464-1781 or 812-464-1790

Payroll: 812-465-1287, 812-465-7045, 812-465-7195 or 812-464-1988

or visit the Human Resources Department website at USI.edu/hr.

Visit myUSI under Self Service to keep up with your payroll, benefits and vacation balance.

NOTE: Information in this document is subject to change. Statements contained herein are intended to be used only as an aid in understanding USI's employee benefit program for Faculty and Administrative Exempt Staff members. In case of conflict, the applicable plan document or insurance contract shall prevail.

As an Equal Opportunity/Affirmative Action Employer, the University of Southern Indiana considers all qualified applicants for employment without regard to race, color, religion, sex, pregnancy or marital status, national origin, age (40 or older), disability, genetic information, sexual orientation, gender identity, veteran status, or any other category protected by law or identified by the University as a protected class.