



FULL-TIME FACULTY BENEFITS OVERVIEW 2014-15

This document is designed to provide a brief overview of the benefits offered to full-time faculty members at Augustana College. Full-time faculty teach 21 or more credits per academic year. Employee benefits begin the first day of the month after the initial hire date and end the final date of employment. For detailed information including summary plan descriptions, visit a member of the Office of Human Resources, or you can find many of these materials at augustana.edu/humanresources.

COLLEGE-PROVIDED BENEFITS

These benefits are provided to employees without cost or contribution from the employee.

Long-Term Disability Insurance

After completing one year of service at Augustana, each employee is covered by a long-term disability policy. In the event of total disability prior to retirement, this policy assures a monthly income of 60% of the monthly gross pay, less benefits from other sources. The benefit begins the first of the month after six months of continuous total disability. During disability, this policy will contribute to the employee's group retirement account based upon the employee's salary at the time of the disability. The one-year waiting period for this benefit will be waived for new employees who have been covered by another group disability plan within three months of joining Augustana.

Group Term Life Insurance & Accidental Death and Disability Insurance

The college pays the premium for group term life insurance and group accidental death and dismemberment insurance for each employee. The coverage under these policies varies with the age of the employee:

- Less than 65:** 1½ times annual salary
- 65-69:** 97.5% of annual salary
- 70+:** 50% of annual salary

For those employees who would like additional coverage, voluntary programs can supplement this coverage. Additionally, these group policies can be converted to individual policies upon leaving employment at the college.

Employee Education/Tuition Benefits

Augustana offers several education benefit options for full-time faculty members, their spouses or partners and their qualifying children. Each program has varied eligibility requirements. Cost and availability may vary based on the program and the participating school, if an exchange is utilized. Meetings will be held on a periodic basis to answer questions and help employees who hope to use this benefit to understand the details for their particular situations. Further information on this benefit, including eligibility restrictions and dependent definitions, is available from the Office of Human Resources.

Augustana Tuition Remission

Full-time employees, their spouses or partners and eligible dependents receive 100% tuition exemption at Augustana after the employee completes **two** years of continuous full-time service at Augustana or four years of continuous full-time service at another college or university within one year of the date of employment at Augustana. The exemption applies after deducting scholarships and grants for which the student qualifies. This benefit does not cover fees, housing, room and board, or courses or experiences that are held off campus.

ELCA Tuition Exchange

Eligible dependents of full-time employees can receive tuition exemption at participating ELCA colleges and universities after the employee completes **two** years of full-time service at Augustana or four years of continuous full-time service at another college or university within one year of the date of employment at Augustana. Institutions may vary the way in which this exchange is calculated, and some ELCA schools choose to maintain an import/export balance that can limit availability.

National Tuition Exchange

Augustana participates in the National Tuition Exchange, which provides tuition exchange benefits with many colleges and universities across the country. This benefit is available to eligible dependents of full-time employees with **four** or more continuous years of service at Augustana. Eight years of continuous full-time service at another college or university within one year of the date of employment at Augustana also satisfies this requirement. This benefit does require that Augustana maintain an import/export balance, and frequently there is a waiting list for this benefit. An employee's ranking on the waiting list for the benefit is based on whether an employee has previously used the benefit and his/her years of service at Augustana.

Employee Assistance Program

The college offers an Employee Assistance Program (EAP) through Genesis EAP to all employees and members of their immediate families. The EAP provides free, confidential short-term counseling. This benefit does not require enrollment and is immediately available. The number for the college's EAP is (800) 475-1641. Counseling is available either by phone or at one of six Quad-Cities locations.

RETIREMENT BENEFITS

Retirement Benefit: The college has a 403(b) retirement savings plan to assist employees in setting aside funds to meet their individual retirement needs. During the first payroll after hire, new employees will be automatically enrolled in the plan at 4% of salary or wage, or can elect to defer a different percentage amount on a pre-tax or post-tax (Roth) basis. The college will match the first 4% of employee savings on a dollar-for-dollar basis. Employees can change their contribution levels at any time by contacting the payroll staff.

After one year of service, the college will begin contributing the equivalent of 7% of base salary or wage in addition to the matching contribution, for a total maximum contribution from the college of 11%. Employees who have been fully vested within a qualified employer plan within the last 12 months will be exempt from the one-year waiting period for the 7% college contribution.

All college contributions will be subject to a four-year graded vesting schedule. TIAA-CREF is the recordkeeper and administrator of the retirement benefit. Employees will make investment allocation decisions through the TIAA-CREF website, and changes to these allocations can be made at any time. More information on investment options is available at tiaa-cref.org/Augustana or by calling (800) 842-2252. Additionally, on-site workshops and counseling sessions are available on a regular basis.

WELLNESS PROGRAM

Augustana has implemented a wellness program designed to provide information, incentives and programs to assist each employee in improving their own health and engaging in a healthy lifestyle. Participation in the Augustana health-care benefit is not required for wellness program participation. All new employees are enrolled in the wellness program upon hire and spouses or partners can enroll by providing us with their information.

Participants in the wellness program can qualify for a reduced health insurance premium if they participate in the college's healthcare plan, and they are eligible for additional prizes and incentives. Spouses or partners also are eligible to participate in the wellness program.

The wellness program is overseen by the Augustana wellness team, a cross-functional group that welcomes new members. If you are interested in joining this team or receiving additional information about the wellness program benefit, contact any member of the Human Resources Office.

VOLUNTARY BENEFITS

These benefits are funded in part or entirely by employee premiums and are available to faculty members who choose to participate.

Health Care Insurance

The Augustana Health Care plan is available to all full-time faculty members. The college pays for the majority of the premium for single coverage and contributes a smaller percentage for double or family coverage. Detailed information on plan coverage is available from the Office of Human Resources, and the plan has open enrollment each year. This plan is administered by Sisco Benefit Services, which can be reached at (563) 327-2200.

Wellness Option

Employees who choose the wellness option are required to complete certain wellness activities in order to qualify for the wellness pricing.

	Employee Premium/Month	Annual Premium	Monthly College Cost	Monthly Total COBRA
Employee	\$90	\$1,080	\$427	\$517
EE +1	\$465	\$5,580	\$522	\$987
Family	\$640	\$7,680	\$820	\$1,460

Non-Wellness Option

	Employee Premium/Month	Annual Premium	Monthly College Cost	Monthly Total COBRA
Employee	\$190	\$2,280	\$427	\$517
EE +1	\$665	\$7,980	\$522	\$987
Family	\$840	\$10,080	\$820	\$1,460

Faculty members who are eligible to defer salary over 12 months will pay the listed premium. Faculty paid over 10 months will pay the same annual premium, but will pay one-tenth of the annual premium each month.

This plan has a \$1,250 deductible per person and \$2,500 deductible for family coverage. Benefits and deductibles do vary based on usage of our network of providers. Deductibles are based on the calendar year. Co-pays not subject to deductibles are as follows:

Wellness visits & wellness testing	No co-pay or out-of-pocket expense when using an in-network provider
In-network physician office visits	\$30
Emergency room services	\$150
Prescription drugs	\$10 generic \$30 preferred \$50 non-preferred
Co-pays after deductible	In-network 20% Out-of-network 50%

Dental Insurance

The college offers a self-insured optional dental plan for employees. The employee pays the entire premium with pre-tax dollars through payroll deduction. The plan provides cleaning and preventative care at 100%. Full plan details are available in the Office of Human Resources. This plan has open enrollment each year. The employee has the option of selecting the following levels of coverage:

Coverage	Employee Monthly Premium
Employee	\$36
Employee +1	\$72
Family	\$130

Vision Insurance

The college offers an optional vision care plan for employees. The employee pays the entire premium with pre-tax dollars through payroll deduction. The plan provides coverage for routine exams, glasses and contact lenses. This plan has open enrollment each year. The employee has the options of selecting the following levels of coverage:

Coverage	Employee Monthly Premium
Employee	\$7.24
Employee +1	\$13.05
Family	\$22.13

Supplemental Life Insurance

For employees who would like additional life insurance coverage for themselves or their family members, a group supplemental life insurance benefit is available. Prices vary depending on age and levels of coverage desired. Up to \$150,000 of coverage is available without a medical exam, and up to \$500,000 may be available after a medical consultation. This benefit is available to new employees at the time of hire and is not subject to yearly open enrollment.

Supplemental AD&D

Additional coverage for accidental death and dismemberment is available for full-time employees, with the employee paying the entire premium. Benefits are paid in the event of accidental death, dismemberment or loss of sight, speech or hearing. Coverage can be obtained in denominations of \$10,000 to a maximum of \$500,000, subject to a maximum of 10 times annual earnings on amounts more than \$300,000. The premium rate is \$3.36 per year for each denomination of \$10,000. Family coverage also is available on a pro-rated basis for an additional \$1.68 per year for each denomination of coverage. This coverage can be added by employees at any time and is not subject to yearly open enrollment.

Flexible Spending Account

The flexible spending account plan is designed to allow employees to use pre-tax dollars to pay for eligible medical expenses or childcare expenses on a pre-tax basis. All premiums for voluntary insurance benefits are paid through payroll deduction with pre-tax dollars using this benefit.

Each year, employees can set aside pre-tax dollars designated for unreimbursed medical expenses or childcare expenses. The Internal Revenue Service sets the annual maximum that employees can set aside in either of these categories. Funds are available via a debit card system or through paper claim forms. The benefit is administered through Sisco Benefit Services. Questions regarding issues or fund balances can be answered by calling (563) 327-2200. Employees must designate the amount to be withheld for this purpose on a yearly basis during open enrollment.

TIME-OFF BENEFITS

Vacation: Full-time employees accrue vacation time with each pay period worked with a starting accrual equal to 120 hours or 15 days of vacation time per year. Vacation time can be used with supervisory approval, but is generally not available during the first three months of employment.

Sick Time: Employees who work a 12-month schedule will be granted seven days (56 hours) of sick time on or around September 1 each year. Nine- or 10-month employees will receive six days (48 hours) of sick time. New employees will receive a pro-rated amount of sick time during their first year of employment. Sick time can be used for routine illnesses for the employee or a dependent child who lives in the home, as well as for appointments with a health professional. Unused sick time will roll into each employee's short-term disability bank on or around August 31 each year.

Short-Term Disability: Along with sick leave for routine illnesses, the college provides short-term disability leave of 80 hours (10 days) per year for serious health conditions of the employee or an eligible family member.

Additional information on policies and limitations on time off is available in the employee handbook.

BENEFITS CHANGES

The plan year for most benefits runs from September 1 to August 31. Since most employee benefit costs are funded with pre-tax dollars, the Internal Revenue Service has strict regulations regarding the types of changes that can be made during the plan year.

Participants who have elected health coverage, dental coverage, vision coverage or have set aside funds through the flexible spending account are required to keep the coverage for the entire plan year. Participants are not allowed to discontinue or change their coverage except under very limited circumstances, which are considered qualifying events. Without a qualifying event, employees can only make changes to these elections during the open enrollment period.

ADDITIONAL INFORMATION

Detailed information on each benefit described and summary plan descriptions for benefits plans are available from the Office of Human Resources. Additionally, many materials, links, presentations, electronic versions of summary plan descriptions and annual reports are available at augustana.edu/humanresources. These plans are subject to change. Please check with the Office of Human Resources at (309) 794-7352 if you have questions about eligibility or coverage.