



Faculty and Staff Benefits Guide
2019-2020



Welcome to the University of Montevallo. This guide provides pertinent information about the benefits offered to new employees, including a brief description of each benefit.

Benefits and an employee's right to enrollment are subject to laws, regulations, policies, and individual plan documents. Additional information is provided in the individual plan booklets and brochures. The University reserves the right to change, modify, or terminate benefits at any time.

New Employee Enrollment

It is important to review and understand these benefits so that you enroll in the plans for which you are eligible and that meet your needs. New employees must enroll in the benefit program within the first 30 days of employment, after a qualifying "change in status" event, or during the Open Enrollment period held annually in October with coverage effective January 1.

Additional benefits information may be obtained from Human Resources at:

Human Resources

Will Lyman House

Station 6055

Montevallo, AL 35115

montevallo.edu/human-resources

205-665-6055

Health and Dental Plan and Pharmacy Benefit

Vendor: Blue Cross Blue Shield of Alabama

Website: www.bcbsal.com

Phone: 1-800-468-9334

UM offers health, prescription drug and dental coverage which is administered by Blue Cross Blue Shield of Alabama. New employees have the option to elect coverage the first day of the month if employed on the 1st, or the first day of the following month if employed on any day other than the 1st. Employees must enroll in the health plan in order to be eligible for dental insurance.

Health Insurance

Total Monthly Cost for Single Coverage	\$484.52
Single Employee Cost	\$100.00
University Cost	\$384.52

Total Monthly Cost for Family Coverage	\$1,143.15
Family Employee Cost	\$236.00
University Cost	\$907.15

Benefits include:

- \$35 copay per office visit for primary care physician; \$50 copay for specialist
- \$300 inpatient hospital deductible and \$150 per day copay beginning with the 2nd through 5th day, per admission
- outpatient hospital benefits (\$150 copay)
- \$500 major medical deductible per calendar year, per person (maximum of three deductibles per family)

Covered services:

- hospital services
- expanded psychiatric services (inpatient/outpatient)
- chiropractic services
- preventative care services, including hospital newborn and well child care, routine immunizations, routine pap smears and mammograms, prostate specific antigens

Prescription Drugs

Prescription drugs are covered under the Point-of-Sale Plan. No benefits are available for prescriptions purchased at a non-participating pharmacy in Alabama. The premium for prescription drug coverage is included with the medical insurance premium.

- Generic Tier 1 drugs covered at 100%, no deductible/no copay.
- Brand Tier 2 and Tier 3 covered at 80%, subject the calendar year deductible.

Dental Insurance

Dental insurance is through Blue Cross Blue Shield of Alabama and is provided at no cost to employees. Enrollment is in conjunction with the application for health insurance. Employees must enroll in the health plan to be eligible for dental coverage.

The University covers 100% of the cost of the dental insurance.

Single Cost	\$24.85
Family Cost	\$72.18

Diagnostic & Preventative Services

- Diagnostic and preventive services are covered at 100% with no deductible.

Basic and Supplemental Services

- Fillings, simple tooth extractions, oral surgery, capping, emergency treatment, periodontics services, etc. — are covered at 80% subject to the calendar year deductible of \$50.

Prosthetic Services

- Full or partial dentures, bridges, crowns, etc. — are covered at 50% subject to the calendar year deductible of \$50.

The maximum benefit for each covered adult is \$1,000 per calendar year.

Flexible Spending Accounts (FSA)

Vendor: HealthEquity

Website: www.healthequity.com

Phone: 1-866-346-5800

Eligible employees can take advantage of flexible spending accounts by setting aside pre-tax money through payroll deductions to pay for qualified health care expenses, including copay and deductibles, out of pocket dental expenses, and qualified dependent child care expenses.

Money set aside in these accounts will reduce taxable income by the amount elected for the calendar year. When enrolling, you determine how much money you want to contribute to each account. The University pays all administrative expense for this benefit and offers two types of FSAs:

Healthcare Flexible Spending Account (HFSA)

This account can be used to pay for healthcare related expenses incurred by you and eligible dependents. The maximum annual amount for this plan is \$2,700. If you and your spouse both work at UM and are eligible to participate, you may each contribute \$2,700 for a total of \$5,400.

Some common eligible expenses include coinsurance, copays, deductibles, and orthodontia not paid for by medical insurance. The plan provides a VISA reimbursement account card for use when you incur a qualified medical expense. Participants may also submit expenses through the online portal for reimbursement.

Dependent Care Flexible Spending Account (DCFSA)

This account can be used to reimburse you for expenses associated with the care of your qualified dependents as long as expenses are incurred:

- so that you and your spouse can work or attend school full-time
- for services related to the care of a dependent child under the age of 13 or your dependent or spouse who is physically or mentally incapable of self-care and who lives with you for more than one-half the year

The maximum amount for this plan is \$5,000 (or \$2,500 for married filing separately). Some common eligible expenses include licensed nursery and daycare facilities for children and after school care.

Vision Plan

Vendor: VSP

Website: www.vsp.com

Phone: 1-800-877-7195

The University and VSP provide eligible employees with an affordable eye care plan. Visit vsp.com for more details on your vision benefit and for exclusive savings and promotions for VSP members. The plan is voluntary and paid for by the employee.

Monthly Family Cost	\$19.61
Single Cost	\$8.60

Premium Conversion Section 125 Plan

Premiums for the UM Benefit Plans are automatically deducted before any federal, state, or social security taxes are withheld. This results in a reduction of taxable income equal to the amount paid for health, dental, and vision insurance during the calendar year.

Life and Disability Plans

University Paid Group Term Life Insurance

Vendor: Lincoln Financial Group

Website: www.lfg.com

Phone: 1-800-423-2765

The University provides a group term life insurance plan from Lincoln Financial Group to full-time benefits eligible employees at no cost to the employee. Insurance benefits equal one times the base annual salary, not to exceed \$50,000. Age reduction rules apply, please see policy for details.

University Paid Accidental Death and Dismemberment Insurance

The University provides an accidental death and dismemberment policy (AD&D) group term life insurance plan from Lincoln Financial Group to full-time benefits eligible employees at no cost to the employee.

The benefit is equal to the basic term life insurance if death was caused by an accident. AD&D also pays a benefit if a serious injury results in dismemberment.

Additional Voluntary Term Life Insurance

Additional voluntary term life insurance is available in increments of \$10,000 and based on the employee's age bracket. Employees have 30 days from hire date to request additional coverage which allows guarantee issue of coverage and will be limited to three times of his/her annual salary. Employees applying for additional coverage must be medically underwritten after the guarantee issue period.

Additional coverage for employee, spouse and dependent children is available and subject to underwriting outside the guarantee issue period. Employee must have additional coverage on self in order to be eligible for additional coverage for spouse and dependent children.

Additional Voluntary Accidental Death & Dismemberment Insurance

This benefit provides eligible employees additional Accidental Death & Dismemberment (AD&D) coverage with a minimum amount of \$10,000. The monthly rate is .02 per \$1,000 for employee coverage and .04 per \$1,000 for family coverage.

Teachers' Retirement System — Group, Term Life Insurance

Organization: Teachers' Retirement System of Alabama

Website: www.rsa-al.gov

Phone: 1-877-517-0020

Teachers' Retirement System provides \$15,000 of free term life insurance to full-time active members. Part-time members' insurance is prorated based on FTE.

University Paid Long-Term Disability Insurance

Vendor: Lincoln Financial Group

Website: www.lfg.com

Phone: 1-800-423-2765

The University provides long-term disability insurance through Lincoln Financial Group to eligible employees

at no cost to the employee. After a 90-day period of disability, 60% of the employee's base monthly salary will be paid for permanent or temporary disability, up to a maximum of \$10,000 a month.

Retirement Plans

The University offers eligible employees a variety of retirement saving plans in order to help provide financial security during retirement.

The Retirement Systems of Alabama — 401(a)

Organization: Teachers' Retirement System (TRS)

Website: www.rsa-al.gov

Phone: 1-877-517-0020

The TRS plan is a defined benefit retirement plan governed by the Internal Revenue Code 401(a). The 401(a) is mandated by the state and all eligible employees are required by law to contribute the following percentage of their gross annual salary to the Teachers' Retirement System.

Plan	Tier 1	Tier 2
Hire Date	Prior to 1/1/2013	On or after 1/1/2013
Contribution	7.5% regular employee; 8.5% law enforcement	6.0% regular employee; 7.0% law enforcement
Retirement Eligibility	25 years of service at any age or 10 years of service at age 60	10 years of service at age 62 or age 56 for law enforcement
Sick Leave	Can convert one day (8 hours) for every month of service	None

Individuals employed before January 1, 2013, are classified as Tier 1 employees and contribute 7.5% of their gross annual salary to TRS. Certain members will be subject to the annual compensation limit. Tier 1 employees are eligible for retirement benefits at age 60 with 10 years of creditable service or at any age with 25 years of creditable service. Accumulated sick leave at retirement may be converted to additional service credit.

Individuals that were employed on or after January 1, 2013, and have never previously contributed to TRS are classified as Tier 2 employees and contribute 6%. Tier 2 employees are eligible for retirement benefits at age 62 with 10 years of creditable service. Accumulated sick leave at retirement cannot be converted to additional service credit.

In addition to the employee contribution, the University contributes a percentage which is determined by the

Alabama Legislature. The 401(a) plan provides retired employees with a specific benefit payable monthly for the lifetime of the member. Upon service retirement, employee are also eligible to join the state's Public Education Employee Health Plan (PEEHIP). Rates for this plan vary based on years of TRS service credit and age at retirement.

Individuals who separate from employment before vesting in the retirement plan, or before qualifying to receive benefits, may request a refund of their contributions and applicable interest.

University of Montevallo 403(b) Plan

Company: TIAA	Company: VALIC
Website: www.tiaa.org	Website: www.valic.com
Phone: 1-800-842-2776	Phone: 1-800-448-2542

The 403(b) Plan is a voluntary retirement savings plan that is governed by the Internal Revenue Code 403(b). It allows eligible employees to invest in fixed and variable annuities and mutual funds. Employees may reduce their state and federal taxable income by contributing up to \$19,000 (\$25,000 if over age 50) annually. The employees' contributions are tax-free until withdrawal. The 403(b) plan restricts withdrawals by participants who are under age 59½ by imposing a 10% tax penalty. TIAA and VALIC are the two vendors currently offering 403(b) accounts to University employees.

University of Montevallo 457(b) Plan

Organization: Retirement Systems of Alabama (RSA-1)
Website: www.rsa-al.gov
Phone: 1-877-517-0020

The 457(b) Plan is a voluntary deferred compensation plan governed by Internal Revenue Code 457(b). Employees can contribute up to \$19,000 (\$25,000 if over age 50) to the 457(b). The Retirement Systems of Alabama's RSA-1 is the service provider currently offering 457(b) plan to University employees. Contributions are made on a pre-tax basis and accumulate tax-free until withdrawal. The 457(B) plan does not impose the 10% penalty applicable to the 403(b), but the funds cannot be withdrawn while currently employed at UM.

Social Security

Social Security provides protection in the form of retirement benefits, disability income, survivor income, and Medicare insurance. Participation is required.

In 2018, the employee and the University contribute 6.2% of the employee's salary up to the maximum

taxable earnings base of \$132,000. Contributions for Medicare are 1.45% of the employee's annual salary. The University contributes a matching amount.

Leave and Holidays

Annual Leave/Vacation (Non-Faculty) Regular Staff

With supervisor approval, accrued vacation may be used at any time. Full and part-time, benefits-eligible staff employees accrue on a pro-rata basis each pay period. The rate of accrual per year varies with the individual's length of employment at UM. During the first year, employees earn vacation time at the rate of 10 days per year, or 6.666 hours for each month worked. The rate of accrual increases by one day for each year of employment for years one through 11, at which time the maximum rate of 20 days per year, or 13.333 hours per month is attained. Part-time employees earn vacation on a pro-rata basis.

Upon separation of employment, eligible employees will be compensated for accrued annual leave up to the maximum accumulation at the time of separation or retirement. Hours accumulated above the maximum allowed will be transferred to sick leave. Upon retirement, payment of accrued but unused annual leave as of the last working day, up to the maximum allowed, shall be, at the option of the employee, either by terminal leave or by lump sum payment; in all other situations, payment of accrued but unused annual leave as of the last working days shall be by lump sum payment.

Sick Leave

Eligible employees may use sick leave primarily for absences due to illness or injury of the employee including disability caused or contributed to by pregnancy, childbirth, related medical conditions, or for routine health care. Sick leave may be taken in cases where the employee must be absent because of illness, injury, or routine health care for a member of the employee's immediate family. Sick leave is accrued at a rate of one day (8 hours) per month for full-time employment with unlimited accumulation.

Holidays

The scheduled holidays observed by the University each year include:

Martin Luther King Day, Memorial Day, Fourth of July, Labor Day, two days at Thanksgiving and eight days be-

tween the fall and spring semester including Christmas day and New Year's. Additional special holidays may be designated by the President of the University.

Bereavement Leave

Faculty and staff may be given up to three days leave with pay due to the death of a member of the immediate family. Bereavement and funeral absences in excess of three days can be charged to accrued sick leave. Faculty and staff should notify the supervisor or department head as soon as possible to request leave.

Sick Leave Bank

The purpose of the Sick Leave Bank (SLB) is to provide eligible UM employees with an emergency pool of sick leave days and to mitigate the impact of lost wages during a time of illness, or injury, or due to a medically-necessary procedure.

To be eligible for initial enrollment, an employee must be eligible to accrue sick leave; have completed one (1) year of continuous service to the University; completed a Sick Leave Bank Enrollment Form during the semi-annual enrollment periods and submitted it to the Human Resources Office, according to the dates indicated on the enrollment form; and have accumulated a minimum combined total of 40 hours of sick and/or vacation leave at the time of enrollment in the Sick Leave Bank. Enrollment in the SLB does not guarantee that an employee will receive benefits from the SLB. At enrollment each participating employee will be required to deposit a minimum 8 hours of sick or vacation leave into the SLB (or prorated amount if employed less than full-time). Each request for withdrawal of benefits will be evaluated and a decision will be made based on the specifics of the request.

Education Benefit Plan

Employee Tuition/Fee Waiver

After six months of continuous full-time employment, full-time faculty and staff are eligible for a full tuition and fee waiver on a space available basis. During the first six months of employment, full-time employees are eligible for a pro-rata waiver of tuition and fees, based on the number of months of employment.

Spouse/Dependent Tuition Waiver

Dependents of regular, full-time faculty and staff employees who have been employed for 12 consecutive months (faculty — one academic year) may take

UM undergraduate or graduate courses for credit on a space-available basis without charge of tuition (dependent is defined as a spouse and other dependents claimed on federal income tax forms). Dependents are eligible for a pro-rata tuition waiver, based on the number of months of the employee's employment.

Additional University Benefits

Athletic events: Employees may attend regular season campus athletic events free of charge upon presentation of a UM identification card.

Bookstore discounts: Employees are eligible for a 20% discount on all items at the Bookstore, except textbooks and paperbacks books.

Food service: Is available to all UM employees through Chartwells, along with other dining options. Meal plans are offered at considerable savings and credited on your UM ID.

Concert and lecture series: Employees are encouraged to take advantage of the annual Concert and Lecture Series, which along with other plays and concerts provided for free or for a nominal charge, afford the employees broad cultural opportunities.

Fishing/University Lake: Employees and their dependents may fish at the University Lake at no charge. A state license and a valid UM ID must be carried at all times. Canoe and kayak rentals are also free with a valid UM ID.

Golf Course access: Membership in an 18-hole golf course is available to employees. Casual play for modest fees is also available, as are golf cart and pull cart rentals.

Library: Employees, spouses and dependents have library borrowing privileges from Carmichael Library.

Military service: Employees serving in voluntary military units are allowed up to 21 days of leave-with-pay to attend required training.

Student Activity Center: Employees, spouses and dependents have free membership to the SAC. The membership includes access to walking track, weight room, cardio room, racquetball courts, and pool.

University of Montevallo Benefits Matrix

Benefit	Who Pays	When Available*	What to Know
Health	UM and employee	1st or first of the month following date of hire	Administrator: BCBS of Alabama
Dental	UM	1st or first of the month following date of hire if enrolled in Health Plan	Administrator: BCBS of Alabama
Pharmacy Benefits	UM and employee	1st or first of the month following date of hire	Administrator: BCBS of Alabama
Flexible Spending Accounts	Employee	1st or first of the month following date of hire	Administrator: Health Equity
Vision Plan	Employee	1st or first of the month following date of hire	VSP
Group Term Life Insurance	UM	1st or first of the month following date of hire	Lincoln Financial Group
AD&D Insurance	UM	1st or first of the month following date of hire	Lincoln Financial Group
Long Term Disability	UM	1st or first of the month following date of hire	Lincoln Financial Group
Teachers' Retirement System 401(a) Plan	UM and employee	1st or first of the month following date of hire	Mandatory employee contribution
403(b) Plan	Employee	1st pay date following enrollment	Tax exempt retirement plan
457(b) Plan	Employee	1st pay date following enrollment	Deferral of income and taxes
Education Benefit Plan	UM	Six months employee; 12 months for spouse/dependent	Tuition waiver
Annual Leave (Vacation)	UM	Upon accrual	Accrual increases over time
Sick Leave	UM	Upon accrual	Equals one day per month; Part time pro-rata
Holidays and Administrative Leave	UM	Immediately	Eight scheduled days per year with additional special days designated by the President

Temporary Assignments will be limited to one year.

*Most benefits require active enrollment by the employee within 30 days of employment date.