

UNIVERSITY OF NEBRASKA AT KEARNEY – SUMMARY OF NUFlex BENEFITS

(For a more detailed explanation visit the Human Resources Office in Warner Hall)

(308) 865-8522

ENROLLMENT: New employees must enroll for coverage within 31 days of their hire date.

EMPLOYEE ELIGIBILITY REQUIREMENTS: All employees who are employed in a position of .50 FTE or greater, and have an anticipated length of employment of at least six months or more.

DEPENDENT ELIGIBILITY: The employee's spouse or adult designee and children until age 26. Medical, dental, and vision coverage for children may be continued until age 26.

NU-FLEX BENEFIT PROGRAM: The University's NUFlex Benefit Program offers employees a number of benefit options and coverage categories. You choose the benefit option and coverage that best suits your circumstances and lifestyle. Each benefit option has a price tag, which may reflect individual differences such as age, salary, benefit FTE, and number of dependents enrolled for coverage. Most of the employee benefit premiums are paid with pre-tax dollars, which reduces the employee's annual taxable income. The following is a list of **NUFlex Benefit choices:**

- *Medical – Blue Cross and Blue Shield of Nebraska
 - *Prescriptions - EmpiRx
- *Dental – Blue Cross and Blue Shield of Nebraska
 - *Vision – Eye Med
- *Long-Term Disability (LTD) – UNUM
- *Voluntary Life Insurance – Assurity Life Insurance Company (Paid with after-tax dollars)
- *Accidental Death and Dismemberment (AD&D) – Assurity Life Insurance Company
- *Dependent Life Insurance – Assurity Life Insurance Company. (Paid with after-tax dollars)
- *Long Term Care Insurance – Genworth (Paid with after-tax dollars)
- *Flexible Spending Accounts (Health Care and Dependent Care) - WageWorks

Benefit coverage becomes effective on the first day of the month following the employee's date of hire, assuming all underwriting has been completed (some benefits require completion of an insurability form). Generally, coverage choices are in effect for the calendar year (January through December) unless the employee has a change in family status or if the employee or their spouse or adult designee has a change in employment status. (You must report a change in your personal situation to the Human Resources Office within 31 days of the event in order to make any benefit changes.)

Each year, in November, employees have the opportunity to make changes in their insurance coverage for January through December during open enrollment. You **must** re-enroll for your Reimbursement Accounts each year. Benefit changes become effective on January 1, assuming all underwriting has been completed (some changes require completion of an insurability form).

MEDICAL INSURANCE PLAN: The University is self-insured. Blue Cross and Blue Shield of Nebraska administers the plan. By choosing a physician or hospital that is a member of the University of Nebraska PPO UnitedHealth Choice Plus, you will save money through lower deductibles, lower co-insurance rates, and lower stop-loss limits. Coverage category choices and options include;

(Each option has separate premiums, deductibles, coinsurance payments and stop-loss limits.)

- | <u>Options</u> | <u>Choices</u> |
|-------------------------|--|
| 1. No Coverage | A. Employee Only |
| 2. BCBS Low Option | B. Employee and spouse/Adult Dependent |
| 3. BCBS Basic Option | C. Employee and child(ren)/AD child(ren) |
| 4. BCBS High Option | D. Employee and family |
| 5. BCBS High Deductible | |

PRESCRIPTION DRUG PROGRAM – EMPIRX: As an insured with the University's Medical Plan, employees are automatically eligible for CVS Prescription Drug Program. This program provides quality, cost efficient pharmaceutical supplies at a reduced cost. The Drug Program offers two convenient methods to fill individual medication needs in person

at a retail participating pharmacy or by mail order. Employees may purchase up to a 90-day supply of Brand Name or Generic drugs (if you request Generic drugs, you will save money). *Employees completing the Health Risk Assessment and are enrolled in the university's medical plan may purchase generic drugs through EmpiRx's mail service for \$0 copay and \$0 copay for flu shots.

DENTAL INSURANCE PLAN: The Blue Cross and Blue Shield of Nebraska Dental Plan covers services ranging from routine preventive & diagnostic, restorative and major dental services as well as a \$2,000.00/person lifetime maximum for orthodontic care. If you enroll, you may change your dental coverage category (who is covered) when a family status change occurs.

VISION CARE INSURANCE: The Eye Med vision care plan is a group plan dedicated to the promotion of eye health and good vision by providing benefits for comprehensive eye exams and corrective eyewear. If you enroll, you may change your vision coverage category (who is covered) when a family status change occurs.

LONG-TERM DISABILITY INSURANCE PLAN: Employee chooses either an income replacement of 50% or 66 2/3% of their monthly salary with an elimination (waiting) period of 90 days or 180 days. If an individual becomes partially or totally disabled through an illness or injury and is unable to work, the LTD Plan is designed to restore part of the work earnings lost during the period of disability (pre-existing conditions may apply). While you are receiving disability benefits, both employee and employer's Retirement Plan contributions (based on your level of participation) will be deposited into a Retirement Plan on your behalf.

LIFE INSURANCE PLAN: This is term life insurance coverage (no cash value). The University includes an employer-provided life insurance benefit equal to one times the employee's annual budgeted salary up to a maximum of \$120,000. Employer provided coverage amounts which exceed \$50,000 will be subject to imputed income on the employee's W-2. The voluntary life insurance coverage options will remain basically the same and continue to be based in part on your tobacco-nicotine use. The maximum coverage for an employee is \$500,000. Insurance coverage exceeding \$250,000 will require proof of insurability. Premiums for coverage amounts are withheld on an after-tax basis.

ACCIDENTAL DEATH AND DISMEMBERMENT INSURANCE PLAN: AD&D pays benefits if the employee (or a covered family member) dies or is dismembered (loss of eye, arm, leg, etc.) as a result of an accident. There are eleven (11) AD&D options, ranging from no coverage to \$250,000. These options are in addition to the AD&D provided with the Life Insurance Plan.

DEPENDENT LIFE INSURANCE PLAN: Employees who elect dependent life insurance coverage will receive benefits if their spouse, adult designee or dependent child dies. The following is a list of the options available:

Coverage for Spouse/Adult Designee

Option:

1. No coverage
2. \$10,000
3. \$20,000
4. \$50,000 – **Requires proof of insurability on spouse/adult designee.**

NOTE: Coverage for spouse cannot exceed the amount of life insurance the employee has elected. All coverage ends when the **employee** attains age 70.

Coverage for child over 6 months

1. No coverage
2. \$5,000*
3. \$10,000*

*Coverage for a child age 14 days to 6 months is equal to 10 percent of the above option amounts. No coverage for a child age 13 days or less.

Coverage for a dependent child ends when the child attains age 26.

LONG TERM CARE INSURANCE: The Genworth long term care plan provides a variety of support services for insureds that are unable to care for themselves, whether on a temporary or permanent basis. Long term care services can be received in your home, in a community based setting, such as adult day care, assisted living facility or nursing home. Premiums are based on your age at the time of enrollment and options selected. Coverage is also available for spouses, parents, parents-in-law, grandparents, and grandparents-in-law. Underwriting required.

FLEXIBLE SPENDING ACCOUNTS: All regular employees working at least half-time (.50 FTE) are eligible to participate in the Employee Flexible Spending Accounts. Contributions to these accounts reduce income subject to State and Federal income taxes and Social Security. Only expenses incurred after the employment date are covered.

Health Care Account – This account provides an opportunity for employees to pay certain eligible health care expenses with pre-tax dollars. Employees may contribute up to \$2700 annually. An annual contract is established which requires contributions to be made for a 12-month period.

Dependent Care Account – Employees can use this account to pay dependent care expenses with pre-tax dollars if dependent care is necessary in order for the employee and their spouse to work. Covered expenses include day care services for children under age 13, or other dependents who can be claimed for tax purposes who are physically or mentally incapable of self-care, such as elderly parents who require support. Employees may contribute up to \$5,000 annually (married employees, who are both employed by the University and are eligible to participate, may contribute up to an annual combined maximum of \$5,000.)

NOTE: *If employees do not spend all the money in their Flexible Spending Account during the calendar year, any remaining balance must be forfeited. If employees participate in both the Health Care and Dependent Care Accounts, they cannot use money from one account to cover expenses in the other account.*

UNIVERSITY OF NEBRASKA BASIC RETIREMENT PLAN SUMMARY – 401(a): In order to enroll in the Basic Retirement Plan, an employee must be employed in a regular budgeted position and have an employment status equal to one-half time equivalency (.50 FTE) or greater and must meet eligibility requirements. **Participation is voluntary if the employee is age 26 and has completed two years of service. Participation is mandatory at age 30 after completing two years of service.** Credit for service completed with a prior employer, whose primary purpose or activity provided a formalized program of education, will be considered in determining eligibility. You may invest contributions with TIAA-CREF and Fidelity Investments.

Beginning September 1, 2018, new NU employees who satisfy the existing retirement plan eligibility requirements will enter the Basic Retirement Plan on a **semi-annual enrollment, either September 1 or February 1.** For instance, an employee hired in October 2018 would first be able to enter the retirement plan on Feb. 1, 2019. An employee hired in April 2019 would first be able to enter the retirement program on September 1, 2019. This change affects only new employees hired after September 1, 2018.

CONTRIBUTIONS: Both the employee and the University system make contributions to the Basic Retirement Plan based on a percentage of the employee's salary. All contributions, including those made by the University, are vested immediately and belong to the employee the day they enroll. All employee contributions are made on a pre-tax basis thus reducing the employee's federal and state income tax. Employees choose between two levels of participation:

	<u>Employee Contribution</u>	<u>University's Contribution</u>	<u>Total</u>
Tier 1	3.5%	6.5%	10.0%
Tier 2	5.5%	8.0%	13.5%

*Employees initially electing Tier 1 may change to Tier 2 prior to June 1 of each year. No change will be permitted from Tier 2 to Tier 1.

UNIVERSITY OF NEBRASKA SUPPLEMENTAL RETIREMENT PLAN (SRA) SUMMARY 403(b): Any employee, regardless of age or length of service (excluding fellowship and work-study students) may enroll in the Supplemental Retirement Plan. SRA contributions are voluntary and are made each pay period as a percent of compensation or a flat dollar amount (\$200 annual minimum) up to the IRS's maximum allowance. You may invest contributions with TIAA-CREF and Fidelity Investments. Employees may choose to contribute to a Traditional 403(b) option on a pre-tax basis or Roth 403(b) option on an after-tax basis. No University contribution is provided to the Supplemental Plan.

UNIVERSITY OF NEBRASKA DEFERRED COMPENSATION RETIREMENT PLAN SUMMARY 457 (b): Employees who are on track to contribute the maximum allowed to their SRA, can make additional voluntary contributions up to the IRS's maximum allowance. You may invest contributions with TIAA-CREF and Fidelity Investments. This is a pre-tax deduction. No University contribution is provided.

SOCIAL SECURITY: In addition to the Basic Retirement program, Supplemental Retirement program, and Deferred

Updated 6/24/20

Compensation Retirement program, the University of Nebraska at Kearney participates in the Federal Social Security Program. The University withholds the appropriate amount of income from the employee's paycheck for Social Security. The University matches this amount and the sum is then credited to the employee's social security account.

OTHER BENEFITS:

Direct Deposit: Direct Deposit is required for all employees.

Credit Union Deductions: Employees may make voluntary deposits or loan payments to the Trius Federal Credit Union through payroll deductions.

Scholarship Program: Full time and retired employees who wish to continue their education may be eligible for the scholarship program. 15 credit hours per academic year (August-July) will be made available to those who qualify and can be used for their own continued education or transferred to a dependent to use.

Child Care: UNK has child care services available on campus for faculty, staff, and students, depending on openings.

Health Center: Employees can obtain a membership to the Wellness Center for a low cost.

UNIVERSITY LEAVES:

Vacation Leave: Regular full and part-time staff employees are eligible to accumulate vacation leave pro-rated according to their employment FTE, length of service, and classification.

Sick Leave: Regular full and part-time staff employees are eligible to accumulate sick leave pro-rated according to their employment FTE, length of service, and classification.

Civil Leave: The University makes accommodations when an employee is called to serve as a juror or is appointed to serve as a clerk or a judge on an election board or counting board.

Military Leave: An employee who is a member of one of the reserve components of the Armed Forces may be granted leave with pay up to 15 days per year to fulfill his/her service obligation.

Funeral Leave: Up to five days of paid funeral leave may be granted for funerals in the immediate family, wife, husband, children, parents, grandchildren, grandparents, brothers, sisters, brothers-in-law, sisters-in-law, or persons bearing the same relationship to the spouse.

Family/Medical Leave of Absences: Visit the Human Resources Office for the University's policy and procedure or web site http://www.unk.edu/offices/human_resources/

Holidays: The University recognizes twelve holidays per year.

Crisis Leave: Visit the Human Resources Office for the University's policy and procedures or web site http://www.unk.edu/offices/human_resources/

Parental/Maternity Leave: Visit the Human Resources Office for the University's policy and procedure or web site http://www.unk.edu/offices/human_resources/

EMPLOYEE ASSISTANCE PROGRAM: UNK's Employee Assistance Program is a short-term counseling service to help you and your family begin to work through personal problems, such as marital conflicts, grief issues, stress, legal problems, emotional difficulties, substance abuse, financial troubles, plus more. This program is provided through Best Care EAP.

EMPLOYEE HEALTH AND WELLNESS

The UNK Employee Health and Wellness Program is an organized program to assist employees in making positive voluntary behavior changes. Reducing health risks and enhancing individual morality will create a positive, health work environment and community. For more information visit <http://www.unk.edu/academics/wellness/>

EMPLOYEE SERVICES AND DISCOUNTS

UNK offers a variety of discounts on campus and in the community. The following link will help you access those services and discounts. http://www.unk.edu/offices/human_resources/benefits/employee_services_discounts.php

ADDITIONAL BENEFITS INFORMATION

For complete detailed benefits information, go to www.nebraska.edu/benefits.