

# 2022-23 Daemen College Summary of Employee Benefits

## HEALTH INSURANCE

Daemen College offers employees health insurance through Univera, plan Signature CoPay 1. Employee share of premium is calculated annually and the open enrollment period is April 4<sup>th</sup> through 22<sup>nd</sup> with changes effective June 1<sup>st</sup>. Dependent children may be covered until age 26 regardless of full time student status. Domestic partners are covered. The Plan requires all covered employees to select a participating primary care physician for each family member enrolled.

Faculty: Coverage is effective the date of hire.

Staff: Coverage is effective the first day of the month after your date of hire.

The employee share of the premium is deducted from the bi-weekly paycheck, the first two paychecks of every month. If there are 3 pay periods in a month, the 3<sup>rd</sup> pay day will not include deductions for medical benefits.

Daemen participates in the Healthy U Program through Univera. This is a Wellness Program in which participants receive biometric health screenings and lifestyle recommendations. In addition, the Plan provides a \$250.00 wellness card to be used during the Plan year to purchase vitamins and supplements from a participating health food store; as credit towards gym membership, chiropractic co-pays or massages.

### Employee Cost Share for Univera Signature CoPay 1

Single Coverage	\$161.96 per pay
Family Coverage	\$421.68 per pay

## FLEXIBLE SPENDING ACCOUNT (FSA)

The Daemen Flexible Spending Account is administered by ProFlex. FSAs are available to enrollees of the Univera Signature CoPay 1 Plan. Flexible spending accounts allow covered employees to pay for certain premiums, medical and dependent care expenses on a pre-tax basis. Paying for these expenses with pre-tax dollars saves money by lowering taxable income. Please be aware that Social Security benefits may be reduced in the future when funding a Flexible Spending Account. A tax advisor can assist with determining how the tax savings will compare to possible reductions in future benefits. The minimum contribution to enroll in the flexible benefit plans is \$400 and the plan year runs June 1<sup>st</sup> – May 31<sup>st</sup>. The medical expenses account allows for \$500 to be rolled over without forfeitures. Maximum contributions, covered expenses and dependent eligibility and forfeiture rules are governed by IRS regulations. Newly hired eligible employees may enroll within thirty days of their hire date and must re-enroll annually thereafter.

## DENTAL INSURANCE

Dental coverage is administrated by the Guardian. The Plan is a preferred provider arrangement but employees may elect to see a non-participation dentist that will be reimbursed at the MetLife negotiated rate for all services rendered. The Plan includes an orthodontic rider for children under the age 19. Maximum benefit of \$1000.00 per enrolled family member per calendar year. Coverage begins the first of the month after date of hire. Coverage is extended to age 26 for dependent children. The employee share of the premium is deducted from the bi-weekly paycheck, the first two paychecks of every month. If there are 3 pay periods in a month, the 3<sup>rd</sup> pay day will not include deductions for dental benefits.

Coverage Level	Bi-weekly Cost
Single	\$4.00
Family	\$10.00

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## COMPREHENSIVE VISION

Low group rates are available for full vision insurance products utilizing either the VSP or Davis Vision networks administered by Guardian Life Insurance. Family coverage includes children to age 26. Employee pays 100% of the cost for this benefit with a pre-tax, biweekly payroll deduction. If there are 3 pay periods in a month, the 3<sup>rd</sup> pay day will not include deductions for vision benefits.

Coverage Level	VSP- Option 1 - Bi-weekly Cost	Davis- Option 2 - Bi-weekly Cost
Single	\$5.13	\$3.66
Family	\$11.04	\$7.87

## LIFE INSURANCE & AD&D

All full time employees working at least 30 hours per week are covered by a \$50,000 Life Insurance Policy and Accidental Death and Dismemberment (AD&D) Insurance through Lincoln Life. This benefit is fully paid for by Daemen.

## SUPPLEMENTAL LIFE INSURANCE

Employee, spouse and/or dependent coverage options are also available to full time employees within thirty days of hire. Guaranteed issue. For basic amounts no medical questions are asked and no physicals are required. Employee pays 100% of the cost for this benefit with a biweekly payroll deduction. This plan is administered through Lincoln Life.

## SHORT TERM DISABILITY

This plan is offered at no cost after six months of full time employment. Salary is continued for the first ninety days upon receipt of a completed and validated New York State disability form. There is a seven-day waiting period from the date of disability before benefits become effective. This plan is administered through Guardian.

## LONG TERM DISABILITY

This plan is offered at no cost to all full time employees after ninety days of employment. The Plan provides for replacement of salary at 2/3 for length of disability or normal retirement age whichever is less. There is a ninety-day elimination period before benefits begin. This plan is administered through Guardian.

## GROUP TRAVEL ACCIDENT

This Plan provides benefits for both domestic travel greater than one hundred miles from your legal residence as well as international travel. There is no elimination period of cost for this benefit. Travel must be business related.

## EMPLOYEE ASSISTANCE

The employee assistance program can be reached 24 hours per day/seven days per week. A variety of free support services are available at 1-800-386-7055 or at [www.worklife.uprisehealth.com](http://www.worklife.uprisehealth.com) access code: worklife. This benefit is administered through Guardian.

## RELOCATION EXPENSE

Upon approval of the appropriate Dean or Vice-President, the college pays up to one-half the cost of moving normal household goods (not to exceed \$3000.00 and excluding charges for packaging, storage or insurance). Actual receipts are required; photocopies are not accepted.

## RETIREMENT PLAN

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All benefit eligible employees may participate in the Retirement Plan the first of the month following their date of hire. After one year of service, the college contributes 8% for all employees that contribute 5% on a pre-tax basis. Employees may join the plan immediately after hire with match if they have completed one year of full time service at another college or university in the twelve months prior to hire. The Teachers Insurance and Annuity Association (TIAA) administers this plan. \* *Twelve months of full-time service in higher education immediately prior to employment at Daemen will be counted towards the waiting period, as long as a letter from the previous college's or university's HR department is provided upon hire.*

## STAFF VACATION ACCRUAL

Daemen College provides full time staff with paid vacation time. Hours begin accruing with the first full two-week pay period and the employee may begin taking accrued time after three months of employment. Employees may accrue up to thirty days of vacation.

Full time **hourly employees** accrue two weeks vacation per year. Hourly vacation accrual increases to three weeks per year after five years of service and four weeks per year after ten years of service.

Full time **salaried employees** accrue four weeks vacation per year.

## SICK/PERSONAL TIME

Full and part time **hourly staff** accrue leave time at a rate of 1 hour per 30 hours worked upon hire. This benefit time rolls over each year to a maximum of 56 hours and is not paid out upon separation from employment.

## SALARIED STAFF /FACULTY SICK TIME

Full time **salaried employees** receive paid sick leave in case of any injury, illness, medical condition or any of the reasons covered by NYS Sick Leave. Sick leave will accrue at a rate of 3.5 hours per pay period to a maximum of 84 hours. Sick time will rollover each year to a maximum of 84 hours and is not paid out upon separation from employment.

## DAEMEN TUITION WAIVER BENEFIT

Full time employees are eligible for 100% tuition waiver for undergraduate classes at Daemen College the semester after hire. This benefit is also available to the employee's spouse/same sex domestic partner and dependent children.

100% tuition waiver for graduate level courses at Daemen College are available to full time employees and to the employee's spouse/same sex domestic partner. Dependent children of the employee are eligible for a 50% tuition waiver.

## RECIPROCAL TUITION WAIVER PLAN

Full time employees and their dependents as defined by IRS regulations are eligible to apply for tuition benefits at CICU and CIC networks of schools. CICU participating schools are private, four year institutions in New York State. CIC participating schools include over 300 schools nationwide. Charges covered by tuition remission determined by the host institution, but generally cover full tuition. This benefit is available the semester after hire and covers undergraduate courses only.

## TUITION EXCHANGE SCHOLARSHIP PROGRAM

Applications for Tuition Exchange scholarships are accepted for dependent children of full time employees after five years of service. There are over 500 colleges and universities nationwide participating in the Tuition Exchange Program and scholarships are not guaranteed.