

Benefits for Full-Time Administrators and Staff

<u>Benefit</u>	<u>Eligibility</u>	<u>Benefit</u>	<u>Colleague Contribution</u>
<u>Health Insurance</u>	1 st of the month following a 30-day waiting period	See additional materials	See Rate Sheet
<u>Dental Insurance</u>	1 st of the month following a 30-day waiting period	See additional materials	See Rate Sheet
<u>Flexible Spending Accounts</u>	1 st of the month following a 30-day waiting period	See additional materials	
<u>Vacation</u>	Available for use after 3 months	Based on date of hire	
<u>University Holidays</u>	Immediate	14 days designated on the University calendar	See Holiday Sheet
<u>Floating Holidays</u>	Available for use after 3 months	2 per year; prorated during the 1 st year	See Holiday Sheet
<u>Salary Continuation</u>	91 st day following date of hire	<ul style="list-style-type: none"> <u>Exempt</u> – Based on length of service to the University <u>Non-Exempt</u> – Based on accrued sick days 	N/A
<u>Long Term Disability Insurance</u>	91 st day following date of hire	<ul style="list-style-type: none"> After 180 consecutive days of absence due to approved medical leave 60% income replacement Continued contributions to the Retirement Plan 	N/A
<u>Life Insurance</u>	1 st of the month following a 30-day waiting period	<ul style="list-style-type: none"> 2 times annual base salary up to \$500,000 \$10,000 for a spouse \$6,000 for a dependent 	N/A
<u>403(b) Retirement Plan</u>	<ul style="list-style-type: none"> After 1 year and age 25 Required after 1 year and age 30 	See Additional Materials	3% - Employee Contribution 7.5% - Employer Contribution
<u>Tuition Remission</u>	1 st full semester following first year anniversary of employment	Colleague, Spouse, and Dependents	Normal University fees
<u>Parking</u>	Immediate based on availability through Campus Safety	Colleague only	\$36 per month
<u>Miscellaneous Benefits</u> Recreation and Wellness Center Gannon Bookstore Metz Dining Services Nash Library	<ul style="list-style-type: none"> With presentation of valid Campus ID • “ “ “ • “ “ “ • “ “ “ 		<ul style="list-style-type: none"> Campus ID available through Campus Police & Safety Office