



Benefits Overview

Oct. 1, 2009–Sept. 30, 2010

Arizona State University
Office of Human Resources
480.965.2701
www.asu.edu/hr/benefits

ENROLLMENT INSTRUCTIONS

www.asu.edu/hr/benefits/enrollmentforms.html

IMPORTANT NOTE:

The information contained in this brochure is not binding and is subject to change at any time. ABOR policies, ASU policies, ADOA policies and vendor contracts govern benefits eligibility and coverage.

Please read applicable ASU Policies and Benefit Plan Documents for complete information.

Revised September 2009

ELIGIBILITY

An employee is generally eligible for benefits if he or she is a regular or long-term temporary employee working 50% or more FTE for at least six consecutive months. Enrollment in a mandatory retirement plan is required for employees who work at least 20 hours per week for at least 20 weeks in a fiscal year.

ELIGIBLE DEPENDENTS

The employee's legal spouse and/or unmarried children under age 19 or those age 19 through 23 if a full-time student.

EFFECTIVE DATES

Holiday pay, vacation and sick leave accrual, qualified tuition reduction benefit, basic life insurance, and long-term disability insurance begin on the employee's **first day** of employment.

Mandatory retirement (ASRS, ORP or PSPRS) enrollment must be completed within 30 days eligibility by all faculty and staff. ASRS and PSPRS are effective on the first day of eligibility.

ORP is effective the first day of the pay period following completion of enrollment* —provided faculty, academic and service professionals, and administrators enroll no later than 30 days from date of hire or when they become eligible for this plan. Failure to make a timely election will result in retroactive ASRS participation.

Benefits (health, life and disability coverage) are effective the first day of the pay period following completion of enrollment*—provided faculty and staff enroll no later than 31 days from date of hire or when they become eligible for benefits.

* Enrollment is complete only when the HR Benefits Office has received ALL documentation.

RETIREMENT

All eligible employees, with the exception of Postdoctoral Scholars, certain F1 or J1 Visa holders and student workers, are mandated by Arizona legislation to participate in a retirement

plan. Payroll-deducted contributions are exempt from federal and state withholding income taxes, but are not exempt from FICA taxes. Contributions are subject to annual fiscal-year limits set by the IRS.

Classified Staff—Arizona State Retirement System (ASRS). Employee and ASU contributions (9% of annual salary each) begin as of date of hire or date of eligibility. Vesting in the University's contributions begins at 5 years of ASRS credited service and reaches 100% after ten years of ASRS credited service.

Police Officers/Recruits working 40 hours per week—Public Safety Personnel Retirement System (PSPRS). Employee contributions of 7.65% and ASU contributions of 19.96% of annual salary begin on date of hire or eligibility.

Faculty, Academic & Service Professionals, & Administrators—ASRS (see above) or the Optional Retirement Plan (ORP). The retirement election is irrevocable. The ORP offers a choice of TIAA-CREF, Fidelity or VALIC for an investment provider. Employee and ASU contributions (7% of annual salary each) begin the pay period following enrollment. Vesting in the University's contributions occurs after five years of ORP participation.

All employees may set aside additional earnings for retirement through a 403(b) and/or a 457(b) plans. There is no University matching contribution. Payroll-deducted contributions are exempt from federal and state withholding income taxes, but are not exempt from FICA taxes. Contributions are subject to annual calendar-year limits set by the IRS.

MEDICAL

Eligible employees have three medical plan designs to choose from with multiple networks:

- **An EPO** (Exclusive Provider Organization),
- **A PPO** (Preferred Provider Organization) or
- **A Health Savings Account (HSA)** Option with HSA HealthFund.

Medical Coverage – Per Pay Period Rates				
EPO Choices	Single	EE + Adult	EE + Child	Family
Aetna, Ameriben, Cigna and UHC	\$18	\$44.77	\$36.46	\$82.15
PPO Choices	Single	EE + Adult	EE + Child	Family
Aetna, Ameriben And UHC	\$71.08	\$151.38	\$142.62	\$204.46
HSA with HSA Savings Account	Single	EE + Adult	EE + Child	Family
Aetna	\$11.54	\$36.92	\$27.23	\$69.23

DENTAL

One PPO (Preferred Provider Organization) and one Pre-Paid (Dental Maintenance Organization) plan are offered.

Dental Coverage—Per Pay Period Rates			
Pre-Paid	Single	EE +1	Family
Total Dental	\$ 2.31	\$ 4.15	\$ 6.46
PPO	Single	EE +1	Family
Delta Dental	\$ 13.78	\$ 31.53	\$ 54.52

VISION

Participating/non-participating provider services are available through the Avesis network.

Vision Coverage—Per Pay Period Rates			
Pre-Paid	Single	EE +1	Family
Avesis	\$ 2.23	\$ 6.24	\$ 7.78

FLEXIBLE SPENDING ACCOUNTS (FSA)

These IRS approved and regulated accounts are for unreimbursed healthcare expenses and employment-related dependent child/elder daycare expenses.

Health Care Account

Enrolled employees can contribute up to \$5,000 on a pre-tax basis every calendar year and be reimbursed for eligible medical, prescription,

dental, and vision expenses not paid by insurance. HSA HealthFund participants are limited to dental and vision expenses.

Dependent Child/Elder (Day) Care Account

Enrolled employees can contribute up to \$5,000 on a pre-tax basis every calendar year and be reimbursed for eligible child/elder care expenses.

LIFE INSURANCE

Basic coverage of \$15,000 is provided at no cost to benefits-eligible employees.

Supplemental and Dependent options are available at employee cost:

Aetna—New Plan Design in January 2010

Hartford—Supplemental life 1 to 3 times annual salary (in increments of \$5,000) or \$300,000, whichever is less. Dependent life in the amount of \$2,000, \$4,000, \$6,000, \$12,000, \$15,000 or \$50,000 is available separately.

INCOME CONTINUATION

Short-Term Disability (STD) coverage can be elected through Hartford or Unum. This coverage provides replacement income up to 66⅔% or 70% of salary up to 26 weeks for a non-work-related disability. The employee pays 100% of the premium on an after-tax basis.

Parental Leave (6 weeks pay immediately following date of birth) is reduced by STD benefits.

Long-Term Disability (LTD) coverage provides up to 66⅔% of a disabled employee's salary. Benefits begin on the 181st day of a continuous disability.

ASRS retirement participants are automatically enrolled with Sedgwick CMS LTD. Employee pays 50% of the premium.

ORP & PSPRS retirement participants are automatically enrolled for Hartford LTD. ASU pays 100% of the premium.

Postdoctoral Scholars, while not eligible for retirement, are covered for Hartford LTD. ASU pays 100% of the premium.

VOLUNTARY BENEFITS PLANS

All employees may purchase various types of liability insurance from MetLife Auto & Home® and Unum Long-term Care Insurance.

REDUCED IN-STATE TUITION

Available to eligible employees, retirees, employees on LTD, and eligible dependents enrolling in courses at Arizona State University, Northern Arizona University or the University of Arizona

EMPLOYEE ASSISTANCE PROGRAM (EAP)

ASU provides every benefits-eligible employee, family members and committed partners free confidential counseling and consultation, resources, referrals, education and training.

VACATION LEAVE

Vacation accrues based on a 40-hour work week or is adjusted to the % of time worked. Academic-year appointments do not accrue vacation.

Classified Staff

Years 1 & 2: 3.38 hours per pay period

Years 3 & 4: 4.92 hours per pay period

Years 5 & after: 6.77 hours per pay period

Faculty, Academic and Service Professionals, & Administrators on a fiscal-year appointment accrue vacation at 6.77 hours per pay period.

Postdoctoral Scholars on a fiscal-year appointment accrue 10 days of vacation in the first contract year and 15 days in subsequent years.

SICK LEAVE

Employees accrue 3.69 hours each pay period for sick leave based on a 40-hour work week or adjusted to the percentage of time worked.

HOLIDAYS

Benefits-eligible employees are granted time off from work with pay for ten holidays designated by the university. Holiday pay is based on an eight-hour workday or prorated.

New Years Day
Martin Luther King's Birthday
Memorial Day
Independence Day

Labor Day
Veterans Day
Thanksgiving (2)
Christmas (2)