



# BENEFITS SUMMARY FOR FACULTY

<u>LEAVE OPTIONS</u>		<u>WHEN ELIGIBLE</u>	<u>DETAILS</u>
<b>HOLIDAYS</b>	University	Upon employment	New Year's Day, Martin Luther King, Jr. Day, President's Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, day after Thanksgiving (Columbus Day exchange) & Christmas Day. Floating Holiday: Eligible employees are also allowed one (1) Floating Holiday per calendar year prorated by FTE at the time of use. The Board of Regents may exchange certain work days for the same number of legal holidays.
<b>ANNUAL LEAVE</b>	University	Accrues from first month of employment but not available until faculty member has been employed for six (6) calendar months.	Full-time faculty on fiscal year twelve (12) month contracts shall earn 1.75 days per month (21 days per year). Permanent part-time less than 1.0 FTE but greater than .50 FTE, are entitled to prorated annual leave.
<b>PERSONAL LEAVE</b>	University	Each contract year for faculty bargaining members. Unused leave is not cumulative or compensable.	Members of the faculty bargaining unit are eligible for compensated personal leave up to five (5) working days per contract year prorated by FTE. Personal leave is not chargeable against any other leave, is not cumulative and may not be approved for vacation or recreation purposes.
<b>SICK LEAVE</b>	University	Accrues upon employment. Available for use after 90 days.	Full time employee accrues 8 hours of sick leave per month, or prorated according to the number of hours worked if less than full-time. Sick leave may be used for personal or family illness and medical or dental appointments. May also be used as bereavement leave.
<b>JUROR &amp; WITNESS LEAVE</b>	University	Upon employment.	Leave with pay for jury duty or other required appearance before a court, legislative committee, or other public body. Employee's payment from the court for duty (not travel) is transferred to the University or the employee may elect to take annual leave.
<b>MILITARY LEAVE</b>	University	Member of US military force who has been employed for six continuous months.	Eligible employees are entitled to leave of absence with pay for a period of time not to exceed 15 working days in a calendar year for attending regular encampments or active-duty training programs. Military leave may not be taken for regular scheduled drills.
<b>SABBATICAL ASSIGNMENT</b>	University	When a tenured faculty member has completed six (6) years of satisfactory service.	Eligible faculty members must apply for sabbatical assignment in the academic year prior to beginning assignment.

<b>INSURANCE BENEFITS</b>		
	<b>WHEN ELIGIBLE</b>	<b>DETAILS</b>
<b>HEALTH INSURANCE SELF FUNDED PLAN</b> <i>(Required for employee)</i>  <b>MAJOR MEDICAL PLAN AND MANAGED CARE OPTIONS</b>	Cost is shared. Employee's share is Pre-tax and based on selections. University contribution is legislated by the State of Montana.	<p>.5 FTE (1/2 time) or greater for 6 months or longer. If eligible, benefits coverage begins on 1st day of employment; or, as otherwise mandated by the Affordable Care Act.</p> <p><i>Election of coverage must be made within 30 days of employment or during annual benefit enrollment.</i></p> <p>Self-funded BlueCross BlueShield medical coverage for employee, spouse and children. \$750 deductible per person. \$1,500 deductible per family. Coinsurance is 75%/25% but 65%/35% out of network. Stop loss ranging from \$4,000 to \$8,000 for in-network and separate \$6,000 to \$12,000 out-of-network depending on plan, services and providers.</p> <p>In-pharmacy Navitus program for 30-day supply: No deductible—varying flat dollar co-pays per drug tier. Mail order Rx program available for 90-day supply: flat dollar co-pay amount varies per drug tier. Out of pocket maximums \$2,150 individual, \$4,300 family per year not including Tier D or F costs.</p>
<b>DENTAL INSURANCE</b> <i>(Required for employee)</i>		Choice of self-funded dental plans: Select Plan pays scheduled amount for wide range of dental procedures with \$1,500 annual maximum. Basic Plan limited to scheduled amount for 2 times per year preventive maintenance with \$750 annual maximum. Administered by Delta Dental Insurance Company.
<b>BASIC LIFE INSURANCE/ AD&amp;D</b> <i>(Required for employee)</i>		Choice of Basic Life plans: \$15,000 or \$30,000 and \$48,000. Includes Accidental Death and Dismemberment. Provided by The Standard Insurance Company.
<b>LONG TERM DISABILITY</b> <i>(Required for employee)</i>		Choice of LTD plans: 60% of pay/6 month wait; 66-2/3% of pay/6 month wait; or 66 2/3% of pay/4 month wait. Provided by The Standard Insurance Company.
<b>RETIREMENT PLAN</b>	Employee contributes 7.044% of gross pay. Employer contributes 5.956% of gross pay.	TIAA Defined Contribution Plan with immediate vesting. Participant allocates employee and employer contributions into their choice of TIAA fixed and variable annuity accounts, including guaranteed, fixed income, real estate and equities funds. Federal income taxes on contributions are deferred until retirement or withdrawal. <u>Exception:</u> Eligible faculty who were immediately prior participants in Teachers' Retirement System (TRS) may choose to continue in TRS Defined Benefit Plan. Employee contributes 8.15% of gross pay; employer contributes 11.85%. Five (5) year vesting requirement.
	<b>Mandatory</b> participation when hired at (.5 FTE) half time or greater for 2 consecutive semesters. <u>Exception:</u> Non-US citizens are not required to participate until the beginning of their third year of employment at half-time or greater.	

<b>REQUIRED TAXES/DEDUCTIONS - FEDERAL TAX (OFW) AND STATE TAX (OSW)</b>			
<b>FEDERAL TAX (OFW)</b>	Tax Table	Upon employment	Amount deducted depends on income and deductions reported on W-4.
<b>STATE TAX (OSW)</b>	Tax Table	Upon employment	Amount deducted depends on income and deductions reported on W-4.
<b>SOCIAL SECURITY – OASDI MEDICARE</b>	Tax Table	Upon employment	Pays benefits upon retirement, disability, or death if eligibility requirements are met. Includes medical coverage under Medicare age 65 or after receiving disability benefits for two years.
<b>OPTIONAL INSURANCE COVERAGE &amp; ADDITIONAL BENEFITS</b>			
<b>OPTIONAL VISION (HARDWARE)</b>	Employee	Within 30 days of employment, if eligible for insurance and at annual benefit change.	Choice of coverage for employee and family for glasses (lenses & frames) and contacts. <i>Eye exam covered under medical plan.</i> Reimbursement plan through Blue Cross/Blue Shield of Montana. No network.
<b>SUPPLEMENTAL LIFE</b>	Employee	Within 30 days of employment, if eligible for insurance and at annual benefit change.	Choice of coverage: \$25,000 to \$300,000 for employee with or without AD&D. Cost based on age. Larger amounts can be applied for by individual proof of good health. Spouse limited to 50% of employee amount with maximum of \$50,000. Provided by The Standard Insurance Company.
<b>OPTIONAL DEPENDENT LIFE INSURANCE</b>	Employee	Within 30 days of employment, if eligible for insurance and at annual benefit change.	Choice of coverage: \$25,000 - \$50,000 for spouse. Larger amounts can be applied for by individual proof of good health. \$5,000 to \$30,000 for each child. Provided by The Standard Life Insurance Company.
<b>OPTIONAL REIMBURSEMENT ACCOUNTS - MEDICAL, CHILD DAY CARE</b>	Employee	Within 30 days of employment, if eligible for insurance, and at annual benefit change.	Can contribute from \$120 to \$2,750 per year for reimbursement of non-reimbursed medical, dental and other IRS approved expenses. Day Care contributions allowed up to \$5,000 per year. Flex deductions are not subject to federal or state income taxes or Social Security tax. Administered by WageWorks, Inc.
<b>VOLUNTARY TAX-SHELTERED ANNUITY</b>	Employee	Upon employment	Employee may participate in a voluntary tax deferred or tax-sheltered annuity retirement plan up to the maximum limit allowed by the Internal Revenue Code. Funds are withheld from the paycheck before federal and state taxes are computed thus deferring taxation until retirement or receipt of the funds. Invest with TIAA. (403b). <b>NEW:</b> Opportunity to make Roth after-tax contributions within your MUS 403(b) retirement plan.

<b>DEFERRED COMPENSATION</b>	Employee	Upon employment	EMPOWER Retirement administers the plan. Employee may tax defer voluntary contributions up to maximum allowed by IRS code. (457b)
<b>ADDITIONAL BENEFITS</b>	<b><u>WHEN ELIGIBLE</u></b>		<b><u>DETAILS</u></b>
<b>FACULTY &amp; STAFF TUITION WAIVER</b>	University	Employee must be permanent, past the probationary period, and working at least ¾ time (.75 FTE).	Eligible employees are entitled to a waiver of in-state tuition for regular courses of study at UM, subject to supervisor and administrative approval. Under federal law, tuition reductions granted to employees in both undergraduate and graduate status may be considered as income & subject to withholding taxes. Employees who terminate during the academic semester in which they receive a tuition waiver will be required to reimburse the University of Montana for the value of the waiver. <a href="#">Faculty Staff Tuition Waiver Info.</a>
<b>DEPENDENT PARTIAL TUITION WAIVER</b>	University	Employee must be employed at least .75 FTE (3/4 time) in a permanent position for 120 calendar days (4 months).	Eligible dependents of eligible employees are entitled to a waiver of in-state tuition for regular courses of study at UM, subject to supervisor and administrative approval. Under federal law, tuition reductions granted to employees in both undergraduate and graduate status may be considered as income & subject to withholding taxes. Employees who terminate during the academic semester in which they receive a waiver will be required to reimburse the University of Montana for the value of the waiver. <a href="#">Dependent Tuition Waiver Info.</a>
<b>WELLNESS PROGRAM</b>	Employee	Upon employment, if eligible for Insurance	The Montana University System (MUS) has an extensive Wellness program that includes: WellCheck prevention health screenings (2x a year on UM campus), lifestyle education/support, disease management, webinars, workshops, an online interactive Wellness program, Montana Moves, etc. The Wellness Team on this campus are in Human Resource Services. Please call 406-243-2665 for more information. <a href="#">Website Information</a>

<b>EMPLOYEE ASSISTANCE PROGRAM</b>	Employee and Household	Upon employment	The Montana University System (MUS) Employee Assistance Program (EAP) benefits are available to all MUS employees and their household members. The EAP offers confidential advice, support, and practical solutions to real-life issues. You can access these confidential services by calling the toll-free number and speaking with a consultant. <a href="#">Website Information</a>
<b>CAMPUS RECREATION</b>	Employee	Upon employment	Offers a variety of services to campus & the community, including management of recreational facilities, equipment checkout and rentals, outdoor and indoor recreational classes, intramural sports, events, tournaments, and outings (hikes, float trips, etc.) Fee required. <a href="#">Website Information</a>
<b>GRIZ CARD</b>	Employee	Used for identification, security, declining balance debit card option and UM campus & community events.	Card may be used to obtain library privileges, dining service meal plans, use campus recreation facilities and Grizzly pool, free transportation on Mountain Line and discounts on events (plays and concerts). Hiring paperwork must be completed and processed in Human Resource Services prior to getting card. <a href="#">Website Information</a>