



**SUMMARY OF BENEFITS PACKAGE**

\*NOTE: All employee benefits, including any brochures, explanation of benefits, or applications for benefits are processed through the Human Resources Office. Details of benefits may be found in the Staff & Faculty Handbooks. Descriptions or statements of certain policies and benefit programs in this summary do not constitute the terms and conditions of an employment contract, neither expressed or implied; nor is this summary a legal document describing any policies or programs. The University reserves the right to interpret the provisions of all policies and benefit programs, and to change or discontinue its policies and benefit programs at any time, without advanced notice.

The following benefits are provided at no cost for full-time employees:

<u>BENEFIT</u>	<u>DATE OF ELIGIBILITY</u>	<u>DESCRIPTION</u>
FICA	1st working day	The current Social Security/Medicare tax required by law is 13.3% of your wages. Shorter University is required by law to contribute 7.65% up to the mandated maximum on all wages earned. The remaining 5.65% is withheld from your payroll check as FICA tax. Social Security will provide part of your retirement income and can provide benefits prior to retirement if you were to become disabled. Survivor benefits are also available to your spouse and dependent children in the event of your death.
Retirement Plan 403 (b)	1st working day	Shorter University matches any contributions up to 5% of your salary to a retirement program. The current retirement plans include TIAA/CREF and Guidestone.
Life Insurance	1st working day	A \$10,000 life insurance policy is provided to each full-time employee. (The policy reduces to \$5000 at age 70.) An additional life insurance policy is provided which is equal to three times your annual salary, not to exceed \$350,000.
Long-Term Disability	1st working day	Employees are covered by long-term disability insurance which begins 90 days after total disability.

Holidays	1st working day (except Christmas)	New Years' Day, MLK Birthday, Good Friday, Memorial Day, Independence Day, Labor Day, Fall Holiday(s), Winter Holiday(s), Thanksgiving (3 days), & Christmas (determined annually - usually 5 to 10 working days.) *Note: Employees hired within one month of Thanksgiving or Christmas Holidays will NOT be paid for those holidays. The President's Executive Council reserves the right to alter this schedule at its discretion.
Vacation Leave	12 month employees only	Accrues at 6.67 hrs. per each full month worked prior to May 31, amount to be taken during first full fiscal year. Beginning second full fiscal year, 80 hrs. each year through the fifth year. Eight hours is added after the 6th year and each year through the 10th year for a maximum of 3 weeks (or 120 hrs.) vacation after 10 yrs. All vacation must be taken within the fiscal year.
Sick Leave	12-month employees only	Employees are eligible for sick leave at the end of the first full month of employment. Sick leave accrues at 8 hrs. per full month worked and can be carried over until a maximum of 720 hrs. is accrued. Of the sick leave accrued, 32 hrs. in each fiscal year may be taken as personal leave. Personal leave does not carry over from year to year.
Tuition Remission	1st working day	Employee, spouse, and dependent children eligible for undergraduate degree. Conditional graduate remission available for employees. (See handbook for details.)
Northwest GA Credit Union	1st working day	Employees are eligible for membership in the credit union. Membership may be established directly with the Northwest Georgia Credit Union in Rome, or at the Marietta location (CMAR).
Direct Deposit	2nd pay period	Your payroll funds may be directly deposited into any qualified bank or credit union. To participate, please complete the enrollment form and attach a voided CHECK when completing your New Hire Paperwork. After your first pay period, you may add or make changes in your Direct Deposit on the ADP Workforce Now portal.

## OPTIONAL BENEFITS

The following benefits may be elected with premiums paid by the employee:

Health Insurance	1st day of the month following date of hire	Shorter University contributes \$462.00 per month toward health insurance premiums for eligible employees. Health insurance coverage is available for employees, spouses and dependents. <b><u>The cost to the employee is shown below:</u></b>
		<b>Employee: \$82.00 per month</b>
		<b>Employee + (Child)ren: \$343.00 per month</b>
		<b>Employee + Spouse: \$415.00 per month</b>
		<b>Employee + Family: \$665.00 per month</b>

Dental Insurance	1st day of the month following date of hire	An employee may purchase dental insurance with American General through payroll deduction. If you select dental insurance at the time of hire, all benefits will be available to you upon enrollment. If you do not elect dental coverage at the time of hire, there will be a waiting period of 12-24 months before benefits will be available for comprehensive services. The current rates are shown below:
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**Single \$29.08**

**Employee + 1 dependent \$51.37**

**Employee + Family \$95.77**

Flexible Spending Account	1st day of the month following one full month of employment	Medical and dependent care reimbursement accounts are available. These accounts allow you to set aside pre-tax payroll funds to be used for healthcare and/or dependent care expenses. Employee may decide the dollar amount to be withheld from pay (subject to limits as established by the IRS). When employee incurs a qualifying expense, he/she may then submit his/her receipt for reimbursement from his/her flexible spending account.
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Other Insurance	Per policy date	Cancer, short-term disability, long-term care, accident, hospital income, and universal life policies are available through payroll deduction. The Human Resources Office can provide additional contact information for interested employees.
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\*Note: All information is subject to change at any time by the Administration of the University.

Prior to the date of hire, a new employee must complete a New Hire Packet and schedule a New Hire Meeting with the Human Resources Office.

**All staff employees are hired for a 90-day provisional period during which time they can be released with no payment of accrued benefits.**

It is the employee's responsibility to keep all personnel information and beneficiary information up-to-date in the ADP Workforce Now portal.

Revised: 3/2011