

**VINCENNES UNIVERSITY**  
**SUMMARY OF BENEFITS FOR**  
**REGULAR FULL-TIME PROFESSIONAL STAFF**

- Benefit:** Vacation  
**Who Pays:** University  
**When Effective:** Accrual immediately; earn one fiscal year, take next fiscal year.  
**What you receive:** 10 working days per yr. 1-4 yrs; 12 days for 5-9 yrs; 15 days for 10-14 yrs, and 20 days for 15 years and over. **Upper level administrative positions would have four weeks after 1st year, with some flexibility.**
- Benefit:** Holidays (14)  
**Who Pays:** University  
**When Effective:** From 1<sup>st</sup> day of employment  
**What you receive:** Independence Day, Labor Day, Fall Holiday, Thanksgiving and day after, Christmas Eve through New Years Day, Martin Luther King Day, Spring Holiday, Good Friday and Memorial Day.
- Benefit:** Sick Days  
**Who Pays:** University  
**When Effective:** Effective immediately  
**What you receive:** 10 days sick leave plus an extra 5 days for each year of continuous service per illness per year.
- Benefit:** Mutually Acceptable Leave  
**Who Pays:** Unpaid leave  
**When Effective:** When mutually agreeable between employee and Department.  
**What you receive:** Regular employees may be granted a leave of absence without pay not to exceed 3 calendar months per fiscal year when the leave is beneficial to both the employee and the department.
- Benefit:** Family Medical Leave  
**Who Pays:** Unpaid Leave, unless sick/vacation leave used.  
**When Effective:** 12 months after employment  
**What you receive:** Approved absence available to eligible employees after 12 months or 1250 hours of employment for up to twelve weeks of unpaid leave per year under particular circumstances that are critical to the life of a family. Leave may be taken upon the birth of an employee's child; upon the placement of child with the employee for adoption or foster care; when the employee is needed to care for a child, spouse or parent who has a serious health condition or when the employee is unable to perform the functions of his or her position because of a serious health condition.

**Benefit:** Medical Insurance: Blue Access (PPO)  
**Who Pays:** VU pays \$140.61 for single plan, employee pays \$44.40;  
for family plan, VU pays \$323.97, employee pays \$102.30.  
**When Effective:** 1<sup>st</sup> day of the following month employee is hired.  
**What you receive:**

RX DRUG CARD			
		Blue Access Co-payment	
Formulary Generic	20 % or min.	\$12.00	
Formulary Brand	20% or min.	\$24.00	
Non-Formulary Generic	20% or min.	\$40.00	
Non-Formulary Brand	20% or min.	\$40.00	
Non-network 50% co-payment w/\$40.00 min			
Anthem RX Direct Mail Service – 90 day supply			

**Benefit:** Dental Insurance (Blue Access)  
**Who Pays:** University pays \$5.34 for single plan, employee pays \$1.67;  
University pays \$14.89 for family plan, employee pays \$4.72.  
**When Effective:** 1<sup>st</sup> day of the following month after employee is hired.  
**What you receive:** Maximum benefits of \$750 per year per person-\$50 deductible per person per year. Terminates at age 65 unless actively working.

**Benefits:** Life Insurance  
**Who Pays:** University 100%  
**When Effective:** 1<sup>st</sup> day of the following month employee is hired.  
**What you receive:** Based on yearly salary rounded to nearest thousand; min.\$5,000;  
Life insurance reduces 30% at age 65; \$10,000 at age 70.

**Benefit:** Optional Life Insurance  
**Who Pays:** VU pays 40% of cost per thousand; employee pays 60% per thousand  
(bi-weekly).  
**When Effective:** 1<sup>st</sup> day of the month after employee is hired.  
**What you receive:** Double annual salary rounded to nearest thousand.

**Benefit:** Flexible Spending Account  
**Who Pays:** Employee.

**When Effective:** Enroll annually in December.

**What you receive:** Set pre-tax dollars, maximum of \$5000 for medical; \$5,000 maximum for child and/or dependent care.

**Benefit:** Long Term Disability

**Who Pays:** \$.0025/\$100 bi-weekly, VU pays 50%, employee pays 50%

**When Effective:** Optional upon employment

**What you receive:** The coverage provides 60% of salary, with a minimum of 10% of employee's salary or \$100 per month and a maximum of \$5,000 per month with a waiting period of 180 days after disability.

**Benefit:** Social Security

**Who Pays:** University and employee (6.2% of salary) up to \$84,900 1.45% for Medicare.

**When Effective:** Upon employment

**What you receive:** Retirement benefits at age 65. May take reduced benefits at age of 62. Life income for total disability. Lump sum payment at death. Monthly income for qualified survivors.

**Benefit:** Worker's Compensation

**Who Pays:** University

**When Effective:** Upon employment

**What you receive:** Any employee who suffers injury compensable under the Worker's Compensation Act may use accumulated sick leave or vacation pay to remain in pay status during the first 7 days not covered by the Act and to cover the difference between Worker's Comp. and regular salary.

**Benefit:** Jury Duty

**Who Pays:** Court and University

**When Effective:** Upon employment

**What you receive:** University will pay the employee the difference between compensation for services paid by the Court and the employee's salary; generally the employee signs the Court check over to the University.

**Benefit:** Funeral Leave

**Who Pays:** University

**When Effective:** Upon employment  
**What you receive:** Maximum of three days for staff member's spouse, parents, children, grandparents, grandchildren, brothers, sisters, and corresponding in-laws, and step-relatives, adopted/foster guardianship. One day for aunt, uncle, niece or nephew for local or non-local funeral.

**Benefit:** Defined Contribution (403b) Retirement Plan  
**Who Pays:** University  
**When Effective:** Upon employment  
**What you receive:** 12% of salary contributed to TIAA-CREF, tax free until withdrawn

**Benefit:** Military Duty  
**Who Pays:** University  
**When Effective:** Upon employment  
**What you receive:** Vincennes University will pay to the employee the difference between compensation for services paid by the U.S. Government and the employee's salary, if any exists, when an employee is ordered to active duty for a maximum of 15 calendar days or 11 work days each fiscal year.

**Benefit:** Athletic Events  
**Who Pays:** University  
**When Effective:** Upon employment  
**What you receive:** Admittance and one guest to all athletic events (non-transferable).

**Benefit:** Recreational Events  
**Who Pays:** University  
**When Effective:** Upon employment  
**What you receive:** Use of recreation-gym facilities at special staff rate.

**Benefit:** Library  
**Who Pays:** Free  
**When Effective:** Upon employment  
**What you receive:** Use of University library facilities.

**Benefit:** Course Work  
**Who Pays:** University and employee  
**When Effective:** Upon employment

**What you receive:** Employee may attend University approved courses tuition free with a maximum of 3 credit hours per semester, if room in classes.  
**Approval required each semester.** For federal grant positions, use of this benefit depends on funding. An employee using this benefit will need to complete a form in Human Resources for each semester (Fall, Spring, Summer).

**Benefit:** Reduced tuition for staff dependents and spouses  
**Who Pays:** University and employee  
**When Effective:** Upon employment  
**What you receive:** 50% tuition for dependents (with age limitations).

**Benefit:** "Special-Rate" Benefits  
**Who Pays:** University  
**When Effective:** Upon employment  
**What you receive:** 10% discount on Bookstore purchases (**except textbooks**), admittance to all VU productions, Community Series, buy one get one free.

Word/Benefits PS  
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