

# MINNESOTA STATE UNIVERSITY MOORHEAD

## BENEFITS SUMMARY

### ADMINISTRATORS

The benefits listed are subject to change pending state and federal legislation.

### Health, Dental and Life Insurance

#### Eligibility

To be eligible for full employer contribution toward the premiums for health, dental and basic life insurance benefits, an administrator must be employed for at least 75% time during a 9 month or longer appointment.

#### Effective Date

Insurance coverage is effective after the 35 (calendar) day waiting period.

#### Health Insurance

Effective January 1, 2009, the health plans available and **semi-monthly** rates are:

<i>Health Plan</i>	<i>Employee Cost</i>	<i>Dependent Cost</i>
<b>Advantage Blue Cross</b>	\$ 0.00	\$65.10
<b>Advantage Preferred One</b>	\$0.00	\$65.10
<b>Advantage Health Partners</b>	\$0.00	\$65.10

The three carriers have different networks of primary care clinics and specialty providers. All primary care clinics have been assigned one of three cost levels, based on the amount that provider charges for specific medical services as well as type of specialist referrals made within the network. Employees share some of the cost of medical services by paying copays, deductible and coinsurance. The amount of cost sharing depends on the level of the enrollee's primary care clinic. Referrals are generally necessary to see a specialist.

## Dental Insurance

Effective January 1, 2009, the Dental plans available and **semi-monthly** rates are:

<i>Dental Plan</i>	<i>Employee Cost</i>	<i>Dependent Cost</i>
<b>State Dental Plan</b>	\$ 2.50	\$12.92
<b>Health Partners</b>	\$ 2.50	\$14.58

Each of the dental plans offers comprehensive coverage for most conditions requiring dental diagnosis and treatment, including orthodontic treatment for children. Employees should verify with the plan that they are using a dentist that is a participating provider.

## Income Protection Plan

The Income Protection Plan (IPP) provides life and disability insurance for managers. Plan A provides an employer paid life insurance benefit equal to 1 ½ times annual salary, plus employer paid disability coverage with a waiting period of 150 days. Managers may elect to purchase a shorter waiting period. Plan B provides an employer paid life insurance benefit equal to two times annual salary with no employer paid disability coverage. Managers may elect to purchase disability coverage at their own expense.

## **Retirement**

MnSCU Administrators participate in the Individual Retirement Account Plan (IRAP). Full-time employees also participate in the Supplemental Retirement Plan after completion of two years of employment.

<b>Plan Name</b>	<b>Bi-weekly State Contributions</b>	<b>Bi-weekly Employee Contributions</b>
Individual Retirement Account Plan (IRAP) The IRAP is a 401(a) defined contribution plan in which participants are immediately vested. TIAA-CREF is the record keeper for TIAA-CREF annuities and non-proprietary mutual funds for the IRAP plan and provides employees with ten annuities and 13 non-proprietary mutual funds.	6.00%	4.50%

<p>Supplemental Retirement Program (SRP)</p> <p>SRP begins with the third year of full-time employment. The employee contributes 5% of salary after the first \$6,000 up to a maximum deduction of \$2,700 a year with an employer match. Contributions are invested in the funds available within the IRAP.</p>	5.00%	5.00%

### Optional Insurance

The following optional insurance(s) may be purchased through the group insurance program. Certain amounts of initial coverage are available without evidence of insurability.

#### Life Insurance

Employees may purchase additional insurance up to \$500,000 for themselves or their spouse. New employees may apply for up to two times their annual salary evidence free. Spouse life is available to new employees, evidence free, in amount of \$5,000 or \$10,000. Coverage of \$10,000 for each dependent child is also available.

Accidental Death and Dismemberment Insurance This optional coverage may be purchased for employees and spouses.

Long Term Care Coverage Long-term care is extended personal care. The services range from simple help with meal preparation to 24 hour care. These services are provided either in a facility, such as a nursing home or in the person's home. Long-term care coverage pays for services that are not currently covered by State Employee Group Insurance Plans or Medicare. Rates are based on the age of the enrollee.

## Paid Leaves of Absence

### Sick Leave

15 days of sick leave shall be credited to all full-time administrators at the time of their employment. Beginning with the 31<sup>st</sup> pay period of employment, each employee will be credited with ½ day of sick leave for each succeeding pay period of service. Sick leave may only be taken in ½ day increments

### Holidays

There are ten paid holidays per fiscal year.

### Annual Leave

Full time administrators shall be credited with 10 days of annual leave. Such credit shall be reduced proportionately as annual leave is accumulated. Subsequently, annual leave shall be accrued as set forth in Appendix A of the Personnel Plan for Minnesota State Colleges and Universities Administrators. Annual leave may only be taken in ½ day increments.

At the discretion of the Chancellor, a new administrator may be granted length of service credit for any prior employment which the Chancellor determines to be related to employment in MnSCU.

Once in each fiscal year, with the approval of the President, an administrator may convert a portion of his/her accumulated annual leave to a 403b account approved by the system. Each administrator may convert up to one day of annual leave for each three days of annual leave used in the previous fiscal year. Five days is the maximum allowed for conversion.

### Bereavement Leave

The use of a reasonable period of bereavement leave up to 5 days per occurrence shall be granted in the case of the death of an immediate family member.

Other paid leaves include military, court related, and emergency leave.

## Other Benefits & Programs

### Pre-Tax (flex plan) Benefits

The Medical/Dental Expense Account allows employees to pay for certain unreimbursed medical and dental expenses with pre-tax dollars. The Dependent Care Expense Account allows employees to pay for dependent care expenses with pre-tax dollars. There are maximum deposit limits of \$5,000 per year on both accounts. There are two transit expense accounts also available: Parking Expense Account and Bus Pass/Van Pool Expense Account.

### Employee Assistance Program

A cost-free, confidential and voluntary counseling service is available to employees and their immediate family members for a variety of concerns.

### Tuition Waiver

Administrators employed on at least a 75% basis shall be entitled to enrollment in courses offered by a college/university in the MnSCU System without payment of tuition or fees, except laboratory and special course fees. Such enrollment shall not exceed 24 semester credits per year (from Fall Semester through Second Summer Session).

To the extent that the administrator does not exercise the rights above, the administrator's spouse or dependents shall be eligible to take credits in an institution type which is similar to that in which the employee is employed (i.e. if employed in a state university is entitled to tuition waiver in any state university), within the limits above, with waiver of tuition only.

### Professional Development

The President is authorized to fund professional development for administrators.

### Sabbatical Leave

An administrator is eligible for sabbatical leave to secure additional education, training, or experience. The leave may be granted for any period up to one year at no pay, partial pay or full pay, providing all qualifying criteria are met. Some of the criteria include: at least 6 years of MnSCU service, a plan has been submitted and approved, and funds are available.

### Deferred Compensation Program

The State of Minnesota Deferred Compensation Plan is a voluntary plan that allows employees to place a portion of earnings into a tax-deferred investment program under section 457 of the Internal Revenue Code.

### Tax-Sheltered Annuity Program

A tax sheltered annuity program is a voluntary retirement savings program available to employees of educational institutions. Tax sheltered annuities are often referred to as 403(b)s the IRS code section that regulates this type of plan. The Roth option is available as an investment choice.

### Credit Union

Staff may become members of the Affinity Plus Credit Union. A credit union is like a bank in that it serves daily financial needs, but a credit union is a not-for-profit institution owned by its account holders.

### Health Reimbursement Account

The Employer will make a lump-sum contribution of \$600 annually to a Health Reimbursement Arrangement (HRA) account for administrators who are insurance eligible on January 1.

The HRA can be used to reimburse the employee for certain out-of-pocket medical and dental expenses. Unused funds in the HRA account can roll-over from year to year, without being forfeited, as long as the participant continues to be actively employed, or chooses COBRA coverage at termination of employment. If the employee reaches a certain threshold amount, further contributions will be directed to a Health Care Savings Plan (HCSP).

Unlike the HRA, the HCSP account is owned by the employee, who can direct the investment of his/her account into any of the State Board of Investment (SBI) funds. The HCSP cannot be used to reimburse for medical/dental expenses while a participant is actively employed.