

Administrator Benefits Summary 2023

MINNESOTA STATE UNIVERSITY MOORHEAD

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

Health, Dental, and Vision Insurance

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.

Insurance coverage is effective after the 30 (calendar) day waiting period.

Health Insurance as of January 1, 2023

Health Plan	Employee-Only Cost			Employee + Dependent Cost (Family)		
Blue Cross Blue Shield of MN	\$19.25	\$38.50	\$462.00	\$131.33	\$262.66	\$3,151.92
HealthPartners	Bi-weekly	Monthly	Annually	Bi-weekly	Monthly	Annually

There are two different medical insurance carriers that employees can choose from, all that offer the same schedule of benefits. The two 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. 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 as of January 1, 2023

Dental Plan	Employee-Only Cost			Employee + Dependent Cost (Family)		
State Dental Plan (Delta Dental)	\$6.75	\$13.50	\$162.00	\$27.70	\$55.40	\$664.80
HealthPartners	Bi-weekly	Monthly	Annually	Bi-weekly	Monthly	Annually

There are two different dental insurance carriers that employees can choose from, both that offer the same schedule of benefits. Each of the dental plans offers comprehensive coverage for most conditions requiring dental diagnosis and treatment, including orthodontic treatment. Employees should verify with the plan that they are using a dentist that is a participating provider.

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Office of Human Resources

P: 218-477-2157 | F: 218-477-2123

HR@mnstate.edu

Vision Insurance as of January 1, 2023

Vision Plan	Employee-Only Cost			Employee + Dependent Cost (Family)		
Blue Cross Vision Plan (Davis Vision)	\$2.88 Bi-weekly	\$5.76 Monthly	\$69.12 Annually	\$8.27 Bi-weekly	\$16.54 Monthly	\$198.48 Annually

The Blue Cross Vision plan, partnered with Davis Vision, is optional and designed to supplement your family’s medical coverage. It’s available to benefits eligible employees, whether you’re enrolled in the state’s MN Advantage Health Plan or are covered elsewhere. MN Advantage Health Plan members may select the Blue Cross Vision plan no matter which plan administrator you are enrolled in for your medical coverage including, BlueCross BlueShield and HealthPartners. While our medical plan covers your eye exam, the Blue Cross Vision plan helps cover the costs of eyeglasses or contact lenses and offers discounts on LASIK and more. The vision plan uses the Davis Vision network of retailers and independent provider offices.

Income Protection Plan

The Income Protection Plan (IPP) provides life and disability insurance for administrators. 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.

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 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.

Mandatory Retirement Plans

Minnesota State Administrators participate in either the Individual Retirement Account Plan (IRAP) or Teacher Retirement Association (TRA). Full-time employees also participate in the Supplemental Retirement Plan after completion of two years of employment.

Plan Name	Bi-Weekly Employer Contributions	Bi-Weekly Employee Contributions
Individual Retirement Account (IRAP)	8.75%	7.75%
Teacher's Retirement Association (TRA)	8.75%	7.75%

Individual Retirement Account Plan (IRAP)

- IRAP is a defined contribution plan in which retirement benefits are based on the dollar amount in your account at retirement. Your account, which includes your contributions, employer contributions, and investment earnings, is yours beginning on the date of your first contribution. You make all the investment decisions, and you can change the investment funds as often as allowed by the fund managers. Both IRAP and the Supplemental Retirement Plan are managed by TIAA.

Teacher's Retirement Association (TRA)

- TRA is a defined benefit plan (401(a)), which upon retirement, provides you with a monthly benefit for your life based on a formula that includes your final high-five average salary, years of allowable teaching service and age at retirement. TRA requires a minimum of three years participation for vesting and provides a guaranteed lifetime annuity

Supplemental Retirement Program (SRP)

- Participation in SRP is mandatory following two years of full-time covered service regardless of whether you participate in IRAP or TRA. SRP is a defined contribution plan with the same investment vendors as IRAP plan. 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.

Voluntary Retirement Plans

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. This program is managed by the Minnesota State Retirement System (MSRS). There is a minimum contribution of \$10 per paycheck.

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 403b's-- the IRS code section that regulates this type of plan. This plan allows a Roth option for contributions. This program is managed by TIAA-CREF. There is a minimum of \$10 per paycheck.

Paid Leaves of Absence

Holidays

- There are 11 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 Minnesota State.
- 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 403(b) or 457 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. Seven (7) days is the maximum allowed for conversion.

Sick Leave

- 15 days of sick leave shall be credited to all full-time administrators at the time of their employment. Beginning with the 31st 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.

Bereavement Leave

- The use of 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

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

Other Benefits & Programs

Flexible Spending Account – FSA (Pre-Tax) 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 \$3,050 per year for the Medical/Dental (MDEA) and \$5,000 per year for the Dependent Care (DCEA) accounts.
- There are two transit expense accounts also available: Parking Expense Account and Bus Pass/Van Pool Expense Account.

Health Reimbursement Account

- The Employer will make a lump-sum contribution of \$800 annually to a Health Reimbursement Arrangement (HRA) account for administrators who are insurance eligible on January 1 each year.
- 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.

Employee Assistance Program

- A cost-free, confidential, and voluntary service available to employees and their immediate family members. The Employee Assistance Program offers personal and family counseling, consultations for financial and legal matters, concierge services, well-being webinars, and much more.

Tuition Waiver

- Administrators employed on at least a 75% basis shall be entitled to enrollment in courses offered by a state university in the Minnesota State System without payment of tuition or fees, except laboratory and special course fees. Such enrollment shall not exceed 27 semester credits per year (from Fall Semester through 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.

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. Affinity has a branch location in our Comstock Memorial Union.

Public Sector Loan Forgiveness Program (PSLF)

The Public Sector Loan Forgiveness Program (PSLF) was established by Congress in 2007 to encourage individuals to work in public service by forgiving the remaining student loan balance of their federal Direct Loans after they have made 120 qualifying payments while employed by a qualifying employer. Minnesota State University Moorhead is a qualifying employer.

To participate you must make 120 qualifying monthly payments:

- On a federal Direct Loan
- While employed in full-time paid work for Minnesota State University Moorhead or another qualifying employer (or in multiple part-time positions equal to full-time for qualifying employer(s))
- Through a qualifying repayment plan

Although not required, employees are strongly encouraged to complete an annual [Employment Certification for PSLF Form](#) and submit the completed forms to [FedLoan Servicing](#). Contact your student loan servicer(s) to determine if you have qualifying loans and to discuss the best options for you. Additional information is also available at the [OHE website](#), and at the U.S. Department of Education website [Federal Student Aid](#).

Savi (for the PSLF Program)

Minnesota State partners with Savi, a service provided to help employees navigate student debt forgiveness and find the best loan servicing programs. [Savi Essential](#) can help you navigate the complex rules and procedures with the PSLF program. For an annual fee of \$60, Savi can support you with various Public Sector Loan Forgiveness (PSLF) tasks, handle paperwork on your behalf and remind you when it's time to recertify for the next year. Specifically, Savi can help you:

- Determine if your loan(s) qualify for forgiveness
- Identify the best repayment method for your loan and your estimated monthly payment
- Estimate how much money will be forgiven and when
- Consolidate your loan(s), if needed, to conform with the PSLF Limited Waiver requirements
- Generate any required forms, help you complete them, check them prior to submission and then submit them on your behalf
- Monitor your submitted applications and forms with loan servicers and your employer
- Track your PSLF credits once you start making loan payments under the program
- Update you on any policy change