

# 2023 – 2024 DAEMEN UNIVERSITY SUMMARY OF EMPLOYEE BENEFITS

## Health Insurance

Daemen University offers employees health insurance through either Univera Signature CoPay 1. Open enrollment takes place in April with changes effective June 1<sup>st</sup>. Dependent children may be covered until age 26 regardless of full-time student status. Domestic partners are covered.

The employee share of the premium is deducted from the bi-weekly paycheck, the first two paychecks of every month. If there are 3 pay periods in a month, the 3<sup>rd</sup> pay day will not include deductions for medical benefits. If an employee receives a salary increase during the plan year which results in them moving to a new tier, their contribution rate will be adjusted accordingly.

In addition, the Plan provides a \$250.00 wellness card to be used during the Plan year to purchase vitamins and supplements from a participating health food store; as credit towards gym membership, chiropractic co-pays or massages.

Coverage Effective Dates: Faculty benefits are effective upon the date of hire. Staff benefits are effective the first day of the month following the date of hire.

Coverage Level	Biweekly Cost
Single	\$174.11
Family	\$453.31

## Flexible Spending Account (FSA) – CoPay Plan Corresponding Account

The Daemen Flexible Spending Account is administered by ProFlex. FSAs are available to enrollees of the Univera Signature CoPay 1 Plan. Flexible spending accounts allow covered employees to pay for certain premiums, medical and dependent care expenses on a pre-tax basis.

The minimum contribution to enroll in the flexible benefit plans is \$400 and the plan year runs June 1<sup>st</sup> – May 31<sup>st</sup>. Maximum contributions, covered expenses and dependent eligibility and forfeiture rules are governed by IRS regulations. Newly hired eligible employees may enroll within thirty days of their hire date and must re-enroll annually thereafter.

## Comprehensive Vision

Our vision options utilize either the VSP or Davis Vision networks administered by Guardian Life Insurance. Family coverage includes children to age 26. Employee pays 100% of the cost for this benefit with a pre-tax, biweekly payroll deduction. If there are 3 pay periods in a month, the 3<sup>rd</sup> pay day will not include deductions for vision benefits.

Coverage Level	VSP – Option 1 Biweekly Cost	Davis – Option 2 Biweekly Cost
Single	\$5.13	\$3.66
Family	\$11.04	\$7.87

## Dental Insurance

Dental coverage is administrated by Guardian. The Plan is a preferred provider arrangement, but employees may elect to see a non-participation dentist that will be reimbursed at the Guardian negotiated rate for all services rendered. The Plan includes an orthodontic rider for children under the age 19. Maximum benefit of \$1000.00 per enrolled family member per calendar year.

Coverage begins the first of the month after date of hire. Coverage is extended to age 26 for dependent children. The employee share of the premium is deducted from the bi-weekly paycheck, the first two paychecks of every month. If there are 3 pay periods in a month, the 3<sup>rd</sup> pay day will not include deductions for dental benefits.

Coverage Level	Biweekly Cost
Single	\$4.24
Family	\$10.60

## Life Insurance & AD&D

All full time employees working at least 30 hours per week are covered by a \$50,000 Life Insurance Policy and Accidental Death and Dismemberment (AD&D) Insurance through Guardian. This benefit is fully paid by Daemen.

## Voluntary Supplemental Life Insurance

Employee, spouse and/or dependent coverage options are also available to full time employees within thirty days of hire. The employee pays 100% of the cost for this benefit with a biweekly payroll deduction.

## Short Term Disability

This plan is offered at no cost after six months of full-time employment. Salary is continued for the first ninety days upon receipt of a completed and validated New York State disability form. There is a seven-day waiting period from the date of disability before benefits become effective. This plan is administered through Guardian.

## Long Term Disability

This plan is offered at no cost to all full-time employees after ninety days of employment. The Plan provides for replacement of salary at 2/3 for length of disability or normal retirement age whichever is less. There is a ninety-day elimination period before benefits begin. This plan is administered through Guardian.

## Relocation Expense

Upon approval of the appropriate Dean or Vice-President, the university pays up to one-half the cost of moving normal household goods (not to exceed \$3000.00 and excluding charges for packaging, storage or insurance). Actual receipts are required; photocopies are not accepted.

## Retirement Plan

All benefit eligible employees may participate in the Retirement Plan the first of the month following their date of hire. After one year of service, the university contributes 8% for all employees that contribute 5% on a pre-tax basis. Employees may join the plan immediately after hire with match if they have completed one year of full time service at another university or university in the twelve months prior to hire. The Teachers Insurance and Annuity Association (TIAA) administers this plan.

*\* Twelve months of full-time service in higher education immediately prior to employment at Daemen will be counted towards the waiting period, as long as a letter from the previous college's or university's HR department is provided upon hire.*

## Vacation

Daemen University provides full time employees with paid vacation time. Hours begin accruing with the first full two-week pay period and the employee may begin taking accrued time after three months of employment. Employees may accrue up to thirty days of vacation.

- Full time hourly employees accrue two weeks' vacation per year. Hourly vacation accrual increases to three weeks per year after five years of service and four weeks per year after ten years of service.
- Full time salaried employees accrue four weeks' vacation per year.

## Holidays

The University observes the following holidays. Most full-time employees are excused from work with pay on:

New Year's Eve New Year's Day Martin Luther King Day	President's Day Good Friday Easter Monday	Memorial Day Juneteenth Independence Day	Labor Day Indigenous People's Day Thanksgiving Day	Day after Thanksgiving Christmas Eve Christmas Day
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There may be times when it becomes more advantageous for both the University and the employee to have the day *after* Christmas and New Year's off instead of the day before. In addition, the University may occasionally change the Holiday Schedule as circumstances require. When this occurs, you will be informed accordingly.

The University typically closes during the week between Christmas and New Year's. This will be announced during the Fall of each year. If the University closes, full time employees are excused from work with pay, with the exception of some essential staff.

## Staff Sick / Personal time

Qualified employees will accrue leave time for use in case of any injury, illness, medical condition, or any of the reasons covered by NYS Sick Leave Law.

- Full and part time hourly employees will accrue leave time at a rate of 1 hour per 30 hours worked. This benefit rolls over each year to a maximum of 56 hours and is not paid out upon separation of employment.
- Full time salaried employees will accrue at a rate of 3.5 hours per pay period to a maximum of 84 hours. Sick time will roll over each year to the maximum of 84 hours and is not paid out upon separation of employment.

## Employee Assistance Program

The employee assistance program can be reached 24 hours per day/seven days per week. A variety of free support services are available at 1-800-386-7055 or at [www.worklife.uprisehealth.com](http://www.worklife.uprisehealth.com) access code: worklift. This benefit is administered through Guardian.

## **Daemen Tuition Waiver Benefit**

Full time employees are eligible for 100% tuition waiver for undergraduate classes at Daemen University the semester after hire. This benefit is also available to the employee's spouse/same sex domestic partner and dependent children.

100% tuition waiver for graduate level courses at Daemen University are available to full time employees and the spouse/same sex domestic partner of the employee. Dependent children of the employee are eligible for a 50% tuition waiver.

## **Council of Independent Colleges Scholarship Exchange Program**

Full time employees and their dependents as defined by IRS regulations are eligible to apply for tuition benefits through the CIC networks of schools. Charges covered by this program are determined by the host institution, but generally cover full tuition. This benefit is available the semester after hire and covers undergraduate courses only.

## **Tuition Exchange Scholarship Exchange Program**

Applications for Tuition Exchange scholarships are accepted for dependent children of full-time employees after five years of service. There are over 500 colleges and universities nationwide participating in the Tuition Exchange Program and scholarships are not guaranteed.

## **Group Travel Accident Insurance**

This Plan provides benefits for both domestic travel greater than one hundred miles from your legal residence as well as international travel. There is no elimination period of cost for this benefit. Travel must be business related.