



# Benefits and Work Life Amenities at ASU

## **MEDICAL INSURANCE**

Provided by Blue Cross Blue Shield, the medical plan is called HealthSelect. This plan includes in-network and out-of-network coverage for doctor office visits, prescriptions, outpatient surgery, hospitalization, preventive care, maternity care, emergency, and ancillary care services. *(Note: The State of Texas requires a 90 day waiting period for most new employees. An individual medical policy is available through Blue Cross Blue Shield).*

## **DENTAL INSURANCE**

Employees have a choice of two optional dental plans:

**Dental Indemnity Plan (GEHA):** In-network and out-of-network benefits are available. Employees may use any licensed dentist (higher benefits are received when network dentists are used). The plan has annual deductibles for most services and benefits are based on years of participation in the plan.

**Dental Maintenance Plan (Aetna):** Employees must use a dentist within the network. The plan has no deductibles or co-payments. Dental expenses are paid in accordance with a published schedule of benefits.

## **LIFE INSURANCE AND ACCIDENTAL DEATH AND DISMEMBERMENT INSURANCE**

Enrollment in the medical plan HealthSelect includes a \$5,000 term life insurance plan for the employee at no cost. Employees may elect optional term life insurance equal to a maximum of 4 times their annual salary at affordable rates. Employees may also elect to purchase term life insurance for their dependents.

Employees may purchase Accidental Death and Dismemberment Insurance (AD&D) which provides coverage in the event of loss of body parts or life due to an accident.

## **SHORT AND LONG TERM DISABILITY PLANS**

Short-Term Disability Insurance provides replacement income for employees disabled through illness or accident. Benefits begin on the 31<sup>st</sup> day of disability and provide 60% of your salary for a maximum period of 5 months.

Long-Term Disability Insurance provides replacement income for employees disabled through illness or accident beginning on the 91<sup>st</sup> day of disability. Sixty percent of your salary is paid for up to 2 years. If totally disabled (cannot perform any work for which you are qualified), the plan will pay until age 65.

## **LONG TERM CARE PLAN (EXTENDED CARE AT A LONG TERM CARE FACILITY)**

Offered by John Hancock Life Insurance Company, this is an optional plan that covers expenses for extended illnesses or injuries that require long term care at an extended care facility such as a nursing home or home health services.

## **FLEXIBLE SPENDING ACCOUNTS**

A pre-tax **Health Care Reimbursement Account** may be created to pay for non-reimbursable health care and dental expenses. For some employees, a pre-tax **Dependent Care Account** may be used to pay for dependent day care.



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## RETIREMENT PROGRAM

Eligible staff and faculty are required to participate in a retirement plan. The **Teachers Retirement System of Texas (TRS)** is the only option offered to staff employees and eligible part-time faculty. Full-time faculty and certain administrators may elect to participate in either TRS or the **Optional Retirement Program (ORP)**.

The **Teachers Retirement System (TRS)** plan is a defined benefit plan. Employees contribute 6.4% and the State contributes 6.58%. The vesting period is 5 years. Normal retirement age is 65 with 5 years of service or a combination of years of service and age which total 80. Early retirement may be taken at age 55 with 5 years of service (with reduced benefits).

The **Optional Retirement Plan (ORP)** plan is a defined contribution plan. ORP is an individualized plan in which participants select authorized and approved investment companies and choose investment products of their choice. The vesting period is one year plus one day of service. Participants contribute 6.65% and the State contributes 6.58%.

## SUPPLEMENTAL RETIREMENT PROGRAM (TEXASAVER)

ASU offers voluntary tax deferred savings plans (403(b) and 457) designed to supplement employees' retirement plans. Full-time and part-time staff and faculty are eligible to participate. Pre-tax dollars are used to invest in annuities, mutual funds, etc. from a list of companies approved by the State of Texas.

## SICK LEAVE

Paid time off for illness or injury is available for benefits-eligible staff and faculty employees. Full-time employees accrue 8 hours of sick leave per month.

## SICK LEAVE POOL

A catastrophic illness or injury can force an employee to exhaust all accrued sick leave. The Sick Leave Pool is a pool of sick leave hours, donated by ASU's employee community, which can be awarded to eligible employees who exhaust their paid leave.

## VACATION LEAVE

Vacation leave for full-time staff employees is accrued in accordance with the table below. Eligible part-time employees accrue vacation leave on a pro-rated basis. Vacation leave accrues from the first day of employment. **Nine month faculty are not eligible for vacation leave.**

State Service	Hours Accrued Per Month	Maximum Allowed Per FY
0 but less than 2 years	8	180
2 but less than 5 years	9	244
5 but less than 10 years	10	268
10 but less than 15 years	11	292
15 but less than 20 years	13	340
20 but less than 25 years	15	388
25 but less than 30 years	17	436
30 but less than 35 years	19	484
35 years and over	21	532



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## **HOLIDAYS**

Regular full-time and part-time employees are entitled to paid holidays. University employees receive the same number of holidays as other State employees which is typically 12-14 days per year.

## **ADDITIONAL LEAVE BENEFITS**

Other leave benefits provided by the State include emergency leave (funeral leave), military leave, jury duty leave, family medical leave (FMLA), parental leave (for employees who are not eligible for FMLA), leave for bone marrow or organ donors, parent-teacher conference leave (taken from sick leave, up to eight hours), volunteer firefighters and emergency medical training leave, certified American Red Cross training and activities leave, leave for assistance dog training, and foster parent leave.

## **LONGEVITY PAY**

Additional pay for State service is paid to eligible full-time non-faculty employees. Longevity pay is equal to \$20 per month for every two years of State service. The maximum is \$420 per month for an employee with at least 42 years of State service.

## **WORKER'S COMPENSATION**

Employees who are injured while performing the duties of their positions are eligible to receive worker's compensation benefits.

## **EMPLOYEE RECOGNITION PROGRAMS**

This program includes recognition for years of service at ASU for which employees receive ASU merchandise, and cash awards for employee service excellence.

## **STAFF EDUCATION ASSISTANCE PROGRAM**

Eligible employees may apply for and request for reimbursement of designated fees for a single academic course when enrolled at ASU.

## **LIBRARY SERVICES**

The Porter Henderson Library offers a variety of library services and resources to students, faculty, and employees. Resources include government documents; journals and periodicals; tapes, videos, CD's, and other media materials; plus a wide variety of electronic databases and on-line services available from anywhere at anytime. Interlibrary loans are also available. Library services are also available for spouses.

## **ASU BOOKSTORE DISCOUNTS**

With your employee ID card, receive a 10% discount on supplies and merchandise at the University Bookstore.

## **FREE TECHNOLOGY SERVICES**

Employees are eligible for free virus scanning software (McAfee) and Microsoft Office productivity software for use on their home personal computers. Employees are also eligible for discounts on the purchase of Dell Computer hardware and accessories for personal use. Employees may also arrange for free internet service at home through ASU's Department of Information Technology.



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## **RAMPORT**

RamPort is the ASU intranet portal available to all ASU employees and students. RamPort allows employees to view and update emergency contacts, view earnings and deductions history as well as pay check stubs. Employees can also review leave balances and W-4 information. Finally, RamPort allows employees to check their work email from remote locations.

## **PARKING**

Convenient and close to work on-campus parking privileges are provided to employees at no cost to the employee.

## **DIRECT DEPOSIT**

Employees may sign up for payroll direct deposit in the financial institution of their choice.

## **SPECIAL EVENTS AND SPORTS**

Recitals, plays, concerts, the Planetarium, art and history exhibitions, comedy and musical shows, basketball, softball, baseball and more. Employees can attend these events at little or no cost. For an increased benefit value for ASU events and facilities, employees may opt to purchase an ASU Activity Card.

## **ASU ACTIVITY CARD**

The card entitles holders to admission to most athletic events during the fiscal year, use of University fitness and swimming facilities, and reduced admission to University fine arts productions. For additional information about this benefit, contact the ASU Ticket Office in the Junell Center.

## **ASU ONECARD**

This is the employee identification card which can be more than just an ID. Employees use the OneCard to gain access to facilities and events; check out materials from the Porter Henderson Library; and receive discounts from the ASU Bookstore. With the OneCard, employees also have the option to create a MasterCard debit card account and use the OneCard account for direct deposit of refunds from ASU. For additional information about the OneCard, contact the ASU OneCard Office at 325-942-2331.

## **ONSITE AND ONLINE BANKING, AND ATM TOO**

Employees can join the **Concho Educators Federal Credit Union** which offers a wide variety of banking and loan services to its members. A branch office and ATM are located on campus in the Houston Harte University Center.

## **CAMPUS DINING**

On-campus dining is available at food court style facilities at the Houston Harte University Center and the University Cafeteria.

## **AUTOMOBILE AND HOMEOWNERS INSURANCE**

Automobile and homeowners insurance is available with discounted and competitive rates through Liberty Mutual.

### **IMPORTANT NOTICE**

This summary of benefits and work life amenities does not represent an exhaustive or definitive description or guarantee of benefits for ASU employees. These benefits are subject to change at any time. If there is any error in the descriptions written herein, the appropriate statute, law, plan document or policy shall supersede the statements presented in this document.