



AURORA UNIVERSITY

SUMMARY OF BENEFITS FOR FACULTY AND STAFF 2008

For more information on Aurora University benefits and policies, please visit the Human Resource Home Page at www.aurora.edu/hr.

Group Medical Insurance: Full Time faculty and staff employees are eligible the first of the month following date of regular employment. The employee and the university share the cost of premiums. See summaries for information on the 4 plans offered through Blue Cross Blue Shield of Illinois. Domestic Partner benefits are available under all university benefit plans. **Employee must complete enrollment form within 30 days of employment.** Eligible again during annual open enrollment.

Group Dental Insurance: Eligible the first of the month following date of regular full or benefits eligible part time employment Employee pays premium, and **must complete enrollment form within 30 days of employment.** Eligible again during annual open enrollment. Employees must be employed 1040 hours per year to be eligible. Preferred Provider option.

Group Vision Insurance: Eligible the first of the month following date of regular full time or benefits eligible part time employment Employee pays premium, and **must complete enrollment form within 30 days of employment.** Eligible again during annual open enrollment. Employees must be employed 1040 hours per year to be eligible.

Flexible Benefits Plan (Section 125): Under this program, employees may pre-tax medical, and dental premiums. The Flexible Benefits Plan Employee Enrollment Form automatically enrolls the individual in the pre-tax benefit, employees must actively choose to opt out of this benefit. During the annual open enrollment, employees may elect to participate in medical and dependent care spending accounts and to change coverage. The Flexible Benefits Plan Employee Enrollment Form must be completed to make changes during the open enrollment period.

Retirement Annuity (RA): Through Teachers Insurance & Annuity Association-College Retirement Equities Fund (TIAA-CREF) - Eligible the first of the month following one year of regular employment, prior higher education employment will offset the waiting period. Employee makes contributions of 1% to 5% of base salary. University matches 1% over up to a maximum of 6%. Employee contribution is taken on a pre-tax basis. Participation is mandatory after 3 years of employment. (For employees who are regularly scheduled to work a minimum of 1000 hours per year.)

Supplemental Retirement Annuity (SRA): This TIAA CREF plan allows individuals to contribute additional funds on a pre tax basis towards their retirement goals. Individuals may enroll upon hire. It was established for employees regularly scheduled to work 1000 hours or more per year. Participation is voluntary. The SRA is separate from the basic TIAA-CREF plan. Contributions are NOT MATCHED by the University and are limited to the guidelines provided under section 403(b) and 415 of the Internal Revenue Code.

Group Life and Group AD&D Insurance: Eligible the first of the month following 30 days of regular employment; the benefit is equal to 150% of employee's "base annual earnings" rounded to the next higher thousand. University pays the full cost. (For full-time employees).

The University also offers employees the opportunity to purchase additional life insurance and

additional Accidental Death and Dismemberment insurance at competitive rates. Life insurance for dependents and spouse/partner may be purchased as well. (For full-time employees).

Sick Leave: Non-exempt benefits eligible part and full time employees who work a minimum of 1040 hours per year accumulate sick leave based on hours worked, the rate is based on one day of sick leave for each completed month of service. The maximum accumulation is 90 days (non-exempt employees). Exempt sick leave is based on years of service.

Group Long Term Disability: Eligible the first of the month following employment. Two options are available. (1) Employer paid, monthly indemnity payable equal to 60% of the first \$10,000 of monthly base salary, benefit is taxed upon receipt. (2) Employee paid after tax, monthly indemnity payable equal to 50% of first \$10,000 of monthly base salary, benefits are not taxed. This program is reduced by any amounts payable under disability or retirement provision of the Social Security Act, Worker's Compensation, Occupational Disability Act, or State Compulsory Disability Law. Benefits begin after 3 months of continuous disability. (For full-time employees).

Employee Assistance Program: The EAP program is a short-term benefit offered to all university employees and their immediate family members. It is a voluntary, confidential resource designed to provide professional assistance to an employee or an employee's immediate family who are experiencing problems that may affect their general well-being or job performance. University pays the full cost.

Vacation: Employees (non-faculty) regularly scheduled to work at least 1040 hours per year are eligible for vacation according to the following schedules: (Pro-rated for part-time employees)

Non-exempt:	1 through 4 years	2 weeks/Year
	5 years through 9 years	3 weeks/Year
	10 years and over	4 weeks/Year
Exempt:	12-month appointment	4 weeks/Year
	11 month appointment	3 weeks/Year
	10 month appointment	2 weeks/Year
	9 month appointment	1 week/Year

Employees are eligible for vacation upon completion of three months of employment. Eligible, accrued vacation may be taken at times mutually acceptable to the employee and the supervisor. Vacation accrues each pay period based on hours worked. The maximum amount of vacation an employee may carry over to the next calendar year is 80 hours.

Paid Holidays: Holiday pay is pro-rated for regular part-time employees based on regularly scheduled hours.

New Year's Eve Day & New Year's Day	Independence Day
Martin Luther King Day	Labor Day
Good Friday	Thanksgiving Day & Day after Thanksgiving
Memorial Day	Christmas Eve Day & Christmas Day
2 Personal Days/calendar year	

Winter Floating Holidays: Employees may take the allotted days between 12/01 and 1/31 of the following year (If the days between Christmas and New Years are taken off, the Winter Floating Days are used to cover those days off.) No days carry beyond 1/31 of the holiday season.

To be eligible for holiday pay, employees must be regularly scheduled to work at least 1040 hours per year and be in pay status on the scheduled working day before and after the holiday.

Tuition Assistance: Must be employed a minimum of 1040 hours per year. Tuition benefits for undergraduate and graduate coursework become available the beginning of term following hire date. Full-time employees are eligible for tuition assistance for family members. Employees should check most current policy or contact Human Resources for more information, to determine eligibility level of benefit, obtain Tuition Assistance Request forms and assure all policy provisions are met. Council of Independent Colleges Tuition Exchange Program is available to full-time employees as well; over 300 colleges across the country participate in this program.

Pay Days: Non-Exempt personnel receive checks on alternate Fridays and are paid for the two-week period ending the previous Sunday. Exempt employees receive their paychecks on the 15th and the last workday of each month.

Direct Deposit of Pay: Available to all regular employees and to adjunct faculty; employee's pay is deposited into the employee's checking or savings account through electronic transfer; employee receives an online pay advice each pay period. Direct deposit may be split between two different banking institutions if an employee chooses. This benefit is recommended for all employees, and especially recommended for those who do not work at the Aurora Main Campus or who are not scheduled to work on pay dates.

Credit Union: Kane County Credit Union provides a convenient means of saving and borrowing money through payroll deductions; service available to all employees.

Library Access: Use of library materials for employees and family. The library is linked to over 800 other University/College libraries

George Williams Campus (Williams Bay, WI): Facilities are available for employees and their families at discounted rate. Contact Wisconsin Campus 262-245-5531 – ext. 8525, for further information. You must present your valid University ID upon arrival to receive the discounted rate.

Sporting Events, Plays, and Activities: No cost to employee for any sporting event held on campus. Reduced or no cost for plays and other activities.

Bookstore: Academic priced software, hardware available for purchase; 10% discount on books and textbook purchases. All AU faculty/staff are entitled to a 25% discount on insignia and clothing items.

Check Cashing: Employees may cash checks at Student Accounts on the Aurora campus, or the Conference Center Registration Desk at the Lake Geneva Campus for up to \$50.00 a day.

Lunch Facilities: On campus - areas

Parking: Free

The above are, of necessity, brief descriptions of many of the benefits available to the employees of Aurora University. Summary Plan Descriptions and plan documents are available, where applicable, for these programs. The information provided in this summary is an outline of benefits and does not constitute a contract. Please check with the Director of Human Resources for provisions, exclusions and limitations. The University reserves the right to change policies at any time.