



# NATIONAL AMERICAN UNIVERSITY

## Benefits Summary

The university offers a comprehensive benefit package to employees and their families with a broad range of employer and employee paid benefit options. Eligibility for the following benefits may vary depending on the employee's job classification and part-time or full-time status. Outside of the 60-day new hire window and open enrollment changes to benefits can only be made when an employee experiences a qualifying event (this does not include life insurance, 401(k) deferral changes, and some AFLAC).

- For more information on the benefits offered and sponsored by NAU please consult MyNAU and/or the employee handbook.

**The human resources department will send out information to you within the next 30 to 60 days that contains the enrollment forms.**

### Group Health Insurance

- All full-time university employees are eligible to participate after a 60-day eligibility period
- Employees may elect individual, single + spouse, single + 1 child, or family coverage
- Premium listings available on MyNAU ~ Human Resources ~ Employee Benefits
- Benefit will start first of the month following the completion of the eligibility waiting period
- Open enrollment is held once a year

### Group Dental Insurance

- All full-time university employees are eligible to participate after a 60-day eligibility period
- Employees may elect individual, single + spouse, single + 1 child, or family coverage
- Premium listings available on MyNAU ~ Human Resources ~ Employee Benefits
- Benefit will start first of the month following the completion of the eligibility waiting period
- Open enrollment is held once a year

### Group Term Basic Life Insurance

- All full-time university employees are eligible to participate after a 60-day eligibility period
- The university offers basic individual (\$50,000) and basic dependent (\$10,000 spouse/\$5,000 dependent children). Premiums: \$1.69 and \$1.85 (respectively) per pay day
- For employees enrolled in the health insurance, there is no additional cost for the basic life insurance coverage
- Benefit will start first of the month following the completion of the eligibility waiting period
- Open enrollment is held once a year

### Group Term Optional Life Insurance

- All full-time university employees are eligible to participate after a 60-day eligibility period
- The university offers the following optional life insurance coverage:
  - Optional Employee Life - up to 5x annual salary not to exceed \$500,000
  - Optional Spouse Life - up to half the optional employee amount not to exceed \$200,000
  - Optional Dependent Child Life - \$10,000
- Premiums based on level of coverage elected and age of employee.
- Coverage may require evidence of insurability and are subject to insurance company approval within 90 days of application (new employees have a guaranteed issue of \$160,000 employee and \$30,000 spouse)
- Open enrollment is held once a year

### Vision Insurance VSP

- All full-time university employees are eligible to participate after a 60-day eligibility period
- Employee may elect employee only, employee & dependent, employee & children, and employee & family
- Premium listings available on MyNAU~Human Resources~Employee Benefits
- Benefits will start first of the month following the completion of the eligibility waiting period
- Open enrollment is held once a year

### Retirement 401(k)

- Full - and part-time employees and faculty may eligible to participate in the 401(k) once they satisfy the plan's age (21) and service requirements (one year and 1,000 hours worked)
- Employees will be automatically enrolled during the next enrollment quarter following satisfaction of the plan requirements
- A Roth deferral option is offered
- All participating employees are 100% vested upon enrollment
- The university match is discretionary (if the university makes a 15% pre-tax profit margin, the university will match up to five (5) percent of the participating employee's gross wages)

## Pre-Tax Options

- All health premiums, dental premiums, FSA and HSA contributions are deducted on a pre-tax basis.
- Some AFLAC policies may be deducted on a pre-tax basis
- The 401(k) may be either pre-tax (regular deferrals) or after-tax (Roth deferrals)
- Changes can only be made during open enrollment or after a "qualified life event"

## Flexible Spending Accounts (FSA)

- All full-time university employees are eligible to participate after a 60-day eligibility period
- FSA allows employees to pay health and/or dependent care expenses with pre-tax money
- Benefit will start first of the month following the completion of the eligibility waiting period
- Open enrollment is held once a year

## Health Savings Accounts (HSA)

- All full-time university employees participating in a high deductible health plan (Plan 3 qualifies) and not eligible for Medicare (age 65 or over) are eligible to participate after a 60-day eligibility period
- HSA allows employees to pay health and/or dependent care expenses with pre-tax money
- Benefit will start first of the month following the completion of the eligibility waiting period
- Open enrollment is held once a year

## Employee Assistance Program

- All full-time university employees are eligible to participate after a 60-day eligibility period
- An EAP is a comprehensive program designed to provide assistance with personal and work-related concerns no matter how large or small
- Benefit will start first of the month following the completion of the eligibility waiting period

## AFLAC

- The university sponsors a program of supplemental insurance benefits through AFLAC
- Interested employees can speak with an AFLAC representative about the insurance options
- Benefit will start first of the month following the completion of the eligibility waiting period
- Open enrollment is held once a year

## Annual Leave

- Full-time employees earn one week (five days) paid annual leave for every six (6) months of full-time employment through the eighth (8th) year of employment. Refer to the employee handbook for more details

## Sick Leave

- Full-time employees are eligible to receive sick leave, which maybe used for personal injury or illness of the employee only
- One (1) day/ eight (8) hours of sick leave is earned for each full calendar month of services with a maximum of 12 days per year
- Employees must work 30 days before sick leave hours begin to accrue

## Holidays

- Full-time employees receive ten (10) paid holidays: New Year's Day, Martin Luther King Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Eve, and Christmas Day
- An employee is eligible for these paid holidays upon employment

## Family Medical Leave Act

- FMLA provides up to twelve (12) weeks per calendar year of leave for eligible employees.
- This leave runs concurrently with other applicable university leaves
- Certain eligibility requirements apply

## Education Benefit

- Upon six (6) months of employment with the university, employees, their spouse, and dependent children may be eligible for undergraduate or graduate tuition reduction for classes offered at NAU
- The amount of deduction received is based on the employee's length of service, employment status, and department/campus budget.
- Options for non-NAU education reductions are available

## Other Benefits

- Verizon Wireless - employees are eligible to received up to an eighteen (18) percent discount
- Dell Computers - employees are eligible to received up to a twelve (12) percent discount