

# UNIVERSITY OF WYOMING

## **BENEFITS SUMMARY** **Faculty, Staff, Academic Professionals, and Administrators**

Fringe benefits are a substantial part of the compensation received from the University of Wyoming. The benefits to which employees are entitled are summarized for your information. This summary is for purposes of illustration only and does not purport to represent the rights or liabilities of the parties pursuant to the underlying policies, contracts or law. For further information contact the Human Resources Department in Wyoming Hall, phone 307-766-2438 or <http://www.uwyo.edu/hr>. Alternate formats of this information are available upon request for individuals with disabilities.

### **SICK LEAVE**

Full-time employees accrue sick leave at the rate of 12 days per year of service. Part-time employees working 50% time or more earn sick leave on a pro-rata basis. Sick leave is available the month after it has been earned.

### **VACATION**

**FACULTY/ACADEMIC PROFESSIONAL** - Faculty and academic professionals (except post-doctoral research associates) with academic year appointments do not earn vacation time. Faculty and academic professionals appointed by the Board of Trustees to fiscal year appointments earn 22 days of vacation annually. Post-Doctoral Research Associates may request up to 22 days leave with pay a year.

**EXEMPT STAFF** - Full-time 12 month exempt benefited employees earn vacation on at the rate of 22 working days annually. Vacation time is earned on a monthly basis and may not be used until the month after it has been earned.

**NON-EXEMPT STAFF** - Full-time 12 month non-exempt benefited employees earn vacation credit as follows: 0-2 years - 10 working days; 3-6 years - 16 working days; 7 or more years - 22 working days. Vacation time is earned on a monthly basis and may not be used until the month after it has been earned.

The accrual balance cannot exceed 352 hours. Part-time employees working 50% time or more earn annual leave on a pro-rata basis.

### **ADMINISTRATIVE HOLIDAYS**

Administrative Holidays include: Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and the day after Thanksgiving, Christmas Eve, Christmas Day, Winter Closure includes three paid working days off between Christmas and New Year's Eve, New Year's Eve, New Year's Day, and Martin Luther King/Wyoming Equality Day.

### **TUITION WAIVER**

**FULL-TIME AND PART-TIME BENEFITED EMPLOYEES:** The University will pay assessed tuition for any one UW course, up to six semester hours, each regular semester and summer session.

**SPOUSES OF EMPLOYEES:** The University will pay one-half the assessed tuition for UW credit courses each regular semester and summer session for spouses of full-time faculty members, university officers, and staff members. Spouses of part-time employees are eligible for one-half of the above tuition benefit.

If you are a spouse of a university employee as well as a university employee, you are eligible for either the employee's privileges or spouse's privileges, but not both.

Please call the HR Benefits Office at 766-4220 or 766-2438 concerning reciprocity with Wyoming community colleges.

### **RETIREMENT**

Participation in either the Wyoming Retirement System or TIAA is compulsory for all benefited employees. The State contributes 13.94% of an employee's gross salary and the employee contributes 2.68% of the gross salary for a total of 16.62% to a retirement system of the employee's choice. Once a retirement option has been selected, the employee must maintain that retirement option for the remainder of their career at the University of Wyoming. Employees who leave employment and return as benefited employees may select either option.

An employee has a vested right to benefits at retirement age after participating in the Wyoming Retirement System for 48 months. The contributions of an employee who terminates may be left on deposit, if vested, and withdrawn through a monthly allowance when the individual reaches the age of 55 (the benefit will be reduced accordingly). Full retirement benefits may be attained at the age of 65 or when the employee reaches the Rule of 85. An employee terminating has the option of withdrawing or rolling over contributions paid on behalf of the employee. However, matching employer funds are not refundable or available for rollover to other plans.

An employee participating in TIAA is vested immediately. Under TIAA, a terminating employee may leave the funds on deposit for a retirement benefit, may transfer his/her annuity contract to another institution participating in the plan, rollover to another authorized retirement plan/IRA, or withdraw contributions paid on behalf of the employee plus the matching funds. Employees may sign up for Supplemental Retirement for 457(b) deferred compensation or 403(b) tax sheltered annuities and will receive a State match of \$20 per month.

## **HEALTH INSURANCE AND DENTAL PLAN**

The University of Wyoming participates in the State of Wyoming Plan for health and dental insurance coverage. The plans are administered by Cigna for health and Delta Dental for dental coverage.

**WHO IS ELIGIBLE** – Employees, legal spouses, any children under the age of 26 regardless of student or marital status (until the last day of the month the child turns 26); are eligible. The term “child” means your children and includes adopted children, legal stepchildren, foster children or any child you are legally responsible to provide for by virtue of a court order. Employees, who have been appointed as a legal guardian of a child, may elect dependent coverage if the child is a resident in the employee’s home.

Employees in benefited positions are eligible for insurance, but must enroll in the health and dental plans. It is **NOT AUTOMATIC**. Employees are required to enroll within 31 days of eligibility for health and dental insurance. The employee is insured the first day of the month after date of hire provided enrollment forms are returned within 31 days. Any changes in insurance coverage (i.e. dropping or adding dependents) need to be completed by the established payroll deadline to be effective the following month. Employees participating in the flexible spending plans may only make changes allowed by IRS regulations.

If employees and/or eligible dependents are not enrolled within 31 days following the initial date of eligibility, they must wait until the next open enrollment period. Open enrollment periods are in the fall of every year. Coverage is effective on the following January 1<sup>st</sup>.

### **DEDUCTIBLE AMOUNT**

**Option 1** - \$500 per person/\$1000 per family for expenses other than prescription drugs.

**Option 2** - \$900 per person/\$1800 per family for expenses other than prescription drugs.

**Option 3** - \$2000 per person/ \$4000 per family for expenses other than prescription drugs.

**Option 4** - \$1500 per person/\$3000 per family prescription drugs go to deductible and then are paid at 80%

**Option 1, 2, 3 PRESCRIPTION MEDICATION** – Co-pay of \$10 (generic), \$20 (preferred), and \$50 (non-preferred) or the lesser amount for a supply of 30 or fewer days.

**Option 1, 2, 3 MAIL ORDER PRESCRIPTION MEDICATION** – Co-pay of \$15 (generic), \$30 (preferred), and \$75 (non-preferred) for a 90-day supply.

**WELLNESS BENEFITS** – Wellness (preventive) benefits are covered at 100% annually for each individual participating in the health plan with the cost not being applied to the deductible.

**MEDICAL MANAGEMENT** – Advance approval is required for all hospital stays and for surgery outside a physician's office. A non-compliance penalty for both inpatient expenses and outpatient surgery expenses will be applied, if you or your physician does not obtain pre-treatment authorization from Medical Management.

**DOMESTIC PARTNER BENEFIT** – The University of Wyoming provides a benefit to employees with qualifying domestic partners and legal dependents who are not eligible for health insurance coverage through the State of Wyoming plan. The benefit provides an allowance to assist in paying for health insurance obtained elsewhere by partners and dependents.

## **GROUP LIFE INSURANCE**

The University of Wyoming offers optional term life insurance through the State of Wyoming's Plan (the premium is paid by the employee through payroll deduction and is based on age). Dependent life is also available. This plan has a maximum benefit of \$50,000 for Life, and \$20,000 for Accidental Death and Dismemberment. The Wyoming Retirement System and TIAA allow employees to purchase additional life insurance.

## **COST FOR HEALTH, DENTAL, AND LIFE INSURANCE**

The State contributes most of the cost for premiums. Employees pay a portion depending on the option chosen. Current health, dental, and life insurance rates may be found on the Human Resources-Benefits website.

## **VOLUNTARY BENEFITS**

The State of Wyoming offers voluntary options for Vision coverage, Short-Term Disability, Long-Term Disability, and Long-Term Care Insurance for which employees pay a premium. For detailed information, please check the State of Wyoming Employees' Group Insurance website or the University of Wyoming Human Resources-Benefits web page.

## **YOU ARE ALSO ENTITLED TO**

Workers' Compensation Coverage, Unemployment Insurance, Social Security, discounts on athletic season tickets, use of the UW Libraries, membership at the Half Acre recreation facility, UniWyo Federal Credit Union membership, and discounts on memberships at the Laramie Recreation Center.