

THE UNIVERSITY OF WYOMING
As of January 2009
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, Room 141, phone 307-766-4220 or <http://uwadmnweb.uwyo.edu/hrbenefits>. 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.

VACATION

FACULTY/ACADEMIC PROFESSIONAL - Faculty and academic professionals (except post-doctoral research associates) with academic year appointments receive time-off periods at Christmas, between school terms, etc. and are not entitled to vacation with pay. 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 credit at the rate of 22 working days annually.

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.

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

VACATION & SICK LEAVE MAY NOT BE USED IN ADVANCE OF ACCRUAL OR TAKEN IN THE MONTH IT IS ACCRUED.

ADMINISTRATIVE HOLIDAYS

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

TUITION WAIVER

FULL-TIME AND PART-TIME BENEFITED EMPLOYEES: The University will pay assessed tuition for one course (up to six semester hours) for enrollment in University, Outreach School and Flexible Enrollment credit courses each regular semester and summer session.

SPOUSES OF EMPLOYEES: The University will pay one-half the assessed tuition for University, Outreach School and Flexible Enrollment 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 (307) 766-4220 concerning reciprocity with Wyoming community colleges.

RETIREMENT

Participation in either the Wyoming Retirement System or TIAA/CREF is compulsory for all employees. The State contributes 11.25% of an employee's gross salary. The employee does not contribute.

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 50 (the benefit will be reduced accordingly). Full retirement benefits may be attained at the age of 60 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/CREF is vested immediately. Under TIAA/CREF, 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 Great West (Cigna) for health and Delta Dental for dental coverage.

WHO IS ELIGIBLE – Employees, legal spouses, any unmarried children under the age of 19 (until the last day of the month the child turns 19); or any unmarried children under the age of 25 who are full-time students (until the earlier of the last day of the month the child turns 25 or is no longer a full-time student). 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. For a child to be considered a dependent, the child must be chiefly dependent upon you for financial support from age 19 to 25. 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 odd-numbered year. Coverage is effective on the following January 1st.

DEDUCTIBLE AMOUNT

Option 1 - \$350 per person/\$700 per family for expenses other than prescription drugs.

Option 2 - \$750 per person/\$1500 per family for expenses other than prescription drugs.

Option 3 - \$2500 per person/ \$5000 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 benefits are covered at 100% up to \$500 annually for each individual participating in the health plan with no deductible. Newborn \$600 for the first 12 months of life.

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.

GROUP LIFE INSURANCE

The University of Wyoming offers optional life insurance through the State of Wyoming’s Plan for all benefited employees. Dependent life is also available. This plan has a maximum benefit of \$50,000 on Life, and \$20,000 for Accidental Death and Dismemberment. The Wyoming Retirement System and TIAA-CREF 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 at <http://uwadmnweb.uwyo.edu/hrbenefits>

LONG-TERM DISABILITY INSURANCE

This plan provides guaranteed income in the event of extended disability and covers accidents and sickness both on and off the job. The monthly benefit while totally disabled equals 66-2/3% of your monthly compensation to a maximum monthly benefit of \$7,000. The University of Wyoming pays 100% of the premium. An employee is insured the first day of the month following date of hire.

VOLUNTARY BENEFITS

The State of Wyoming offers voluntary options for Vision coverage, Short-Term Disability, and Long-Term Care Insurance for which employees pay a premium. For detailed information, please check the State Group Insurance website: <http://personnel.state.wy.us/EGI> .

YOU ARE ALSO ENTITLED TO

Workers' Compensation Coverage, Unemployment insurance, Social Security, discounts on Athletic Season Tickets, use of the UW libraries and physical activity facilities, and credit union membership.