



UNIVERSITY *of* ST. THOMAS

SUMMARY OF BENEFITS

The University of St. Thomas offers its eligible employees a generous variety of benefits. Some are unique to the University, while a few are mandated by law or statute. This document summarizes those benefits. More detailed information is available on the University of St. Thomas, Department of Human Resources website, www.stthomas.edu/hr.

- 1. Medical, Dental and Vision Coverage** – The medical and dental coverage offer large preferred provider networks, as well as out-of-network options. Medical coverage is currently provided through and administered by Blue Cross and Blue Shield of Minnesota. Dental coverage is administered through Delta Dental of Minnesota. Spectera administers our vision plan. Single and family coverage is available for medical, dental and vision coverage.
- 2. Pre-tax Health Care Spending Account** allows employees to set aside pre-tax dollars to pay out-of-pocket medical and dental expenses not covered by the medical plan.
- 3. Pre-tax Dependent Care Spending Account** allows employees to set aside pre-taxed dollars to pay eligible childcare expenses.
- 4. Short-Term and Long-Term Disability** is provided by UST at no cost to the employee.
- 5. Life Insurance and Accidental Death & Dismemberment (AD&D)** – Term life insurance and Accidental Death and Dismemberment (AD&D) coverage is provided by UST at no cost to the employee. The amount of coverage is two times the employee's base annual salary up to a maximum of \$200,000. The employee may purchase additional life insurance and/or AD&D.
- 6. Retirement Plan** – UST contributes 10.4% of base wages to a 403(b) retirement plan through TIAA-CREF or Fidelity Investments following a waiting period of one (1) year of service. The waiting period is waived for employees age 40 and over. The University also provides employees the opportunity to shelter part of their income on a pre-tax basis through a voluntary retirement arrangement.
- 7. Tuition Remission** – Full-time employees receive 100% tuition remission and 75% for spouses for two courses per semester for undergraduate and graduate studies. Eligible dependents of employees receive 75% tuition remission for undergraduate courses only.

8. Paid Holidays – The University observes 13 paid holidays each year. A list of specific holidays is published and distributed annually. The normal paid holidays are:

- Independence Day
- Labor Day
- Thanksgiving
- Friday after Thanksgiving
- Christmas Eve Day
- Christmas Day
- New Year's Eve Day
- New Year's Day
- Martin Luther King, Jr. Day
- Good Friday
- Easter Monday
- Memorial Day
- Floating Holiday

9. Paid Time Off

The University provides paid time off for its regular full- and part-time staff in the form of paid leave time (PLT) for non-exempt (hourly) employees and vacation time for exempt (salaried) employees.

Paid Leave Time (PLT) – Non-Exempt (Hourly) Employees

LENGTH OF SERVICE	ACCRUAL (PLT may be accrued on a maximum of 40 hours per week)	WEEKS PER YEAR (Full-time employee)	HOURS PER YEAR (Full-time employees) at 40 hours/week
Less than 4 yrs	.068	3.5 weeks	141.44
4 yrs up to 12 yrs	.090	4.7 weeks	187.20
12 yrs & over	.109	5.7 weeks	226.72

New employees begin accruing PLT immediately upon hire, but are not eligible to take PLT until after completing 3 months of service.

Vacation for Exempt (Salaried) employees

LENGTH OF SERVICE	VACATION EARNED
Less than 12 years	20 days per year
12 years and over	25 days per year

Eligible part-time salaried employees are allocated vacation according to the schedule above. However, vacation allocation will be based on the employee's approved FTE, rounded up. For example, an exempt employee with less than 12 years of service at .625 FTE would receive 13 vacation days.

END OF SUMMARY

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