



## 2021 University of St. Thomas Benefits Overview

### ELIGIBILITY

If you are a salaried or hourly staff employee or full-time faculty member with an assigned FTE of .625 (25 hours per week) or higher you are eligible to sign up for benefits.

Coverage is generally effective on the first day of the month following your first day of employment or eligibility date for most benefits plans.

### MEDICAL COVERAGE

St. Thomas' medical plan is self-insured and if elected, you pay toward the cost of this coverage. It is administered by Blue Cross and Blue Shield of Minnesota and uses Blue Cross' Aware or High Value Network of providers.

St. Thomas offers a Monthly Employer Contribution on average of 70%.

	Aware Network	High Value Network
<b>Plan 1 - \$750 Deductible</b>		
Employee	\$106.64	\$98.52
Employee + spouse	\$264.28	\$244.15
Employee + child(ren)	\$242.25	\$223.80
Family	\$381.72	\$352.64
<b>Plan 2 - \$2,800 HSA</b>		
Employee	\$60.60	\$55.44
Employee + spouse	\$173.81	\$159.02
Employee + child(ren)	\$159.32	\$145.76
Family	\$251.06	\$229.69
<b>Plan 3 - \$3,250 HSA</b>		
Employee	\$52.34	\$47.93
Employee + spouse	\$159.63	\$146.19
Employee + child(ren)	\$146.31	\$133.99
Family	\$230.36	\$210.96

*\*Payroll is bi-weekly (26 pay periods), but benefit deductions are taken on the first two pay periods of each month (24 pay periods).*

Along with comprehensive medical options, employees have the option of choosing voluntary dental and vision coverage.

### DISABILITY PLANS

#### Short-Term Disability

St. Thomas provides this coverage to you at no cost. If you are disabled under the Short-Term Disability Plan, you may receive up to 100% of your weekly salary for up to 4 weeks (up to 8 weeks if maternity-related), then 70% thereafter for up to 180 days.

#### Long-Term Disability

St. Thomas also provides you with long-term disability coverage at no cost to you. However, you have the option of being taxed on the premiums that St. Thomas pays.

For hourly employees, long-term disability coverage is generally effective on the first day of the month following six months of employment.

**RETIREMENT PLAN**

St. Thomas offers a generous retirement contribution of 9.4% of annual salary upon eligibility.

**VACATION**

The University of St. Thomas recognizes the importance of employees maintaining a balance between work and other life activities.

**Salaried (Exempt) Employees** If you are a regular salaried employee, you will be allocated paid vacation days according to the following table (pro-rated based on FTE and start date)

Length of Service	Vacation Earned
Less than 12 Years	20 days per fiscal year
12 years and over	25 days per fiscal year

**Hourly (Non-Exempt) Employees** If you are a regular full-or part-time hourly employee, you will receive **Paid Leave Time (PLT)** for vacation, sick and safe time or other personal reasons. PLT is accrued. The following table is based on a 1.0 FTE.

Years of Service	Accrual Rate	Weeks Per Year	Full-Time Employees
Less than 4 years	0.68	3.5 weeks	141.44 hours/year
4 to 12 years	0.90	4.7 weeks	187.20 hours/year
12 years & Over	.109	5.7 weeks	226.72 hours/year

\* You begin accruing PLT immediately upon hire but you are not eligible to use PLT until after completing 90 days of employment. You can carry forward a maximum of 160 hours of PLT each September 30th (pro-rated based on FTE). Accrued PLT hours over 160 hours will be forfeited if not used by September 30th each year.

**HOLIDAYS**

St. Thomas designates 12 university holidays each fiscal year. Additionally, employees will receive one floating holiday each fiscal year (July 1 through June 30). If you are an eligible hourly employee, you will earn the floating holiday after 90 days of employment. The floating holiday will be forfeited if you do not use it by June 30.

**PARENTAL LEAVE**

All eligible full-time and part-time regular staff employees (at least an FTE of .625) are eligible to request a Parental Leave. An employee can request up to two weeks of paid leave in conjunction with the birth or adoption of a child. A parental leave must be taken within 12 months of the birth or adoption.

**TUITION PROGRAMS**

Several tuition benefits are available to eligible employees and their dependents, including up to 100% tuition remission for employees after 1 year of service, and up to 100% tuition remission for spouse and/or dependents after 3 years of service.

This 2021 Benefits Overview provides a brief summary of your benefits. It does not contain all of the details described in the official plan documents and contracts.