



2023 University of St. Thomas Benefits Overview

ELIGIBILITY

If you are a benefit eligible employee (.625 FTE), working 25 hours a week or more, you may enroll your spouse and children up to age 26 for certain benefit plans. Coverage is effective on the first day of the month following your hire date. If your hire date is the first day of the month your coverage is effective that day.

MEDICAL COVERAGE

St. Thomas' medical plan is self-insured and if elected, you pay toward the cost of this coverage. It is administered by United Health Care and uses UHC's Choice Plus or Core Network of providers.

2023 Employee Bi-weekly Medical Plan Rates		
Plan 1	Choice Plus	Core
Employee Only	\$109.84	\$99.50
Employee + Spouse	\$272.21	\$246.59
EE + Child(ren)	\$249.52	\$226.03
Family	\$393.17	\$356.16
Plan 2	Choice Plus	Core
Employee Only	\$61.81	\$55.44
Employee + Spouse	\$177.28	\$159.01
EE + Child(ren)	\$162.50	\$145.76
Family	\$256.08	\$229.69
Plan 3	Choice Plus	Core
Employee Only	\$53.38	\$47.93
Employee + Spouse	\$162.82	\$146.19
EE + Child(ren)	\$149.24	\$133.99
Family	\$234.97	\$210.96

DENTAL COVERAGE

St Thomas' dental plan is self-insured and if elected, you pay toward the cost of this coverage. It is administered by Delta Dental of Minnesota and uses the two Delta Dental network of providers - the Delta Dental PPO network and the Delta Dental Premier network.

VISION COVERAGE

St Thomas offers FTE benefit eligible employees vision coverage administered by EyeMed.

RETIREMENT PLAN

St. Thomas offers a generous retirement contribution of 9.4% of annual salary the first of the following month after one year of employment.

Short-Term Disability (STD)

St. Thomas provides this coverage to you at no cost. If you become disabled, after a seven-day waiting period for illness or injury, the STD plan provides a weekly benefit equal to 100% of your base salary for 4 weeks (8 weeks maternity) and 70% thereafter for up to 180 days.

Long-Term Disability (LTD)

St. Thomas provides Long-Term Disability (LTD) coverage at no cost to you. The LTD plan provides a monthly benefit equal to 60% of your base salary up to \$15,000 if you become disabled. You have the option of being taxed on the premiums that St. Thomas pays where you would then receive the full 60% or not pay the tax and then 60% of your salary would be taxed at the time of receiving the benefit.

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 14 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 2023 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.