

**ORIENTATION**

<i>Benefits/Services</i>	<i>Eligibility Date</i>	<i>Who Pays</i>	<i>Basic Benefits Received</i>
<b>Group Health Insurance Medical Coverage</b>			
Employee Coverage	<b>First day of the month following 60 calendar days of employment.</b>	Employees participating in health insurance program pay semi-monthly based on annual income, full/part-time status and coverage elected.	Choice among health insurance programs. Refer to literature in employment packet or consult Benefits for additional information.
Dependent Coverage	When Employee's coverage begins.	University and Employee.	If adding spouse as dependent, marriage license is required. Birth certificate is required if adding child.
<b>Dental Coverage</b>			
Employee & Dependent Coverage	<b>First day of the month following 60 calendar days of employment.</b>	Single dental included. Dependent dental is optional.	Delta Dental coverage; consult employment packet or Benefits for additional information.
<b>Prescription Drug Coverage</b>			
Employee & Dependent Coverage	<b>First day of the month following 60 calendar days of employment.</b>	Cost included in medical premium.	Prescription drugs can be purchased through use of Caremark card.
<b>Optional Vision Coverage</b>			
Employee & Dependent Coverage	<b>First day of the month following 60 calendar days of employment.</b>	Employee.	Two voluntary Superior Vision programs. Employees may enroll themselves and any eligible dependents -- even if the employee and dependents are not enrolled in the State's medical plan. Consult employment packet or Benefits for additional informati
<b>Flexible Spending Accounts</b>			
Dependent Care FSA and/or Health Care FSA	<b>First day of the month following 60 calendar days of employment.</b>	Participants in FSA's set aside money from their paychecks to cover certain expenses. FSA amounts are automatically deducted before federal, state and social security taxes are calculated on salary.	Reimbursement of eligible expenses with tax-exempt money for allowable dependent care and/or health care expenses. To participate, contact Benefits for an FSA form to complete.
<b>Social Security</b>			
Employee	Immediately upon employment date.	University and Employee.	OASDI--Old Age, Survivor, Disability and Hospital Insurance.
<b>Retirement Plans</b>			
KPERS	Immediately upon employment as of 7/1/09.	University and University Support Staff.	Monthly retirement benefits, or partial lump sum, with various survivor options. Mandatory deferral of federal taxes.
KP&F	University police, immediately upon employment.	University and Police.	Monthly retirement benefits with various survivor options. Mandatory deferral of federal taxes.

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<b>Retirement Plans</b>			
Regents Basic Retirement Plan	Mandatory after <b>one year</b> of continuous employment or immediately if one of three waiver provisions is met.	University and Unclassified Faculty and Staff.	Tax deferred retirement with choice among two companies. Refer to literature in employment packet or consult Benefits.
<b>Supplemental Retirement Annuities</b>			
Voluntary Tax Sheltered Annuities (VTSA)	Employment date.	Employee only.	403(b) tax deferred annuity with any authorized company.
Deferred Compensation (ING)	Employment date.	Employee only.	457 tax deferred annuity with ING.
<b>Unemployment Insurance</b>			
Employee	Employment date.	University.	Coverage provided through Kansas Employment Security Law.
<b>Workers' Compensation</b>			
Employee	Employment date.	University.	Partial payment of lost wages & medical expenses from work-related accidents. \$100,000 work-related death benefit pay out to spouse or dependent children.
<b>Death &amp; Disability Benefits</b>			
Employee	Employment date.	University.	Death benefits equal to 150% of annual salary. Monthly disability payments equal 60% of annual salary offset by workers' comp and social security.
<b>Optional Group Life Insurance</b>			
State of Kansas (OGL)	Employees have <b>21 days</b> from appointment date to elect coverage, otherwise must have a qualifying event or go through medical underwriting.	Employee.	Term life insurance. Coverage ranges from \$5,000 - \$250,000. Premiums based on employee's age and insurance amount.
Teachers and Employees Association (TEA)	Employees may enroll on employment date. After 31 days, health exam may be required.	Employee.	Decreasing term life and disability coverage. Spouse and dependent life insurance also available. Term insurance from \$10,000 to \$500,000.
<b>Medical Evacuation/Repatriation Ins./Business Travel Ins.</b>			
Employee and qualified dependents.	Employment date.	University	Blanket policy for travel assistance, business travel accidents when traveling at least 100 miles from permanent residence on University business.
<b>Long Term Care</b>			
TEA (UNUM)	Call TEA for information.	Employee.	Call 1-800-843-5513 for information.

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<b>Learning Quest</b>			
Employee	Employment date.	Employee.	Call 1-800-579-2203 for packet to enroll.
<b>Savings Bonds</b>			
Employee	Employment date.	Employee.	Planned savings through payroll deduction, EE Bonds only.
<b>Kansas Business Travel Card</b>			
Employee	Employment date and following a UMB Bank/Visa credit approval. 1-800-528-2122	N/A.	Credit card with no annual fee to use for both state travel and personal use. Bills incurred must be paid upon receipt.
<b>United Way</b>			
Employee	Date of hire or during pledge period.	Employee.	Contributions through payroll deduction.
<b>Community Health Charities</b>			
Employee	Employment date.	Employee.	Contributions through payroll deduction. <a href="http://www.chcksmo.org/">http://www.chcksmo.org/</a>
<b>Vacation</b>			
Employee	Accrual beginning with employment date.	University.	University Support Staff: Accruals based upon years of service and hours in pay status. Unclassified, 12 month employees: 176 hours maximum per fiscal year, approximately 22 days.
<b>Holidays</b>			
Employee	Employment date.	University.	Designated paid holidays. Paid proportionate to % time worked.
<b>Sick Leave</b>			
Employee	Employment date.	University.	Accruals proportionate to percentage of hours paid during pay period.
<b>Funeral Leave</b>			
Employee	Employment date.	University.	Up to 6 days with pay with supervisor approval.
<b>Shared Leave</b>			
Employee	After <b>six months</b> of continuous service.	Donations of sick leave can be made by qualifying faculty and unclassified staff.	Employee approved for shared leave may receive donations of sick and/or annual leave, if available, after the employee's own accumulated leave is exhausted.
<b>Jury Duty</b>			
Employee	Employment date.	University.	Paid days for required jury duty upon approval.
<b>Military Duty</b>			
Employee	Employment date.	University.	Paid leave for emergency duty or annual training.
<b>Leave Without Pay</b>			
Employee	Employment date.	University.	Time off with administrative approval for special circumstances.
<b>Watkins Health Center</b>			
Employee	Employment date.	University.	Some lab tests, immunizations & prescriptions.

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<b>Tuition Assistance Program</b>			
Employee	Both full and part-time staff, working 50% time or greater are eligible, as long as they have <b>six months</b> of KU service by the time the semester begins.	University.	Payment toward credit hours for approved courses. To obtain an application, please call 785/864-4946.
<b>Libraries</b>			
Employee	Employment date.	University.	Use of Library facilities.
<b>Educational</b>			
Employee	Employment date.	University and employee.	Waiver of Campus Privilege Fees. Fees at residential rate. For info call 785/864-4472.
Spouse & Dependents	Employment date.	University and employee.	To be eligible the staff member must be appointed starting no later than the first day of the first full month of the semester and their appointment must continue through the 60th class day. For info call 785/864-4472.
<b>Electronic Transfer of Pay Checks</b>			
Employee	Depends on timing of submission of EFT forms to Payroll.	N/A.	Electronic transfer to American Banking Association members (banks, savings & loans, credit unions).
<b>Parking</b>			
Employee	Employment date.	Employee.	Parking on University property with payment of parking permit fees (864-7275).
<b>Robinson Gymnasium</b>			
Employee and dependents	Employment date.	University and employee.	Use of gymnasium facilities & pool; optional locker rental. Family membership available for a fee (864-3491).
<b>E-Mail Accounts</b>			
Employee	Employment date.	University.	Contact supervisor/departmental chair.
<b>KU Identification Card</b>			
Employee	Employment date.	University.	Contact supervisor/departmental chair.
<b>Ethics Provisions</b>			
Employee	Employment date.	N/A.	Ethics info, including conflicts of interests and restrictions on Meals, Gifts, Entertainment and Travel.
<b>Employee Assistance Program - Lifeline</b>			
Employee	Employment date.	University	1-800-284-7575 TDD/TT 1-800-766-3777