Benefits ppt

Benefits

Benefits are additional forms of compensation in addition to wages.

Employee benefits are part of your total compensation.

Some benefits are provided by the government, while some are required by law.

Additional benefits are incentives to improve employee retention, productivity, and morale.

Definitions

* **Deductibles:** The cumulative amount that you must pay in the Plan Year before benefits will be paid by the Plan.
* **Coinsurance:** The percentage of a covered expense that you pay after the satisfaction of any applicable deductible. For example, the plan may pay for 70% of covered services and you pay 30%.
* **Copays (Co-payments):** The fixed dollar amount you are required to pay each time a particular service is used. The copay does apply to out-of-pocket but does not reduce amounts applied to the deductible or co-insurance.
* **Plan Year:** The plan year runs from April 1, 2015 through March 31, 2016.
* **Annual Out-of-Pocket Maximum:** The maximum amount of deductible, co-insurance and co-payments during any Plan Year that you pay before the Plan begins to pay 100% of Covered Expenses for the balance of the Plan Year.
* **Flexible Spending Account:** A Health Care or Dependent Care Spending Account in which you put aside pre-tax dollars to pay for eligible expenses.
* **Member Health Statement (MHS)**: Comprehensive monthly statement of claim activity in last [*30*] days, explanation of benefits (EOB) paid sent by insurance companies to enrollees. MHS provides necessary information about claim payment information and patient responsibility amounts, deductible and out-of-pocket accumulation, and tips to live healthier

Major Benefits Offered

Medial

Dental

Vision

Disability

Retirement (401K, 403b)

Life

PTO

Unemployment compensation

Worker’s compensation

FMLA

COBRA

Paid Voting Time

Benefits Eligibility

Fulltime employees are eligible for benefits on the first of the month following their start date.

Part Time employees may be eligible for benefits at a higher premium depending on the number of hours worked.

Dependent Eligibility

* The enrollee’s legal spouse as recognized by Mississippi law, unless the spouse is also an eligible employee under the Plan.
* The enrollee’s child up to age 26. (Coverage ends at the end of the month in which the child reaches the age of 26.)
* The term “child” includes the following:
* Natural child or stepchild or legally adopted child.
* Foster child.
* Child placed in the enrollee’s home in anticipation of adoption.
* Child for whom the enrollee is legal guardian.
* Child for whom the enrollee has legal custody.
* Child of the enrollee who is required to be covered by reason of a Qualified Medical Child Support Order.

Benefits Enrollment

Enrollment is the process of registering yourself and your dependents for benefits.

Withholdings for the employer’s contribution to coverage premiums for chosen benefits will be automatically deducted from each paycheck.

The company benefits manager will provide you will the information you will need to register for your chosen benefits.

The company benefits manager is \_\_\_\_\_\_\_\_\_ .

Email:

Phone:

Office Location:

Failure to elect your benefits during online enrollment within 31 days from your hire date, will result in a forfeit of all benefits for the remainder of the 2018 & 2019 calendar year, unless you have a qualifying life event!

NO EXCEPTIONS

Open Enrollment

Open enrollment season is a period of time when employees may elect or change the benefit options available through their employer, such as health, dental and life insurance, and ancillary or voluntary benefits ranging from legal services to pet insurance.

General changes to benefits are not allowed throughout the year. There are certain significant circumstances that allow for benefits changes outside of open enrollment.

Exceptions to open enrollment include:

* Marriage
* Birth of a child
* Adoption of a child
* Death of a dependent
* Divorce

Open enrollment begins November 1st of every year and lasts until December 18th.

Carriers

[*Here list the different carriers you have for each benefit*]

Carriers provided by company include:

Medical –

Dental –

Vision –

Retirement –

Disability –

Life –

Plans

PPO – Preferred Provider Organization

EPO – Exclusive Provider Organization

HMO – Health Management Organization

|  |  |  |
| --- | --- | --- |
| **PPO** | **EPO** | **HMO** |
| Not required to stay in network | Must stay in network | Must stay in network |
| Do not need to choose a PCP | Do not need to choose a PCP | Must select a participating PCP |
| No PCP referral required | No PCP referral required | Must get PCP to refer to specialist |
| Larger network of PCPs | Large network of PCPs | Narrow network of PCPs |
| Higher premiums for broader services | Lower premiums than HMOs | Low out of pocket costs |
| Out of Network coverage | Out of Network coverage only for medical emergencies | Out of Network coverage only for medical emergencies |
| Annual deductible | Annual deductible | No annual deductible |
| No copays | Copays | Copays |
| Most individual control over care | Some control over care | Minimal control over care |

Network Coverage

|  |  |
| --- | --- |
| **In Network** | **Out Of Network** |
| Provider and institution are contracted with insurer | Provider and institution are NOT contracted with insurer |
| Covered | Covered at a higher price |
| Small network of providers | Large network of provider |
| Limited types of services | Broad types of services |
| Fewer options | More options |

Versions for Medical, Dental, Vision

HMO

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Individual Plan | | Family Plan | | Individual Plan | | Family Plan | |
| Deductible | Maximum Benefit | Deductible | Maximum Benefit | Deductible | Maximum Benefit | Deductible | Maximum Benefit |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

EPO

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Individual Plan | | Family Plan | | Individual Plan | | Family Plan | |
| Deductible | Maximum Benefit | Deductible | Maximum Benefit | Deductible | Maximum Benefit | Deductible | Maximum Benefit |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

PPO

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Individual Plan | | Family Plan | | Individual Plan | | Family Plan | |
| Deductible | Maximum Benefit | Deductible | Maximum Benefit | Deductible | Maximum Benefit | Deductible | Maximum Benefit |
|  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |

Premium Cost Per Plan Per Paycheck

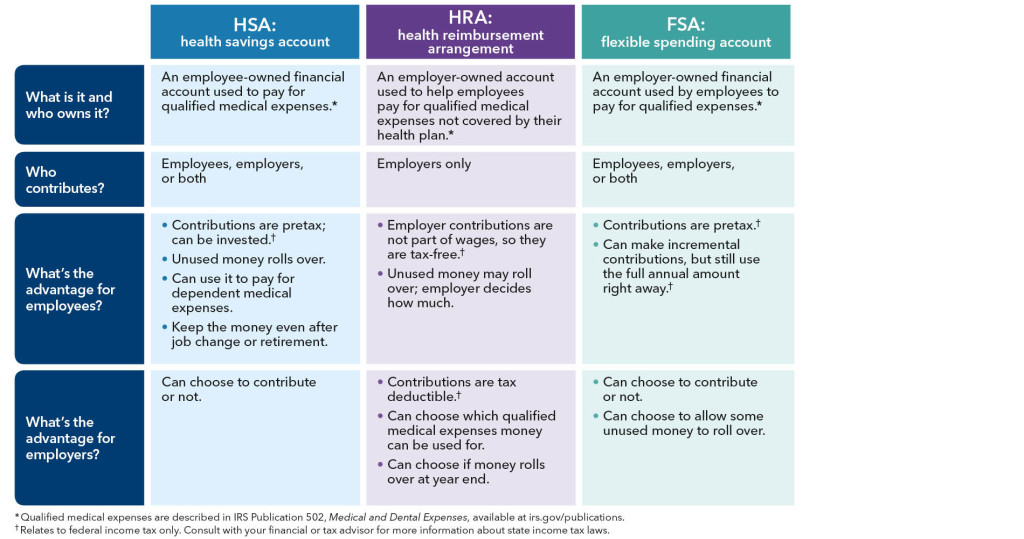
|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Plan Type | Employer Contribution | | Employee Contribution | |
| Individual Plan | Family Plan | Individual Plan | Family Plan |
| HMO |  |  |  |  |
| EPO |  |  |  |  |
| PPO |  |  |  |  |

Copays Per Visit (Medical, Dental, Vision)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Visit Type | PPO | | EPO | | HMO | |
|  | In Network | Out Of Network | In Network | Out Of Network | In Network | Out Of Network |
| Wellness Visit |  |  |  |  |  |  |
| Primary Care |  |  |  |  |  |  |
| Urgent Care |  |  |  |  |  |  |
| Emergency Care |  |  |  |  |  |  |
| Prescription |  |  |  |  |  |  |

Prescription Coverage







DCSA



Disability

An employee is considered disabled if they are unable to perform their job due to mental or physical incapacity. Employee disabilities are protected by the Americans with Disabilities Act (ADA).

Pregnancy and childbirth as well as minor outpatient surgical procedures are examples of conditions often considered covered disabilities for leave and short-term disability benefits that would not typically be covered disabilities under the ADA.

Disability benefits can be defined as any employee benefit that provides income replacement and/or job protection to employees who are unable to work due to illness or accident. These impairments can be either temporary or permanent.

|  |  |
| --- | --- |
| **Short Term Disability** | **Long Term Disability** |
| * Acute Injury | * Chronic injury |
| * Acute illness | * Chronic illness |
| * 2 weeks to 3 months | * 3 months to 12 months |
| * Pregnancy qualifies | * Pregnancy does not qualify |
| * Cannot perform your job | * Cannot perform ANY job |
| * Waiting period 1 day to 2 weeks | * Waiting period 3 months |
| * Provides ~50% of salary | * Provides ~50% of salary |
| * Average cost is 1-3% of annual salary | * Average cost is 1-3% of annual salary |
| * Typically employer-sponsored | * Typically employer-sponsored, but private policies are available |

|  |  |
| --- | --- |
| **Short Term Disability** | **FMLA** |
| * Required by some states | * Federal regulation |
| * Must meet eligibility requirements | * Employee must work for an FMLA covered employer * Must work for that employer for a minimum of 12 months * Must have worked a minimum of 1250 hours in that 12 months |
| * Covers illness or injury YOU incur | * Covers illness or injury by a family member or severe personal illness or injury |
| * Length of leave varies, typically 2 weeks to 3 months. | * Up to 12 weeks. |
| * Must be consecutive. | * Can be consecutive or intermittent |
| * Does NOT cover pre-existing conditions | * Covers pre-existing conditions |

Short Term Disability

* Pays monthly benefit to provide portion of income during an illness/injury
* You choose your monthly benefit between $400 - $5,000
* Coverage up to 60% of gross monthly salary
* Premium is based on age when you enroll – does NOT increase as you age
* Waiting period = 14 days
* Maximum benefit period = 3 months
* Portable
* There are pre-existing condition exclusions

Long Term Disability

* Required for all employees/certain employees
* Base Monthly Benefit of $3,000 required
  + Additional benefit amount available
* Pays monthly benefit to provide portion of income during an illness/injury
* Pays 60% of monthly earnings up to maximum of $6,000
* Specialty Specific benefits so that it will pay a benefit based on a portion of lost income
* 90 day elimination period
* Administered by [*Name of Carrier*] – [*Representative name, email, and phone*]
* Portable

Retirement (401K, 403b, 457b)

An employer-provided retirement plan can be an easy, automatic way for employees to save money for retirement from each of their paychecks.

* **401K** – This plan is the standard retirement plan for business that are not tax exempt and are not governmental.
* **403(b) –** This plan is like a 401(k) for tax-exempt organizations like public schools, hospitals or religious groups.
* **457(b)** – This plan is offered by state and local governments and some nonprofits.

The company provides the following retirement plan options through [*Name of carrier*]:

* [*Retirement Plan Option #1*]
* [*Retirement Plan Option #2*]
* [*Retirement Plan Option #3*]

Each retirement plan has certain key elements. These include:

* A written plan that describes the benefit structure and guides day-to-day operations
* A trust fund to hold the plan’s assets
* A recordkeeping system to track the flow of monies going to and from the retirement plan
* Documents to provide plan information to employees participating in the plan and to the government

### ****Advantages of a 401(k)****

Let’s take a look at some of the main advantages of a 401(k):

* **Contribution limit.** You can invest **up to $19,000 a year** in a 401(k), 403(b) or in most 457(b) plans—not including the employer match. If you’re 50 or older, you can add an additional $6,000 per year, for a total of $25,000.([1](https://www.irs.gov/retirement-plans/plan-participant-employee/retirement-topics-catch-up-contributions))
* **Employer match**. Who doesn’t love free money? If your employer offers a match, you should take advantage of it. I’ll explain how in a minute.
* **No income level limit**. Anyone can invest in their employer’s 401(k), regardless of income.
* **Tax break**. You invest in your 401(k) with pretax dollars, lowering your taxable income for that year.

### ****Disadvantages of a 401(k)****

While a 401(k) is a great way to save for retirement, here are a few drawbacks to be aware of:

* **Fewer options for mutual funds**. Your employer hires a third-party administrator to run the company’s retirement plan. That administrator determines which mutual funds you can invest in, limiting your options.
* **Waiting period**. If you’re new to a company, you may have to wait to participate in a 401(k) plan.
* **Required minimum distributions(RMDs).** You can’t leave your money in your 401(k) forever. Beginning at age 70 ½, you must start withdrawing a certain amount of your savings each year, or you’ll pay a penalty. Also—there are penalties for withdrawing money before age 59 ½. Either way, Uncle Sam wants his share!

### ****Advantages of a Roth IRA****

Here are some advantages a Roth IRA has over a 401(k):

* **Tax-free growth.** The biggest benefit is the tax break. Since you invest in your Roth IRA with money that’s already been taxed, the growth isn’t taxed, and you won’t pay any taxes when you withdraw your money at retirement.
* **More investing options**. With a Roth IRA, you don’t have a third-party administrator deciding which funds you can invest in, so you can choose any mutual fund you like. But be careful: Always seek good advice when choosing mutual funds, and make sure you fully understand how they work before you invest any money.
* **Set up apart from an employer**. Unlike a workplace retirement plan, **you can open a Roth IRA at any time as long as you deposit the minimum amount.**The amount will vary based on who you open your account with.
* **No required minimum distributions (RMDs).** With a Roth IRA, you won’t be penalized if you leave your money in your account after age 70 ½ as long as you hold the Roth IRA for at least five years. **Like the 401(k), you’ll be penalized for taking money out of a Roth IRA before age 59 ½ unless you meet specific requirements.**
* **The spousal IRA.** If you’re married but only one of you earns money, you can still open an IRA for the non-working spouse. The spouse who earns money can invest in accounts for both spouses—up to the full amount! A 401(k), on the other hand, can only be opened by someone earning an income.

### ****Disadvantages of a Roth IRA****

**Just like a 401(k), a Roth IRA has its downsides:**

* **Contribution limit**. You can only invest up to $6,000 in a Roth IRA each year or $7,000 if you’re age 50 or older. That’s a lot less than the 401(k) contribution limit.
* **Income limits**. If you’re single or the head of a household, your modified adjusted gross income (MAGI) has to be less than $122,000 to contribute the full amount to a Roth IRA. If you’re married and file your taxes jointly with your spouse, your MAGI must be less than $193,000. If your income is above these limits, the amount you can invest is reduced. And if you make $137,000 or more as a single individual or $203,000 or more as a married couple filing jointly, you’re not eligible for a Roth IRA. However, the traditional IRA would still be an option.

**Plans with IRAs**

* Participant’s retirement benefits based on participant’s account balance
* Some plans may allow employees to contribute
* Depending on the type of plan, employer may be required to make annual minimum contributions
* Contribution limits of $5,000 to $49,000, depending on the type of plan
* Depending on the type of plan, must cover some or all of the employees in all your businesses
* Easy to set up and operate
* No annual return required
* Annual nondiscrimination testing not required
* Little design flexibility
* No loans allowed
* Immediate vesting of all contributions

**401(k) and Profit-Sharing Plans**

* Participant's retirement benefits based on participant’s account balance
* May allow employees to contribute through salary deferrals
* Depending on the type of plan, employer may be required to make annual minimum contributions
* Contribution limits
* Must meet minimum coverage tests but can exclude some employees
* More complex to set up and operate
* Annual return usually required
* May require annual nondiscrimination testing
* Greater design flexibility
* Loans and hardship withdrawals allowed
* May delay vesting of some employer contributions

IRA vs Roth IRA

Individual retirement accounts (IRAs) are tax-advantaged vehicles designed for long-term savings and investment—to build a nest egg for one's post-career life.

Two forms are:

1. Traditional IRA
2. Roth IRA

* The key difference between Roth and traditional IRAs lies in the timing of their tax advantages: With traditional IRAs, you deduct contributions now and pay taxes on withdrawals later; with Roth IRAs, you pay taxes on contributions now and get tax-free withdrawals later.
* Traditional IRAs function like personalized pensions: In return for considerable tax breaks, they restrict and dictate access to funds.
* Roth IRAs function more like regular investment accounts, only with tax benefits: They have fewer restrictions, but fewer breaks as well.
* Whether you think your annual income and tax bracket will be lower or higher in retirement is a key factor in determining which IRA to choose.

|  |  |  |
| --- | --- | --- |
| **Rules** | **Roth IRA** | **Traditional IRA** |
| **2019 Contribution Limits** | $6,000; $7,000, if age 50 or older. | 2019: $6,000; $7,000, if age 50 or older |
| **2020 Contribution Limits** | Same as 2019. | Same as 2019. |
| **2019 Income Limits** | Eligible are single tax filers with MAGIs of less than $137,000 (phase-out begins at $122,000); married couples filing jointly with MAGIs of less than $203,000 (phase-out begins at $193,000). | Anyone with earned income can contribute, but tax deductibility is based on income limits and participation in an employer plan. |
| **2020 Income Limits** | Eligible are single tax filers with MAGIs of less than $139,000 (phase-out begins at $124,000); married couples filing jointly with MAGIs of less than $206,000 (phase-out begins at $196,000). | Same as 2019. |
| **Age Limits** | No age limitations on contributions. | No age limits on contributions. |
| **Tax Credit** | Available for “saver’s tax credit.” | Available for “saver’s tax credit.” |
| **Tax Treatment** | No tax deductions for contributions; tax-free earnings and withdrawals in retirement. | Tax deduction in contribution year; ordinary income taxes owed on withdrawals. |
| **Withdrawal Rules** | Contributions can be withdrawn at any time, tax-free and penalty-free. Five years after your first contribution and age 59½, earnings withdrawals are tax-free, too. | Withdrawals are penalty-free beginning at age 59½. |
| **Required Minimum Distribution** | None for account owner. Account beneficiaries are subject to the RMD rules. | Distributions must begin at age 70 ½ for account owner. Beneficiaries are also subject to the RMD rules. |
| **Extra Benefits** | After five years, up to $10,000 of earnings can be withdrawn penalty-free to cover first-time home-buyer expenses. Qualified education and hardship withdrawals may be available without penalty before the age limit and five-year waiting period. | Up to $10,000 penalty-free withdrawals to cover first-time home-buyer expenses. Qualified education and hardship withdrawals are also available. |

401K

* A 401(k) plan is a qualified employer-sponsored retirement plan that eligible employees may make tax-deferred contributions from their salary or wages to on a post-tax and/or pretax basis.
* Employers offering a 401(k) plan may make matching or non-elective contributions to the plan on behalf of eligible employees and may also add a profit-sharing feature to the plan.
* Earnings in a 401(k) plan accrue on a tax-deferred basis. 401(k) plans are offered through private employers.
* When you withdraw funds from your 401(k) (Distributions)
* Distributions are taxed as ordinary income
* 401(k) plans are offered by for-profit companies to eligible employees who contribute pre or post-tax money through payroll deduction.
* 401(k) plans offer match programs at a far higher rate than 403(b) plans.

403(b)

* A 403(b) plan is a retirement plan for specific employees of public schools, tax-exempt organizations, and certain ministers.
* A 403(b) plan is also another name for a tax-sheltered annuity plan
* features of a 403(b) plan are comparable to those found in a 401(k) plan.
* Employees of tax-exempt organizations are eligible to participate in the 403(b)
* Plans can vest funds over a shorter period than 401(k) plans or may allow immediate vesting of funds.
* 401(k) and 403(b) plans are qualified tax-advantaged retirement plans offered by employers to their employees.
* 403(b) plans are offered to employees of non-profit organizations and government.
* 403(b) plans are exempt from nondiscrimination testing, whereas 401(k) plans are not.
* 403(b) plans are unable to accept profit sharing from their sponsor employer.

Life Insurance

Life insurance is a contract between an insurer and a policyholder in which the insurer guarantees payment of a death benefit to named beneficiaries when the insured dies or is permanently dismembered. (AD&D)

* Life insurance is a legally binding contract.
* For the contract to be enforceable, the life insurance application must accurately disclose the insured’s past and current health conditions and high-risk activities.
* For a life insurance policy to remain in force, the policyholder must pay a single premium up front or pay regular premiums over time.
* When the insured dies, the policy’s named beneficiaries will receive the policy’s face value, or death benefit.
* Term life insurance policies expire after a certain number of years. Permanent life insurance policies remain active until the insured dies, stops paying premiums, or surrenders the policy.
* A life insurance policy is only as good as the financial strength of the company that issues it. State guaranty funds may pay claims if the issuer can’t.

The company offers life insurance through [*Name of Carrier*]

Plans offered include:

Term Life

Perm Life

Universal Life

AD&D

Supplemental

Maximum benefit – [*$100,000*]

Supplemental policy is available for purchase at 5x the maximum employer limit.

Term Life vs Perm Life

|  |  |
| --- | --- |
| **Term Life Insurance** | **Perm Life Insurance** |
| * Coverage for a specific period of time (typically 5-25 years) * Provides no cash value but offer low premiums * Provides protection for financial emergencies such as defaulting on loans, college tuition, or natural disaster. | * Coverage for entire life * Builds cash value that accumulates of the life of the policy * Cash value can be accessed providing income during retirement. |

<https://www.metlife.com/business-and-brokers/employee-benefits/life-insurance/>

PTO

Paid Time Off (PTO) includes the following forms of time off:

* Vacation Days
* Sick Days
* Personal Days
* Holidays

PTO is accrued at a rate of [*Insert Rate Here*] per pay period

Holidays are added in full on the payroll after the holiday.

Unemployment compensation

The Unemployment compensation (UC) program is designed to provide benefits to most individuals out of work or in between jobs, through no fault of their own.

* As required by law, the company provides unemployment compensation insurance.
* In the event that you are laid off or terminated, you will be provided with a weekly unemployment benefit for a period of 13-26 weeks, depending on circumstances and qualifications.
* The amount of the benefit will vary depending on your position and salary.

Worker’s compensation

Worker’s compensation benefit is required by law to be provided by the company. It provides for medical care for injuries or illnesses acquired at work or through the performance of the job.

If you have an injury at work, you are instructed to report the injury to your employer by telling your supervisor immediately. Delays in reporting workers comp claims will result in disciplinary action. If your injury or illness developed over time, report it as soon as you learn or believe it was caused by your job.

Reporting promptly helps prevent problems and delays in receiving benefits, including medical care you may need. If your employer does not learn about your injury within 30 days and this prevents your employer from fully investigating the injury and how you were injured, you could lose your right to receive workers' compensation benefits.

You will be required to fill out a workers comp form. These forms designations and format vary among states, but needs to be filled out and filed regardless.

Once filed, you will be assigned a workers comp representative or case worker. This person will be responsible for informing you of:

* What approvals are needs
* Where and when you need to be evaluated
* What authorizations have been made for tests or procedures made by the medical provider

At every medical visit you are required to obtain a medical letter stating:

* If there are restrictions to your ability to perform your work, and if so, what are those restrictions
* How long those restrictions are to be in place
* How long the injury is expected to persist
* When you will be able to return to work without restrictions

FMLA

Eligibility

* Worked at least 12 months (includes State service)
* Have at least 1,250 hours of service during the 12 months before leave begins
* 12 weeks of FMLA Leave –employees are required to use vacation, sick, comp time if available
* 12 weeks may be continuous or intermittent

Qualifying FMLA Leave

* For the birth or placement of a child for adoption or foster care(both parents eligible for 12 weeks total)
* To care for a spouse, son, daughter, or parent with a serious health condition
* For their own serious health condition
* Military Family Leave
  + Because of a qualifying reason arising out of the covered active duty status of a military member who is the employee’s spouse, son, daughter, or parent (qualifying exigency leave)
  + To care for a covered service member with a serious injury or illness when the employee is the spouse, son, daughter, parent, or next of kin of the covered service member (military caregiver leave)
* Serious Health Condition definition -Illness, injury, impairment or physical or mental condition involving: a) Inpatient Care, or b) Continuing Treatment by a Health Care Provider
* FMLA Triggering events prompting employees and department reporting of FMLA to Human Resources
  + Employee’s absence from work for more than 3 consecutive days due to illness or illness of family member
  + Employee pregnancy

Parental Leave

* Applies only if employee is not FMLA eligible
* Up to 12 weeks for birth or adoption/placement of a child
* Expires up 12 months after birth or placement
* Not eligible for Premium Sharing if the leave is unpaid
* Total amount of leave cannot exceed 12 weeks if both parent work at UTD
* Not applicable for sickness of child

Military Leave

* Paid Military Leave/Training for up to 15 working days in a federal fiscal year (October 1 through September 30)
* National Emergency active duty for members of a reserve branch of the US Armed Forces (will accrue state credit but not vacation or sick leave) = entitled to paid leave of 15 days; then use available leave or be unpaid
  + Call to National Guard Emergency Leave by the Governor of the state = leave with full pay and benefits based on duration of emergency assigned duties
* Extended Unpaid Military Leave
* Employee must provide notice to supervisor and inform HR
* Employee must provide a copy of the military order/assignment
* Coordination with the Benefits Office for benefits processing
* Provides job protection under USERRA (Uniform Services and Reemployment Rights Act of 1994) up to 5 years
  + Military service must not exceed the five-year cumulative period
  + Must report back to their previous job within the time limits established by law or submit an application for reemployment

COBRA

* Required to be offered by employer’s with 50 employees or more
* Coverage for employees extends for
* COBRA begins the 1st of the month after your last day of work
* COBRA lasts for a period of 12/24 months.
* The company will offer COBRA coverage if you and your dependents lose coverage
* COBRA notices are mailed to the home address on file with Human Resources
* Contact vendors directly for conversion to individual coverage available for voluntary life and long term disability insurance, if eligible, and apply within 31 days from coverage end date
* COBRA information available on the UT System Office of Employee Benefits Website

Paid Voting Time

* Certain states require paid voting time by law.
* Staff are provided 4 hours of paid time off that is not deducted from their accrued PTO to vote in local, state and federal elections.
* Staff may choose to use the 4 hours in the am or the pm.
* As with regular PTO, staff are required to inform management 45 days prior whether they are utilizing this benefit and whether they will be using it in the am or pm. This allows management to ensure appropriate coverage for the business.
* Who is granted pm over am is on a first-come first-served basis.

Patient Portal

[*Name of Insurance*] provides a patient portal where members can access their medical information.

Once enrolled, the insurer will send you the information needed to register online and access the patient portal

Addition Benefits

Additional benefits unique to our company include:

Birthday Bonus

Continuing Education

Tuition Reimbursement

Pet insurance

Identity Theft Protection

Financial Counseling

Emergency Travel Assistance

AFLAC

Legal Counsel

EAP

Addiction Treatment Program

Smoking Cessation Program

Birthday Bonus

For those employees who have been employed by the company for at least 1 year, the company will provide a $100 bonus to each qualifying employee on his/her birthday.

This benefit may be suspended during periods of suspension or other disciplinary actions.

Continuing Education

Depending on your position, you may be provided with a stipend allocated for the use of taking courses, seminars, or attending conventions for the purpose of fulfilling requirements needed for maintaining a license or certification in that field.

The company allocates $1000 per year for qualifying employees.

Employees are reimbursed for courses, materials, room, travel, and meals.

Tuition Reimbursement

Employees who have been employee for a period of 1 year are eligible for tuition reimbursement in a degree that relates to their current position or a position within the company they wish to transfer to upon graduation.

* Tuition is reimbursed for classes earning a grade of a B or higher.
* The employee may not use the benefit retroactively. The class must begin after the 12 months of employment has been completed.
* The maximum annual benefit allocated for tuition reimbursement is [*$10,000*] per year.

For each year a benefit is claimed, regardless of the amount used, the employee agrees to work for an additional 2 years after the tuition benefit claim. Should the employee resign or be terminated before the tenure is completed, the employee will be liable for repaying a prorated amount of the tuition reimbursement benefit used.

Pet insurance

Comprehensive pet insurance policies cover wellness exams, shots, chronic conditions and acute illnesses and injuries.

The company offers pet insurance through [*Name of Carrier*]

* The insurance allows you to:
* Customize your own plan
* Choose your own deductibles and limits
* Access the 24/7 hotline
* Access your policy online

Premium per pay period [*$20*]

Deductible depends on plan.

Maximum annual benefit depends on plan.

Identity Theft Protection

Identity theft is a serious and escalating problem for both employers and employees.

As a fulltime or part time employee, staff are provided an Identity Theft Protection Service through [*Name of Firm*].

Protections include:

* Free Child Watch
* Flexible Enrollment Options
* Seamless Implementation
* Dedicated Customer Service
* Interactive Training
* Tailored Marketing Support
* Exclusive HR Dashboard for Real-Time Reporting

Financial Counseling

* Offered through [*Name of Company*]
* Free 1 hour consultation
* Beneficiary assistance
* Access to online resources
* Invitations to exclusive seminars and financial trends
* Provides a network of more than 20,000 financial experts

Emergency Travel Assistance

For those whose position requires extensive travel, the company offers emergency travel assistance.

* Offered through [*Name of Company*] Global Rescue
* 24-hour emergency travel service
* Travel for business or pleasure
* Dependents traveling without an employee
* 100 miles or more away from home
* Locate physician, dentist, western-medicine facilities, etc.
* Provides language interpreter, the return of mortal remains, etc.

AFLAC

* AFLAC is a supplemental insurance company employees can choose to add to the benefits provided by the company.
* AFLAC provides emergency funds for medical expenses, dental procedures, car accidents, short-term disability, or unemployment.
* Different plans provide different benefits, premiums, and deductibles.

Legal Counsel

* Offered through [*Name of Firm*] Ceridian
* Provides an online library of legal resources
* Services include assistance in developing
  + Wills
  + Trusts
  + Power-of-Attorney
  + Estates
* Provides a national network of 22,000 attorneys
* Provides a free 30-minute consultation
* Offers a 25% discount for charged services

EAP



Addiction Treatment Program



Tobacco Cessation Program



Affiliations

The company has affiliations with the following businesses to provide additional services or services at a discount.

Current affiliations include:

Verizon

Credit Card

Credit Union

Diners Club