Benefits Orientation

Update: 6/25/2018

Please…

• Silence phones / pagers
• No side conversations during the presentation
• Hold questions until end

…Thank you!

University Benefits Office

• Website: https://hr.uiowa.edu/benefits
• Email: benefits@uiowa.edu
• Phone: 319-335-2676
• Campus address: 120-40 USB
• Street address: 1 W. Prentiss St. (corner of Capitol & Prentiss streets)
• Office hours: 8am-5pm, Monday-Friday
Eligibility, Effective Date, & Enrollment Deadlines

- **Eligibility**
  - Regular, benefit eligible position
  - 50% time or greater appointment
- **Effective Date of insurance coverage**
  - 1st of the month following date of hire, with completion of online enrollment within 30 days of hire
- **Enrollment Deadlines**
  - Online Benefit Enrollment – 30 days of employment eligibility date
  - Retirement Plan Election – 60 days of employment eligibility date

Choosing your Benefits

**Plans with Mandatory Participation**
- Group Life Insurance
- Long Term Disability
- Retirement

**Plans with Optional Participation**
- Health Insurance
- Dental Insurance
- Voluntary Term Life
- Spouse / Dependent Life Insurance
- AD&D Insurance (Accidental Death & Dismemberment)
- Flex Spending Accounts
  - Healthcare Spending Account
  - Dependent Care Spending Account
Additional Benefit Offerings

- Time Off
  - Vacation
  - Sick Leave
  - Holidays
- Wellness – Health & Well-being Programs
- Workers’ Compensation – First Report Of Injury
- Voluntary insurance programs
- Voluntary discount programs

Eligible Dependents

- Legal Spouse
- Common Law Spouse
  - Affidavit required
- Domestic Partner
  - Same or opposite sex partner
  - Affidavit required
- Dependent Children
  - Through the end of the calendar year in which they turn 26
  - Full time students or those physically or mentally unable to provide self care

Dependent Eligibility Verification

- Documentation to substantiate a dependent’s eligibility status required upon enrollment, additionally when applicable
- Common documents:
  - Spouse
    - Marriage Certificate, and
    - First page of last year’s tax filing
  - Dependent Children under age 26
    - Birth Certificate, or
    - Court Order naming legal guardian as you or your spouse/DP
  - Dependent Child over 26 – full time student
    - Birth Certificate, and
    - Class Schedule from accredited school showing full time status (each semester)
Insurance Coverage Options

• Health and Dental Insurance
  • Waive (no insurance coverage)
  • Employee only
  • Employee + Spouse or Domestic Partner
  • Employee + Child(ren)
  • Employee + Domestic Partner & Child(ren)
  • Family

University Credits

• Benefit eligible employees
• Credits lower the out of pocket costs of eligible benefit options
• Unused credits default to a health care spending account
  • May elect for credits to go to dependent care spending account in enrollment process

University Credits

• General Benefit Credits
  • Each eligible employee receives $90 per month in General Benefit Credits

• Shared Savings Credits
  • $25 per month for employees who choose to waive dental insurance AND are not covered by a University of Iowa dental plan
  • $40 per month for those employees whose salary is over $25,000, who elect $50,000 in group life insurance
  • $200 per month for SEIU staff who waive health insurance AND are not covered by another UI health insurance plan
University Credits - Limitations

- Maximum of $500 of credits per year for employees who waive health insurance and do not have other coverage under a plan that provides minimum value coverage.
- Dependents must also have coverage in a plan that provides minimum value coverage during the time that expenses were incurred before reimbursement for a FSA claim is allowed.
- Employee is responsible to notify University Benefits immediately if enrollment status in other health insurance changes.

Double Spouse Credit

- May be eligible if:
  - Spouse/Domestic Partner works for UI/UIHC in benefit eligible position
  - AND family coverage is elected
- No financial benefit to those who need employee/spouse coverage
- One employee carries family health and dental insurance coverage at no cost

Health Insurance

Wellmark®

Plan - UIChoice
UIChoice Health Insurance

- Worldwide coverage

- Provider/facility determines the benefit level (what you pay)
  - Level 1 Providers: UIHC, UI Health Alliance Facilities and Primary Care Clinics
  - Level 2 Providers: Blue Choice network providers not included in Level 1
  - Level 3 Providers: Providers not in Level 1 or 2. May or may not participate in Blue Cross/Blue Shield plans

Providers - Participating vs Non-Participating

- Participating providers:
  - Accept Blue Cross & Blue Shield payment arrangements
  - Over 4,000 physicians and all hospitals in Iowa
  - Result - lower out-of-pocket costs

- Non-participating providers
  - Do not accept Blue Cross & Blue Shield payment arrangements
  - Insured must file the claim to Blue Cross & Blue Shield
  - Patient may be balance billed for the fee amount remaining after Blue Cross & Blue Shield payment and patient payment have been made

Balance Billing - Level 3 Providers

Covered Service $400
Wellmark Allowed Amount $200
Coverage 50% coinsurance

- Participating providers:
  - 50% paid by Wellmark $100
  - 50% paid by patient $100
  - Contracted write-off $200
  - $100 toward Out of Pocket Max of $1700 for Participating Provider

- Non-Participating providers:
  - 50% paid by Wellmark $100
  - 50% paid by patient $100
  - Remaining $200 paid by patient
  - $100 toward Out of Pocket Max of $2000 for Non Participating Provider
UIChoice Benefit Summary

<table>
<thead>
<tr>
<th>Copay or Coinsurance</th>
<th>LEVEL 1</th>
<th>LEVEL 2</th>
<th>LEVEL 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>– Office Visit</td>
<td>$10 copay</td>
<td>$25 copay</td>
<td>50% coinsurance</td>
</tr>
<tr>
<td>– ER Visit</td>
<td>$100</td>
<td>$100</td>
<td>$100</td>
</tr>
<tr>
<td>+10% coinsurance</td>
<td>+10% coinsurance</td>
<td>+10% coinsurance</td>
<td>+40% coinsurance</td>
</tr>
<tr>
<td>Coinsurance</td>
<td>10%</td>
<td>10-20%</td>
<td>40-50%</td>
</tr>
<tr>
<td>– Inpatient stay only</td>
<td>$400</td>
<td>$600</td>
<td>$800</td>
</tr>
<tr>
<td>Deductible</td>
<td>$1700</td>
<td>$3400</td>
<td>$2000</td>
</tr>
<tr>
<td>– inpatient stay only</td>
<td>N/A</td>
<td>N/A</td>
<td>$2000 single</td>
</tr>
<tr>
<td>Out of Pocket Maximum</td>
<td>$2000</td>
<td>$4000</td>
<td>$4000</td>
</tr>
<tr>
<td>Non-Participating Providers</td>
<td>N/A</td>
<td>N/A</td>
<td>$2000 single</td>
</tr>
</tbody>
</table>

UIChoice Prescription Benefit Summary

<table>
<thead>
<tr>
<th>Tier 1</th>
<th>Tier 2</th>
<th>Tier 3 &amp; 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 1</td>
<td>Level 2</td>
<td>Level 3</td>
</tr>
<tr>
<td>Tier 1</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Tier 2</td>
<td>30%</td>
<td>30%</td>
</tr>
<tr>
<td>Tier 3 &amp; 4</td>
<td>50%</td>
<td>50%</td>
</tr>
<tr>
<td>Specialty Drugs</td>
<td>50%</td>
<td>Not Covered</td>
</tr>
<tr>
<td>Out of Pocket Maximum</td>
<td>$1100 single</td>
<td>$2200 family</td>
</tr>
</tbody>
</table>

Formulary: Blue Rx Complete

drug formulary found on wellmark.com

Other Available Services

- UI QuickCare
  - Convenient choice when mildly ill
  - Locations in Iowa City, Coralville, North Liberty
  - Monday – Friday, 7am – 7pm; Saturday – Sunday, 8am – 5pm
  - $5 co-pay

- Dr on Demand
  - Tele-medicine care for minor illnesses with smartphone or computer with webcam
  - FREE to UIChoice members
  - Use 8 digit University ID number and UIChoice ID number to request care
  - Available in all 50 states

- 24-Hr Health Access Line
  - FREE to UI Choice members
  - Access to nurse or on-call physician
Health Plans Office

- Provides assistance with:
  - UICchoice plan questions
  - Advocacy for special health care needs
  - Resolving health care claim concerns
  - Preferred network providers assistance
- E-mail: uihealthplans@uiowa.edu
- Phone: 319-356-8442

2019 UICchoice Monthly Premiums

<table>
<thead>
<tr>
<th>Type of Contract</th>
<th>Total Cost</th>
<th>UI Contribution</th>
<th>Employee Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Only</td>
<td>$ 620.00</td>
<td>$ 620.00</td>
<td>$ 0.00</td>
</tr>
<tr>
<td>Employee + Spouse/DP</td>
<td>$ 1,479.00</td>
<td>$ 1,183.00</td>
<td>$ 296.00</td>
</tr>
<tr>
<td>Employee + Child(ren)</td>
<td>$ 1,206.00</td>
<td>$ 965.00</td>
<td>$ 241.00</td>
</tr>
<tr>
<td>Family</td>
<td>$ 1,586.00</td>
<td>$ 1,269.00</td>
<td>$ 317.00</td>
</tr>
<tr>
<td>Double Spouse Family</td>
<td>$ 1,586.00</td>
<td>$ 1,586.00</td>
<td>$ 0.00</td>
</tr>
</tbody>
</table>

 Convenient Locations:
- UIHC
- Iowa River Landing
- Scott Boulevard
- North Dodge
- North Liberty
- River Crossing
- Muscatine
- UI Sports Medicine
- UI Quick Care (5 locations)
- Urgent Care
- + multiple outreach locations across Iowa

Additional locations: https://uihc.org/locations
Continually ranked as one of America’s best hospitals
Stead Family Children’s Hospital opened in 2017, nationally ranked in seven specialties
Staff dedicated to world class personalized care
Coordinated services from primary care to specialists treating the most complex conditions in one location
Advanced technology - Most Wired Award for one of America’s most wired hospitals for use of electronic and related technology

Changing Medicine.
Changing Lives.

Reserve your spot at UI QuickCare or Urgent Care before you visit to spend less time waiting!
uihc.org/quickcare
uihc.org/urgentcare

UIHC MyChart
Free to UI Health Care patients
Communicate with your health care provider from the comfort of your home
Request prescription refills for refillable medications
Access test results without waiting for mail
Manage your appointments by viewing past and upcoming appointments, as well as scheduling additional appointments
Find helpful tips and other trusted information
https://mychart.uihealthcare.com/mychart/
Dental Insurance

Plan – Dental II

- Visit any provider - cost advantage to using participating providers
- Provider determines benefit level:
  - Tier 1: PPO Network
  - Tier 2: Premier Network (regular Delta Dental network)
  - Tier 3: Non-participating dentists
- Provider search: https://www.deltadentalia.com/find-a-provider/
Dental Plan Features

- Maximum Annual Benefit (per member per year): $2,000
- Carryover feature
  - Amount remaining for calendar year will carryover to your annual maximum for the following year, up to $4,000, by meeting the criteria:
    - Do not use all of your $2,000 maximum benefit
    - Have been covered by the insurance the full year
    - Submitted at least one claim
- $25 Shared Savings Credit
  - Employees who choose to waive dental insurance and are not covered by a University of Iowa dental plan

Dental II Benefit Summary

<table>
<thead>
<tr>
<th></th>
<th>Level 1</th>
<th>Level 2</th>
<th>Level 3</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Copay</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Preventive Care</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Routine Visit</td>
<td>0%</td>
<td>20%</td>
<td>20%</td>
</tr>
<tr>
<td>Orthodontics</td>
<td>10%</td>
<td>20%</td>
<td>20%</td>
</tr>
<tr>
<td>Maximum Annual Benefit</td>
<td>$2000, up to $4000 with annual carryover</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

College of Dentistry Incentive Program

- Qualifying treatment plans
  - Academically beneficial to residents at College of Dentistry
  - Treatment must be provided by residents at College of Dentistry
  - Processed through dental insurance plan
- University pays 100% of patient’s expense for covered treatment
  - No copays or deductibles
  - $2,000 annual maximum
- [https://hr.uiowa.edu/benefits/dental-2/student-dental-clinics-incentive](https://hr.uiowa.edu/benefits/dental-2/student-dental-clinics-incentive)
DeltaVision Discount

- Delta Dental members & covered dependents qualify for vision discount through DeltaVision providers
  - Discounts on eye exams, lenses, frames, conventional contact lenses & LASIK
- Locate DeltaVision provider: https://www.eyemedvisioncare.com/locatorlocator.emvc?execution=e1s
  - Inform provider of discount when scheduling appointment
  - Provide Delta Dental card at appointment

2019 Dental II Monthly Premiums

<table>
<thead>
<tr>
<th>Type of Contract</th>
<th>Total Cost</th>
<th>UI Contribution</th>
<th>Employee Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Only</td>
<td>$ 45.00</td>
<td>$ 45.00</td>
<td>$ 0.00</td>
</tr>
<tr>
<td>Employee + Spouse/DP</td>
<td>$ 93.00</td>
<td>$ 74.00</td>
<td>$ 19.00</td>
</tr>
<tr>
<td>Employee + Child(ren)</td>
<td>$100.00</td>
<td>$ 80.00</td>
<td>$ 20.00</td>
</tr>
<tr>
<td>Family</td>
<td>$ 133.00</td>
<td>$ 106.00</td>
<td>$ 27.00</td>
</tr>
<tr>
<td>Double Spouse Family</td>
<td>$133.00</td>
<td>$ 133.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

ID Cards and Online Services - Health & Dental Insurance

- ID Cards mailed directly to the insured
  - Home address on file in Employee Self Service at the time of enrollment
  - Cards received 2-3 weeks following completed online enrollment
- All ID cards will have the policy holder’s name
  - Additional cards can be requested through online services
- Online services available:
  - wellmark.com/mywellmark
  - deltadentalia.com
Flexible Spending Accounts

- Participation is optional
  - Payroll deduction – pre-tax deduction
  - Unused credits – funds available, optional to claim

- IRS regulated program
  - Eligible expenses: [https://hr.uiowa.edu/fsa](https://hr.uiowa.edu/fsa)
  - Use it or lose it
  - Expenses must be incurred during the plan year, while active participant in the plan (Jan 1 – Dec 31)
  - Claims must be submitted by April 30 of the following year

Flexible Spending Accounts

- Health Care Spending Account (HCSA)
  - Elect up to $2,650 / year
  - Copays/co-insurance/deductibles, prescriptions: eye glasses, contacts, and medications
  - Eligible expenses for self and IRS eligible dependents

- Dependent Care Spending Account (DCSA)
  - Elect up to $5,000 / year per household
  - Daycare, nanny, BASP, pre-school, day camps
  - Expenses for eligible dependents up to age 13 or tax dependent who is physically or mentally incapable of self-care
Flexible Spending Accounts
- Reimbursements
  - HCSA: reimbursed for full amount of annual contribution at any time during plan year
  - DCSA: must have funds in account for reimbursement
- Direct Deposit required
- Submit claims in Employee Self Service
  - Include required documentation
- Processing of Claims
  - Goal – 20 business days to process claims (normal claims volume)
  - Peak times – up to 40 business days: Nov - Jan, April - June

Other Benefit Offerings
- LTD, Voluntary Term Life Insurance, Spouse/Dependent Life Insurance, AD&D

Long Term Disability (LTD)
- University pays premium for mandatory participation
  - Auto enrolled
- 60% salary replacement coverage for up to 2 years for employees who become disabled while actively employed
  - 90 working day waiting period before payments begin
  - Maximum benefit $300,000/year
- After 2 year period must be totally disabled and unable to perform any occupation for payment to continue
  - Pre-existing conditions not covered for 12 months
Group Life Insurance

- Term life insurance policy
- Conversion privilege available at termination/retirement
- Participation required
- University provides coverage of 2x salary at no cost through credits
- Coverage options:
  - $50,000* - no out of pocket cost to employee
  - 2x salary - default coverage amount, paid in full by University Credits
  - 2.5x salary – receive University Credits equal to amount for 2x salary
  - 3x salary – receive University Credits equal to amount for 2x salary
- Maximum payment is $400,000
- *Shared Savings Credits of $40 for those with a salary over $25,000 who elect $50,000 in life insurance

Optional Life Insurance

- Voluntary Term Life
  - Age Rated per $1000
  - Minimum coverage: 5x salary
  - Maximum coverage: 3.5x salary
  - Maximum benefit paid $1,000,000

- Taxable Life Insurance – Imputed Income
  - IRS has determined if an employer allows access to life insurance in excess of $50,000, the amount in excess of $50,000 has a taxable value to the employee [https://hr.uiowa.edu/benefits/taxable-life-insurance]

Optional Life Insurance Plans

- Spouse and/or Dependent Life (after tax – credits do not apply)
  - Coverage Options
    - Spouse coverage - $10,000, $20,000, $40,000
    - Dependent coverage, per child - $5,000, $10,000, $20,000
    - Combination Spouse / Dependent(s) - $10,000/$5,000; $20,000/$10,000; $40,000/$20,000

- Dependent Children
  - Age 14 days to end of calendar year in which they turn 26, or
  - Full-time student or disabled
  - Must have voluntary term life insurance in equal or greater amount
Optional Life Insurance Plans
- Accidental Death & Dismemberment (AD&D)
  - Coverage in $100,000 increments, up to $1,000,000
  - Coverage options
    - Employee Only
    - Employee + Spouse / Domestic Partner
    - Employee + Children
    - Employee + Family
  - Coverage for dependents (children age 14 days through 26 years)
    - Spouse / DP – 75% of principal of plan
    - Dependent Children – 20% of principal of plan, limited to $100,000
  - Coverage allowed on only one UI plan

Retirement Plans
- Mandatory participation with a qualified position
- Irrevocable decision
- Enroll within 60 days of hire date
  - Default election is IPERS
- If you are already participating in a university retirement plan, you will not have an election available
Retirement Plan Options

Iowa Public Employees Retirement System

- Defined Benefit Plan, IRS 401(a)
- Retirement income based on a formula of:
  - Years of eligible service
  - Salary earned during employment
- https://www.ipers.org/

Teachers Insurance and Annuity Association

- Defined Contribution Plan, IRS 403(b)
- Retirement income contingent on the returns from individually elected investment
- https://www.tiaa.org/public/tcm/uioawa/home
Contributions to Retirement

<table>
<thead>
<tr>
<th>Plan</th>
<th>Meeting Schedule</th>
<th>Length of Employment</th>
<th>Portions of Annual Salary</th>
<th>Employee Contribution</th>
<th>University Contribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>TIAA</td>
<td>First day of employment</td>
<td>First five years</td>
<td>First $6,000 of salary</td>
<td>3.33%</td>
<td>6.66%</td>
</tr>
<tr>
<td></td>
<td></td>
<td>After five years</td>
<td>Salary above $6,000</td>
<td>5%</td>
<td>10%</td>
</tr>
<tr>
<td>IPERS</td>
<td>28 quarters</td>
<td>Beginning first day</td>
<td>All Salary</td>
<td>5%</td>
<td>10%</td>
</tr>
<tr>
<td>IPERS Certified Line Enforcement</td>
<td>16 quarters</td>
<td>Beginning first day</td>
<td>All Salary</td>
<td>6.29%</td>
<td>9.44%</td>
</tr>
</tbody>
</table>

Making Your Retirement Plan Election within 60 days of eligibility date

- Enroll through Employee Self Service
  - Select Retirement Enrollment link
    - Found in Benefits & Wellness
- Make selection to submit to benefits
- Complete the Enrollment/Beneficiary Designation through the selected program’s website
Electronic Benefit Enrollment Process

- Electronic enrollment through Employee Self Service
  - Must complete within 30 days of employment eligibility date
- Make elections for:
  - Health Insurance
  - Dental Insurance
  - Group Life Insurance
  - Voluntary Term Life Insurance
  - AD&D (Accidental Death & Dismemberment)
  - Spouse and Dependent Life Insurance
  - Flexible Spending Accounts

Benefit Enrollment Process

- Must name at least one beneficiary
- Beneficiary Designation
  - Beneficiary is not the same as a dependent
  - Primary or Contingent
  - May elect % or set amount, otherwise divided equally
- Beneficiaries for retirement accounts are designated with TIAA or IPERS, not through Employee Self Service
Benefit Enrollment Process

- Interactive program
  - Click "Recalculate" to see selected changes
  - Click "Keep for Later" to save changes and complete enrollment later
  - Click "Finish Enrollment" to submit enrollment selections

- Review selections in Account Overview
- Must select the green "Continue - Finish Enrollment" button to finalize selections

Benefits Confirmation

- Upon completion of enrollment
  - Notified of confirmation by email within 48 hours of enrollment
  - Confirmation available in Employee Self Service

- Changes to benefit elections
  - Requested through Employee Self Service (Benefits Confirmations)
  - Available for one week from release date

Employee Self-Service

Other Benefit Functions
Employee Self Service Benefits Functions

Health and Well-Being Programs

Employee Self Service liveWELL
Health and Well-Being Programs

A Culture of Well-Being

Health & Well-Being: Get Started

Continuum of services for individuals, families, departments, and teams.

Some Programs Include:
- Health Coaching
- Online Sleep Program
- Suicide Prevention Training
- Elder Caregiving Services
- Mindfulness-Based Stress Reduction
- Resilience Training
- Financial Well-Being
- Confidential Counseling
- Ergonomics Tools
- Back-up Child Care

Support for Supervisors

Health & Well-Being: Get Started

- liveWELL
  - liveWELL@uiowa.edu
  - 319-355-3909
- UI Employee Assistance Program (UI EAP)
  - EAPhelp@uiowa.edu
  - 319-335-2085
- Family Services
  - familyservices@uiowa.edu
  - 319-335-1371
- UI Ergonomics Program
  - ergonomics@uiowa.edu
  - 319-384-0959

https://www.youtube.com/watch?v=dUOSuM-a6lw&feature=youtu.be

Cost savings due to healthier employees.
Miscellaneous Benefit Offerings

Voluntary Insurance Options

Employee Discounts

Voluntary Insurance Options

- Not administered by University
- Various vendors; contact company directly
  - Examples of options:
    - Vision Insurance
    - Long Term Care (Genworth)
    - Critical Illness/Cancer Insurance
    - Auto Insurance
    - Short term disability
- https://hr.uiowa.edu/benefits/voluntary-insurances-programs

Vision Insurance

- Optional Insurance Plan
- Offered through Two Rivers Insurance Services
  - Avesis & EyemEd plan options
  - Contact Two Rivers directly to enroll
  - UI payroll deduction (after-tax)
  - Enroll within 30 days of hire date or during open enrollment (Jan/Feb every year w/ April 1 eff date)
Employee Discount Programs

- Not administered by University
- Various vendors; contact company directly
  - Examples of discount categories:
    - Cell phone companies
    - Car Rental
    - Hawkeye Athletics
    - Fitness / Sports
    - Travel
  - [https://hr.uiowa.edu/benefits/employee-discounts](https://hr.uiowa.edu/benefits/employee-discounts)

UI Optical Discount

- Discount for UI employees and their dependents
- 15% discount on complete purchase of glasses
- 10% discount on LASIK and PRK surgery

- Locations
  - UI Optical – UIHC
  - UI Optical - IRL

Time Off – Vacation, Sick Leave, Holidays
Vacation Accrual

- Prorated based on % of appointment
- Academic year faculty members do not accrue vacation
- Balance may not exceed twice the current annual rate of accrual
- Do not accrue time, once maximum level is reached
  - Do not lose, but do not accrue more until below maximum level

Vacation Accrual Rates

<table>
<thead>
<tr>
<th>YEARS OF SERVICE</th>
<th>ANNUAL</th>
<th>MONTHLY</th>
<th>MAXIMUM*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to 3</td>
<td>120 hrs.</td>
<td>10.0 hrs.</td>
<td>240 hrs.</td>
</tr>
<tr>
<td>More than 3</td>
<td>182 hrs.</td>
<td>15.166 hrs.</td>
<td>364 hrs.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>YEARS OF SERVICE</th>
<th>ANNUAL</th>
<th>MONTHLY</th>
<th>MAXIMUM*</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 - 4</td>
<td>80 hrs.</td>
<td>6.66 hrs.</td>
<td>160 hrs.</td>
</tr>
<tr>
<td>5 - 11</td>
<td>156 hrs.</td>
<td>13.33 hrs.</td>
<td>312 hrs.</td>
</tr>
<tr>
<td>12 - 19</td>
<td>192 hrs.</td>
<td>16.0 hrs.</td>
<td>384 hrs.</td>
</tr>
<tr>
<td>20 &amp; above</td>
<td>216 hrs.</td>
<td>18.0 hrs.</td>
<td>432 hrs.</td>
</tr>
</tbody>
</table>

Sick Leave Accrual

- All eligible staff
- Accrual prorated based on % of appointment
- Convert to vacation criteria:
  - Sick leave accrual exceeds 240 hours (30 days)
  - No sick leave was used in the month
  - May be able to convert accrued sick leave (12 hours) to vacation (4 hours)
Paid Holidays

• New Year’s Day
• Martin Luther King Jr. Day
• Memorial Day
• 4th of July
• Labor Day
• Thanksgiving and Friday after
• Christmas and one other day

Enrollment Deadlines

Enrollment Deadlines

• Benefits Enrollment
  • completed within 30 days of eligibility date (hire date)

• Retirement Enrollment
  • completed within 60 days of eligibility date (hire date)
Questions??

Get Answers at Benefits Office Hours
- Sessions at worksite locations around campus
- Answers to questions re: employment related benefits
  - Health, Dental, and Life Insurance Plans
  - Retirement Plans & Preparation
  - University Credits – General Credits, Shared Savings, Double Spouse
  - Paycheck Review (for benefit deductions)
  - FSA Eligible Expenses & Claim Submission
- Assistance with online processes:
  - FSA Claim Submission (Health Care and Dependent Care Spending Accounts)
  - Benefit Enrollment (new hire, open enrollment, benefit changes)

Benefits Office Hours Locations
- Sessions at the following sites:
  - UCC
  - UI Public Safety (open to UPS staff only)
  - Main Library
  - IRL
  - Mossman Business Services Building (MBSB)
  - Healthcare Support Services Building (HSSB)
  - Laundry Services
  - College of Law
  - Plaza Centre One
  - West Campus Transportation Center
  - State Hygienic Lab
  - UIHC – 6 times per month
  - College of Pharmacy

https://hr.uiowa.edu/benefits-office-hours
Questions??
University Benefits Office
Website: https://hr.uiowa.edu/benefits
Office Hours 8am-5pm, Monday-Friday

Reach us by:
Email: benefits@uiowa.edu
Phone: 319-335-2676