Benefits Orientation

Please...

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

...Thank you!

University Benefits Office

• Office hours: 8am-5pm, Monday-Friday
• Email: benefits@uiowa.edu
• Website: https://hr.uiowa.edu/benefits
• Phone: 319-335-2676
• Fax: 319-335-2776
• Campus address: 120-40 USB
• Street address: 1 W. Prentiss St. (corner of Capitol & Prentiss streets)
Eligibility, Enrollment, & Effective Date

- **Eligibility**
  - Regular, benefit eligible position
  - 50% time or greater appointment

- **Enrollment Deadlines**
  - Online Benefit Enrollment – 30 days of employment eligibility date
  - Retirement Plan Election – 60 days of employment eligibility date

- **Coverage Effective Date**
  - 1st of the month following date of hire, with completion of online enrollment within 30 days of hire

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Choosing your Benefits during Enrollment Process

- **Health Insurance** – UI Choice, coverage selection required
- **Dental Insurance** – Dental II, coverage selection required
- **Life Insurance** – mandatory participation in Group Life Insurance plan
- **Supplemental Life** – participation is optional
- **AD&D** – participation is optional
- **Spouse/Dependent life insurance** – participation is optional
- **Health & Dependent Care Spending Accounts** – participation is optional
- **LTD** – mandatory participation, auto enrolled - no selection required
- **Retirement** – mandatory participation in Retirement Plan, paper form
Additional Benefit Offerings

- Time Off
  - Vacation
  - Sick Leave
  - Holidays
- Wellness, Ergonomics & other misc. benefits
- Workers’ Compensation
- Voluntary insurance 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
- The University of Iowa reserves the right to require documentation to substantiate a dependent’s eligibility status at any time

Insurance Coverage Options

- Health and Dental Insurance
  - Waive (no insurance coverage)
  - Employee only
  - Employee + Spouse/Domestic Partner
  - Employee + 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 select for credits to go to dependent care spending account in enrollment process

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

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
Double Spouse Credit

- Process for enrolling as Double Spouse
  - Submit Double Spouse Credit form to Benefits Office
  - Spouse #1 (contract holder) – all benefit options
  - Spouse #2 – only life insurances/AD&D/LTD/flexible spending
- Receive email from Benefits Office once form is processed
- Complete enrollment in Employee Self Service
  - Spouse #1 enroll in all benefit options – family health and dental
  - Spouse #2 enroll only in life insurances/AD&D/LTD/flexible spending

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

UIChoice Benefit Summary

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

UIChoice Prescription Benefit Summary

<table>
<thead>
<tr>
<th></th>
<th>TIER 1</th>
<th>TIER 2</th>
<th>TIER 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Copay / Coinsurance</td>
<td>$0</td>
<td>30%</td>
<td>50%</td>
</tr>
<tr>
<td>Out of Pocket Maximum</td>
<td>$1100 single</td>
<td>$2200 family</td>
<td></td>
</tr>
</tbody>
</table>

Formulary: Blue Rx Complete

drug formulary found on wellmark.com

Plan includes mail order option
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

- **UI eCare**
  - 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 Iowa and 20 other states

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

Health Plans Office

- Provides assistance with:
  - UIChoice 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

2018 UIChoice 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>$605.00</td>
<td>$605.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Employee + Spouse/DP</td>
<td>$1,443.00</td>
<td>$1,154.00</td>
<td>$289.00</td>
</tr>
<tr>
<td>Employee + Child(ren)</td>
<td>$1,177.00</td>
<td>$942.00</td>
<td>$235.00</td>
</tr>
<tr>
<td>Family</td>
<td>$1,547.00</td>
<td>$1,238.00</td>
<td>$309.00</td>
</tr>
<tr>
<td>Double Spouse Family</td>
<td>$1,547.00</td>
<td>$1,547.00</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](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

Reserve your spot at UI QuickCare or Urgent Care before you visit to spend less time waiting!

[uihc.org/quickcare](https://uihc.org/quickcare)
[uihc.org/urgentcare](https://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/

20-20-20 Rule

Dental Insurance

Delta Dental

Plan – Dental II
Dental II - Dental Insurance

- Visit any provider - cost advantage to using participating providers

- Provider determines benefit level:
  - Level 1: PPO Network
  - Level 2: Premier Network (regular Delta Dental network)
  - Level 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 PPO</th>
<th>LEVEL 2 Premier</th>
<th>LEVEL 3 Non-Participating</th>
</tr>
</thead>
<tbody>
<tr>
<td>Copay - Preventive Care limit of 2 per year</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Coinsurance - Routine Visit</td>
<td>0%</td>
<td>20%</td>
<td>20%</td>
</tr>
<tr>
<td>Coinsurance - Restorations</td>
<td>10%</td>
<td>20%</td>
<td>20%</td>
</tr>
<tr>
<td>Deductible</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Orthodontics</td>
<td>50%</td>
<td>50%</td>
<td>50%</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/locator/locator.mvc?execution=e1s](https://www.eyemedvisioncare.com/locator/locator.mvc?execution=e1s)
  - Inform provider of discount when scheduling appointment
  - Provide Delta Dental card at appointment

2018 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
  - 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 (HCRA)
  • Elect up to $2,600 / 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

• Submit claims in Employee Self Service
  • Include required documentation
• Processing of Claims
  • Goal – 10 business days to process claims (normal claims volume)
  • Peak times – up to 30 business days : Dec/Jan, April/May
• Reimbursements
  • HCRA: reimbursed for full amount of annual contribution at any time during plan year
  • DCSA: must have funds in account for reimbursement
  • Direct Deposit required

Other Benefit Offerings

LTD, Supplemental 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 Plans

- Supplemental Life
  - Age Rated per $1000
  - Minimum coverage: .5x salary
  - Maximum coverage: 3x salary
  - Maximum benefit paid $1,000,000

- Spouse and/or Dependent Life
  - Must have supplemental life insurance (beginning 1/2019)
  - After-tax deduction
  - 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
Optional Life Insurance Plans

- Accidental Death & Dismemberment (AD&D)
  - Coverage in $100,000 increments, up to $1,000,000
  - Coverage allowed on only one UI plan
  - Dependent Children
    - age 14 days to end of calendar year in which they turn 26, or
    - full-time student or disabled

- 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](https://hr.uiowa.edu/benefits/taxable-life-insurance)

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

- 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/](https://www.ipers.org/)

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

<table>
<thead>
<tr>
<th>Plan</th>
<th>Length of Employment</th>
<th>Pension of Salary</th>
<th>Employee Contribution</th>
<th>University Contribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>TIAA</td>
<td>First five years</td>
<td>First $4,000 of annual salary</td>
<td>3.33%</td>
<td>6.0%</td>
</tr>
<tr>
<td></td>
<td>After five years</td>
<td>Salary above $4,000</td>
<td>5%</td>
<td>10%</td>
</tr>
<tr>
<td>SERS</td>
<td>Any</td>
<td>All Salary</td>
<td>Effective 7/1/16  6.29%</td>
<td>Effective 7/1/18 9.44%</td>
</tr>
<tr>
<td>SERS, Certified</td>
<td>Any</td>
<td>All Salary</td>
<td>Effective 7/1/16 6.41%</td>
<td>Effective 7/1/18 10.21%</td>
</tr>
<tr>
<td>Law Enforcement</td>
<td>Occupations</td>
<td></td>
<td></td>
<td></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 box on Personal Tab
- Make selection to submit benefits
- Complete the Enrollment/Beneficiary Designation through the selected program's website

20-20-20 Rule
Electronic Benefit Enrollment Process

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
  - Supplemental Life Insurance
  - AD&D (Accidental Death & Dismemberment)
  - Spouse and Dependent Life Insurance
  - Flexible Spending Accounts

1) Personal Tab
2) Benefits section
3) Benefits Enrollment
Electronic 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

Benefit Confirmation

- After completion of your enrollment, will receive a confirmation statement in campus mail showing benefit elections
- Given 2 weeks to make changes to confirmation statement and return to Benefits Office to update elections

Employee Self Service

Other Benefit Functions
Employee Self Service Benefits Functions

Benefit Changes

- Open enrollment (each fall)
  - Changes effective the following January 1
  - Enrollment completed in Benefit Enrollment through Employee Self Service
- Qualifying Eligible Event (per IRS section 125)
  - Eligible events found on website: [https://hr.uiowa.edu/benefits/changes](https://hr.uiowa.edu/benefits/changes)
  - Request must be made in timely manner:
    - Within 30 days of event
    - Effective date first of the month following date of event
    - Within 60 days of birth/adoption
    - Effective date retroactive to first day of month for birth/adoption

Benefit Changes – Qualifying Event

- Process for Benefit Change with Qualifying Event
  - Complete Benefit Change Request in Employee Self Service
    - Qualifying Event
    - Date of Event
  - Receive email from Benefits Office once request is processed
  - Complete Benefit Enrollment Event through Employee Self Service
Information Release Form

- Optional
- Release allows Benefits Office to speak with listed individual(s) regarding your benefits
  - Limited period or open ended release
- Complete form in Employee Self Service

Beneficiaries

- Beneficiary Designation
  - Beneficiary is not the same as a dependent
  - Primary or Contingent
  - May elect % or set amount, otherwise divided equally
- Changes to beneficiaries
  - During open enrollment
  - Manage Beneficiaries through Employee Self Service
  - Beneficiary Designation form on our website
- Beneficiaries for retirement accounts are designated with TIAA or IPERS, not through Employee Self Service

Voluntary Retirement Savings Program (VRSP)

- Voluntary; no University contribution
- Additional pre-tax or after-tax contribution to retirement account
- Multiple vendor options, including TIAA
- Enroll via Employee Self Service
- More info: [https://hr.uiowa.edu/retirement/saving-extra](https://hr.uiowa.edu/retirement/saving-extra)
Workers' Compensation

- Approved claims for job-related injuries/illnesses may entitle injured employee to medical coverage and portion of lost wages
- Report injury to supervisor within 24 hours
- Complete First Report of Injury (FROI) in Employee Self Service
- Treatment locations:
  - UI Occupational Health Clinic
    3 Lions Dr. North Liberty
    Monday – Friday 8am-5pm
    319-356-3335
  - UIHC Emergency Room – for emergencies and/or treatment outside of clinic hours
- https://hr.uiowa.edu/workers-compensation

Miscellaneous Benefit Offerings

Voluntary Insurance Options
Employee Discounts
Health and Well-Being Programs

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

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
Continuum of services for individuals, families, departments to thrive.

Human Resources provides leadership in shaping an inclusive culture that drives excellence and innovation by supporting talent, engagement, and the employee work experience.
A Culture of Well-Being

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

- Personal Health Assessment
  - Tip to start your journey
  - Personalized recommendations on health and wellness

- Free Health Coaching
  - Multiple Campus locations, phone, Skype
  - Areas covered: Nutrition, Exercise, Weight Management, Resilience
  - Referrals to Personal Training, Mindfulness-Based Stress Reduction

- Recreation Membership Incentive
  - 4 campus locations. 2 indoor tracks. Aquatics facility.
  - Group Fitness Classes included (Yoga, Zumba, Boot Camp, Spinning)
  - Receive 50% of your monthly membership fee paid for by visiting 4x/month and taking PHA

- liveWELL
  - livewell@uiowa.edu
  - 319-335-1371

- 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
  - 319-335-0959

Time Off – Vacation, Sick Leave, Holidays

- Vacation, Sick Leave, Holidays

- Time Off –
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

- Professional & Scientific Staff
  - 12-month employee:
    - Four years or less: 192 hrs.
    - Five years or more: 216 hrs.

- SEIU Staff
  - Years of Service: 1 - 4
    - Annual: 96 hrs.
    - Monthly: 8.00 hrs.
    - Maximum: 192 hrs.
  - Years of Service: 5 - 11
    - Annual: 136 hrs.
    - Monthly: 11.33 hrs.
    - Maximum: 272 hrs.
  - Years of Service: 12 - 19
    - Annual: 176 hrs.
    - Maximum: 352 hrs.
  - Years of Service: 20 - 24
    - Annual: 192 hrs.
    - Monthly: 16.00 hrs.
    - Maximum: 384 hrs.
  - Years of Service: 25 & after
    - Annual: 216 hrs.
    - Monthly: 18.00 hrs.
    - Maximum: 432 hrs.

- Merit Staff
  - Years of Service: 1 - 4
    - Annual: 80 hrs.
    - Maximum: 160 hrs.
  - Years of Service: 5 - 11
    - Annual: 156 hrs.
    - Monthly: 13.00 hrs.
    - Maximum: 312 hrs.
  - Years of Service: 12 - 24
    - Annual: 192 hrs.
    - Monthly: 16.00 hrs.
    - Maximum: 384 hrs.
  - Years of Service: 25 & after
    - Annual: 216 hrs.
    - Monthly: 18.00 hrs.
    - Maximum: 432 hrs.

Sick Leave Accrual

- All eligible staff
  - Accrual prorated based on % of appointment
  - Accrual 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

Check with your supervisor or HR Rep for dates of holidays for your department.

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:
  - UI Public Safety
  - Main Library
  - Laundry Services
  - College of Law
  - Plaza Centre One
  - IRL
  - West Campus Transportation Center
  - Mossman Business Services Building (MBSB)
  - Healthcare Support Services Building (HSSB)
  - UIHC – 5 times per month

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