



## BENEFITS AT A GLANCE

### ***FULL TIME PROFESSIONAL AND TWELVE-MONTH ACADEMIC EMPLOYEES***

Benefit Description	Plan Options/Premiums	Waiting Period
<i>Eligibility- must be employed at 75% of full-time effort or greater (at least 30 hours per week)</i>		
<b>Health Insurance</b> Provides coverage for medical care and prescriptions	<ul style="list-style-type: none"> <li>• LSU First Option 1 &amp; 2 (Nationwide Network)</li> <li>• PPO Plan (Statewide Network)</li> <li>• HMO (Nationwide Network)</li> <li>• CD-HSA Plan (Nationwide Network)</li> </ul>	⇒ Enroll within first 30 days of employment ⇒ Coverage is effective 1 <sup>st</sup> of the month following one full calendar month of employment ⇒ Late enrollments require Evidence of Insurability (EOI)
<b>Vision Plan</b> Provides for vision care needs such as exams, lenses, frames and contacts	<ul style="list-style-type: none"> <li>• Davis Vision</li> </ul>	⇒ Must enroll within first 30 days of employment or during annual enrollment ⇒ Coverage is effective 1 <sup>st</sup> of the month following one full calendar month of employment
<b>Accidental Death &amp; Dismemberment (AD&amp;D)</b> Provides benefit in the event of death or dismemberment resulting from accident	<ul style="list-style-type: none"> <li>• The Hartford</li> <li>-Several options for employee and family</li> </ul>	⇒ Enroll at anytime ⇒ Coverage effective 1 <sup>st</sup> of the month following receipt of enrollment form
<b>Long Term Disability (LTD)</b> Provides 60% of monthly base salary up to a maximum of \$12,000 per month (see brochure for waiting period and maximum payable pd.)	<ul style="list-style-type: none"> <li>• The Hartford</li> </ul>	⇒ Must enroll within first 30 days of employment to be guaranteed coverage ⇒ Enrollment after first 30 days of employment requires EOI
<b>Dental Insurance</b> Basic dental coverage including preventive and orthodontics	<ul style="list-style-type: none"> <li>• Dearborn National</li> <li>-Option 1 Enhanced Plan (orthodontics offered under this option for adults and dependent children under age 19)</li> <li>-Option 2 Basic Plan</li> </ul>	⇒ Must enroll within first 30 days of employment or during annual enrollment ⇒ Coverage is effective 1 <sup>st</sup> of the month following one full calendar month of employment
<b>Long-Term Care Insurance</b> Provides independence and financial security in the event extended care is needed at home or in a nursing home	<ul style="list-style-type: none"> <li>• Unum Provident</li> <li>-Offers options to cover employee, family, parents and grandparents</li> </ul>	⇒ Enrollment within first 30 days requires no medical review ⇒ Enrollment after 30 days at anytime, subject to medical review
<b>Group Term Life with AD&amp;D</b> Employee life and AD&D coverage up to one and one-half times the annual earnings up to \$50,000 Spouse coverage up to \$4,000 Child coverage up to \$2,000	<ul style="list-style-type: none"> <li>• The Prudential Insurance Co. of America</li> <li>-Option 1 - Basic Term Life and AD&amp;D- \$5,000</li> <li>-Option 2 - Basic Plus Supplemental Term Life up to \$50,000</li> </ul>	⇒ Must enroll within first 30 days of employment to be guaranteed coverage ⇒ Enrollment after first 30 days of employment requires EOI
<b>LSU Voluntary Life with AD&amp;D</b> Employee life and AD&D coverage up to 5 x salary not to exceed \$1,000,000 Spouse coverage up to \$250,000 Child coverage up to \$20,000	<ul style="list-style-type: none"> <li>• The Hartford</li> </ul>	⇒ Must enroll within first 30 days of employment to be guaranteed coverage up to 5 x salary up to 500,000 (additional coverage to 1,000,000 requires EOI). Spouse coverage guaranteed to 100,000 (additional coverage to 250,000 requires EOI) ⇒ Enrollment after first 30 days of employment requires EOI

<b>Flexible Spending Accounts</b> Allows for certain expenses to be reimbursed with pre-tax dollars	<ul style="list-style-type: none"> <li>• Health Care Spending Account – annual max. \$4,000; annual min. \$100</li> <li>• Dependent Care Spending Account – annual max. \$5,000 or \$2500 if married/filing separately; annual min. \$100</li> </ul>	<ul style="list-style-type: none"> <li>⇒ Must enroll within first 30 days of employment or during annual enrollment</li> <li>⇒ Plan is effective 1<sup>st</sup> of the month following one full calendar month of employment</li> </ul>
<i>*Retirement Eligibility – Membership in a retirement plan is mandatory for all permanent employees, except those excluded by law. Employees employed on a J or F visa are not eligible for membership in TRSL (if “substantial presence” has been met, may choose between Social Security and DCCL)</i>		
<b>Retirement Plan</b> Defined Benefit Plan Vested after 5 years of service	<ul style="list-style-type: none"> <li>• Teachers’ Retirement System of LA (TRSL)</li> <li>-Employee tax defers 8% of annual salary</li> <li>-Employer contribution is determined each year by the State</li> </ul> <i>*See membership booklet for retirement eligibility</i>	<ul style="list-style-type: none"> <li>⇒ Automatic enrollment unless ORP option is elected</li> <li>⇒ Contributions withheld out of first payroll check</li> </ul>
<b>Optional Retirement Plan (ORP)</b> Defined Contribution Plan Alternative to TRSL Immediately vested Investment Options Available	<ul style="list-style-type: none"> <li>• AIG Valic</li> <li>• TIAA-Cref</li> <li>• ING Aetna</li> <li>-Employee tax defers 8% of annual salary</li> <li>-Employer contribution is determined each year by the State</li> </ul>	<ul style="list-style-type: none"> <li>⇒ Must enroll within first 60 days of employment or effective date will be delayed (see plan information)</li> <li>⇒ The decision to participate in the ORP is irrevocable</li> </ul>
<b>Supplemental Retirement Accounts</b> 403(b) Tax-Deferred Supplemental Retirement Account Plan Allows for contributions in addition to TRSL or ORP	<ul style="list-style-type: none"> <li>• TIAA-Cref</li> <li>• MetLife</li> <li>• ING Aetna</li> <li>• AIG Valic</li> </ul>	<ul style="list-style-type: none"> <li>⇒ May enroll at anytime</li> <li>⇒ Participation is voluntary</li> </ul>
<b>Deferred Compensation Plan</b> 457(b) Plan Allows for contributions in addition to TRSL or ORP Contributions in DCCL and SRA can be maximized simultaneously	<ul style="list-style-type: none"> <li>• Louisiana Deferred Compensation Plan (DCCL)</li> </ul>	<ul style="list-style-type: none"> <li>⇒ May enroll at anytime</li> <li>⇒ Participation is voluntary</li> </ul>
<b>Annual Leave</b> Must choose one of two options Accrual based on years of service	<ul style="list-style-type: none"> <li>• LSU Leave Schedule - accrual based on years of service with cap</li> <li>• Civil Service Schedule – accrual based on years of service with no cap</li> </ul>	<ul style="list-style-type: none"> <li>⇒ Accruals begin on hire date</li> <li>⇒ Election is irrevocable</li> </ul>
<b>Sick Leave</b> Paid time off for personal illness	<ul style="list-style-type: none"> <li>• Accrual based on years of service</li> </ul>	<ul style="list-style-type: none"> <li>⇒ Accruals begin on hire date</li> </ul>
<b>Holidays</b> For LSUA Campus	<ul style="list-style-type: none"> <li>• See PM 5</li> </ul>	<ul style="list-style-type: none"> <li>⇒ No waiting period</li> </ul>
<b>Tuition Exemption</b> Available for full-time classified, professional & other academic (excluding faculty) employees at 100% effort	<ul style="list-style-type: none"> <li>• Tuition exemption for up to 6 undergraduate or graduate credit hrs per semester; 3 credit hrs for summer term</li> <li>• Up to 3 hrs per semester may be taken during work time if approved by supervisor</li> </ul> <i>*See PM-12 for more information</i>	<ul style="list-style-type: none"> <li>⇒ Must be employed for at least one year in full-time (100% effort), permanent position</li> <li>⇒ Prior approval from department head or supervisor required</li> </ul>
<b>Payroll</b> Paid on a monthly basis	<ul style="list-style-type: none"> <li>• Paid on the last work day of the month</li> <li>• Direct Deposit</li> </ul>	<ul style="list-style-type: none"> <li>⇒ Must submit necessary paperwork</li> </ul>

*If you participate in a Louisiana State retirement plan, you do not pay Social Security tax. However, you do pay the Medicare portion of the FICA tax (1.45% of your salary).*

*The purpose of this document is only to provide you with a summary of the benefits available to our full-time professional AND twelve-month academic employees. All benefits are subject to change at any time. For specific details on each benefit, you should refer to the appropriate policy or plan document.*