

BENEFITS FACT SHEET FOR CLASSIFIED SALARIED STAFF

TAX DEFERRED ANNUITIES (403b): The University will make payroll deductions for tax-deferred annuities to participating companies. Fringe Benefits Management Company (FBMC), a third party administrator, provides a list of eligible companies. The employee or the participating company pays an administrative fee.

DEFERRED COMPENSATION PLAN (457): Effective January 1, 2008, all newly hired and re-hired salaried state employees will be enrolled automatically in the Commonwealth of Virginia 457 Deferred Compensation Plan with an automatic deferral of \$20 per payday beginning approximately 90 days from the date of hire. Employees will be eligible to receive Cash Match funds based on this deferral. Employees who do not wish to participate in the 457 Deferred Compensation Plan may “opt out” within 90 days from date of hire or within 90 days of the first deferral. Employees who wish to participate in a 403b Tax Deferred Annuity will not be automatically enrolled in the 457 Plan.

CASH MATCH PLAN: Employees who make a contribution to a 403(b) tax deferred annuity or 457 deferred compensation plan are eligible to participate in the Commonwealth of Virginia’s Cash Match Plan. Employees must have an account with a company 1) participating with the Commonwealth’s third party administrator and 2) participating in the cash match program. Employees will receive each pay period, the lesser amount of \$20 or 50% of the employee’s contribution amount.

WORKERS COMPENSATION: Under the Workers Compensation Act, medical bills and compensation for loss of pay are paid if injuries were received on the job or while on official University business. Accidents must be reported immediately to your supervisor to ensure coverage.

TUITION WAIVER: Full and part-time employees of the University are eligible to register for one course (maximum 4 credit hours) of instruction (undergraduate or graduate) at Radford University each semester and/or summer session with the tuition and fees for the course waived. Application and registration for course work is subject to conditions involving eligibility and other participation requirements as stated in the Employee Tuition Waiver Policy.

UNIVERSITY PRIVILEGES: All salaried University employees are eligible for free employee identification (I.D.) cards. Current I.D. cards allow an employee and his/her dependents access to University recreational facilities during evenings and weekends when school is in session; full use and borrowing privileges for materials from McConnell Library; and, admission to athletic events and cultural activities either free of charge or at a reduced rate.

FLEXIBLE REIMBURSEMENT ACCOUNTS: A Medical and/or Dependent Care Account may be established with pre-tax dollars within 31 days following the date of hire. Effective dates will be the first of the month following receipt of the application in the HR Office.

HEALTH CARE PLAN: A choice of COVA High Deductible Health Plan (HDHP) or COVA Care Health Insurance is available through the Commonwealth of Virginia. Medical benefits are administered by Anthem Blue Cross and Blue Shield. Basic dental coverage and a three tier prescription drug program are included in the COVA Care plan. A hospital pre-admission review is required. Prior authorization is necessary for expensive and/or experimental medical procedures. The employee may also purchase additional coverage to enhance the basic COVA Care plan. Additional coverage options include out-of-network, expanded dental, vision, and hearing benefits.

The employee may choose one of three levels of membership: Employee Only, Employee Plus One, or Family Coverage.

The selected plan is effective the first day of the month after Human Resources receives the enrollment form. (Example: Employee hired August 10, HR receives form on August 20, coverage effective September 1. Employee hired August 10; HR receives form on September 3, coverage effective October 1.) Additional information will be available during the employee orientation program or at www.dhrm.virginia.gov.

EMPLOYEE ASSISTANCE PROGRAM (EAP): Counseling and referral for problems such as alcohol or substance abuse, marital or family difficulties, financial problems, and mental and medical disorders are available. These services are provided by ValueOptions, Inc. Additional information is available by phoning 1-866-725-0602 or visiting the web site at <http://www.achievesolutions.net/covacare>.

GROUP LIFE INSURANCE: The University provides group term life insurance coverage at no cost for all full-time employees. The amount of coverage is twice the employee's annual salary rounded to the nearest \$1,000 for natural death and four times the rounded annual salary for accidental death. This insurance is provided without a medical examination.

VOLUNTARY LIFE AND ACCIDENTAL DEATH AND DISMEMBERMENT INSURANCE: Active employees eligible for group life insurance may participate in the Optional Life and Accidental Death and Dismemberment Plan. Additional insurance may be purchased for employee, spouse and children. Premiums are based on low group rates and are paid through payroll deduction. Enrollment forms must be completed within 31 days of hire date to ensure coverage without evidence of good health.

LONG TERM CARE INSURANCE: The Commonwealth of Virginia offers long-term care insurance to eligible state employees with coverage available for their spouses, parents, parents-in-law, and state retirees and their spouses (if purchased before retirement date). Aetna U.S. Healthcare administers the long-term care coverage. Long-term care refers to a wide range of personal care, health care and social services for people of all ages who can no longer care for themselves. Employees enrolled in the Virginia Sickness and Disability Program (VSDP) receive a \$96 daily benefit at no cost. Additional coverage for employees or eligible dependents may be purchased. These benefit options range from a \$50 to \$300 daily benefit. For more information, contact Aetna at 877-894-2470 or visit their web site at www.aetna.com/group/commonwealthva.

VIRGINIA RETIREMENT SYSTEM (VRS): Full contribution is paid by the University. Five years of service is required to be eligible for a regular pension. You may apply for short or long term disability as of your hire date (*See VSDP below*). Funds paid into the employee retirement account may be withdrawn after separation from state service. Should the employee become re-employed by a state agency or institution, service credit may be repurchased (*See enclosed Purchasing Prior Service brochure or the VRS web site at <http://www.varetire.org>*). Retirement benefits are determined by age, years of service, and the average of the highest 36 consecutive months of salary. At retirement, several annuity options are available, plus there are annual cost-of-living increases during retirement. The earliest an employee can retire is age 50 with at least 10 years of service credit. Full annuity benefits are available upon attaining 30 years of service and age 50 or older, or upon attaining age 65.

ANNUAL LEAVE: New employees earn twelve days of annual leave, accumulated on a semi-monthly basis at a rate of 4 hours per pay period each calendar year. Leave must be earned before it is used and is not earned during any pay period in which employee is in leave without pay status. At termination, you will be paid for any unused annual leave up to the maximum allowed.

VIRGINIA SICKNESS AND DISABILITY PROGRAM (VSDP): If you suffer a disabling illness or injury, you may be eligible for short and long term disability coverage. After a seven calendar day waiting period, if medically certified and approved through UNUM Provident, you may be eligible for income replacement of 60 - 100 percent for up to 180 calendar days. If your disability continues beyond 180 calendar days, you may be eligible for long-term disability coverage at a 60 percent income replacement level.

FAMILY AND PERSONAL LEAVE: New employees earn four days of family and personal leave each year if hired between January 10 and July 9. New employees hired between July 10 and January 9 will be credited with two days of family and personal leave for the remainder of the year. Family and personal leave is credited each January 10 thereafter. Family and personal leave must be pre-approved by your supervisor and may be used for personal illness, family illness, bereavement or personal business. This leave does not carry forward into the next year nor is a payoff made for any unused leave upon termination.

SICK LEAVE: New employees earn eight days of sick leave each year if hired between January 10 and July 9. New employees hired between July 10 and January 9 will be credited with five days of sick leave for the remainder of the year. Sick leave is credited each January 10 thereafter. You may use credited sick leave for absences due to illness or injury, or for appointments with a physician. This leave does not carry forward into the next year nor is a payoff made for any unused leave upon termination.

For more information, call the Dept. of Human Resources at (540) 831-5008.