Overview

• Institution of the Commonwealth of Virginia
• Five main employment classifications:
  o Teaching & Research Faculty (T&R)
  o Administrative and Professional Faculty (A/P)
  o Classified Staff
  o Adjunct Faculty
  o Hourly Wage
Teaching & Research Faculty

- Terms and conditions of employment are established by the Teaching and Research Faculty Handbook.
  - Approved by University Board of Visitors
    - Tenured Faculty - Continuing, Full-time
    - Tenure-Track Faculty - Probationary, Renewable, One-year Terms
    - Special Purpose Faculty
    - Full-time Temporary
    - Research Faculty
    - Clinical Faculty
    - Administrative Appointments
Adjunct Faculty

• Terms and conditions of employment are established by the Teaching and Research Faculty Handbook.
  o Approved by University Board of Visitors

• Supplement the faculty of a department where additional faculty is needed

• Hold appointments for three years during which they are eligible for but not guaranteed teaching assignment

• Limited benefits (i.e. Supplemental Retirement Plan)
Administrative and Professional

- Terms and conditions of employment are established by the Administrative/Professional Faculty Handbook
  - Approved by University Board of Visitors
- Administrative Faculty normally report no lower than two levels below the President
- Professional Faculty normally report three or more levels below the President
- Appointments are term contracts of 9, 10, 11 or 12 months
- Carry functional titles which are descriptive of their duties and responsibilities
Classified Staff

• Employment in accordance with policies of the Department of Human Resources Management (DHRM) subject to the Virginia Personnel Act (VPA)

• Classified either exempt or non-exempt under FLSA

• Compensation based on Pay Band to which the position is assigned.
Hourly Wage

- Receive pay for hours worked
- Intended to cover peak workloads and seasonal or short-term needs
- Limited benefits (i.e. Supplemental Retirement Plan)
Benefit Type

• Basic Group Term Life Insurance - Click Here
• Optional Life Insurance - Click Here
• Health Insurance
• Flexible Spending Accounts - Click Here
• Employee Assistance Program (EAP) - Click Here
Basic Group Life Insurance

- Natural Death coverage amount equal to 2 times salary (rounded to next higher $1,000).
- Coverage begins on the first day of employment.
- Premium paid by employer.
- Includes Accidental Death and Dismemberment
  - No additional cost
  - Benefit equal to 4 times salary
Optional Life Insurance

• Available at:
  o Option 1 = 1 x Annual Salary
  o Option 2 = 2 x Annual Salary
  o Option 3 = 3 x Annual Salary
  o Option 4 = 4 x Annual Salary

• May insure spouse and/or children

• Guaranteed coverage is available, with certain restrictions, within 31 days of the date of employment
## Optional Group Life Insurance

### Employee, Retiree & Spouse

<table>
<thead>
<tr>
<th>Age Group</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>34 &amp; under</td>
<td>$.05</td>
</tr>
<tr>
<td>35-39</td>
<td>$.06</td>
</tr>
<tr>
<td>40-44</td>
<td>$.09</td>
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<tr>
<td>45-49</td>
<td>$.14</td>
</tr>
<tr>
<td>50-54</td>
<td>$.20</td>
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<tr>
<td>55-59</td>
<td>$.33</td>
</tr>
<tr>
<td>60-64</td>
<td>$.65</td>
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<tr>
<td>65-69</td>
<td>$1.15</td>
</tr>
<tr>
<td>70 &amp; over</td>
<td>$2.06</td>
</tr>
</tbody>
</table>

### Child(ren) rates

<table>
<thead>
<tr>
<th>Option</th>
<th>Amount</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$10,000</td>
<td>$.80</td>
</tr>
<tr>
<td>2</td>
<td>$10,000</td>
<td>$.80</td>
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<tr>
<td>3</td>
<td>$20,000</td>
<td>$1.60</td>
</tr>
<tr>
<td>4</td>
<td>$30,000</td>
<td>$2.40</td>
</tr>
</tbody>
</table>

*No per-child rate*
Health Insurance Plan Options

• COVA HealthAware (Aetna) - Click Here

• COVA Care (Anthem BC/BS) - Click Here

• COVA HDHP (Anthem BC/BS) - Click Here
## 2018 Benefits at a Glance

<table>
<thead>
<tr>
<th>Health Plans</th>
<th>COVA HealthAware (Aetna)</th>
<th>COVA Care (Anthem)</th>
<th>COVA HDHP (Anthem)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Benefits</strong></td>
<td><strong>You Receive</strong></td>
<td><strong>You Receive</strong></td>
<td><strong>You Receive</strong></td>
</tr>
<tr>
<td>Health Reimbursement Arrangement (HRA)</td>
<td>$600 employee</td>
<td>Not available</td>
<td>Not available</td>
</tr>
<tr>
<td>Employer deposit to your HRA on July 1, 2018</td>
<td>$600 enrolled spouse</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>In-Network Benefits</strong></td>
<td><strong>You Pay</strong></td>
<td><strong>You Pay</strong></td>
<td><strong>You Pay</strong></td>
</tr>
<tr>
<td>Deductible – per plan year</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• One person</td>
<td>$1,500</td>
<td>$300</td>
<td>$1,750</td>
</tr>
<tr>
<td>• Two or more persons</td>
<td>$3,000</td>
<td>$600</td>
<td>$3,500</td>
</tr>
<tr>
<td>Out-of-pocket expense limit – per plan year</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• One person</td>
<td>$3,000</td>
<td>$1,500</td>
<td>$5,000</td>
</tr>
<tr>
<td>• Two or more persons</td>
<td>$6,000</td>
<td>$3,000</td>
<td>$10,000</td>
</tr>
</tbody>
</table>
### Commonwealth of Virginia State Health Benefits Program

#### Employee Monthly Premiums for July 1, 2018 – June 30, 2019

*Premiums and plan benefits may change subject to final state budget approval.*

Salaried employees working 30 or more hours a week pay the “Employee Pays” amount. Salaried employees working less than 30 hours a week pay the Total Premium.

**Please note:** Get a Premium Reward if you are enrolled in COVA Care or COVA HealthAware. You or your enrolled spouse must complete a health assessment to save $17 a month or $34 when both of you meet the requirements. See page 2.

<table>
<thead>
<tr>
<th>HEALTH CARE PLANS</th>
<th>Premium</th>
<th>Premium with Rewards</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>You Only</td>
<td>You Plus One</td>
</tr>
<tr>
<td></td>
<td>You Only</td>
<td>You Plus One</td>
</tr>
<tr>
<td></td>
<td>Employee Pays</td>
<td>Employee Pays</td>
</tr>
<tr>
<td>COVA Care</td>
<td>Employee Pays</td>
<td>$92</td>
</tr>
<tr>
<td></td>
<td>State Pays</td>
<td>$687</td>
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<tr>
<td></td>
<td>Total Premium</td>
<td>$779</td>
</tr>
<tr>
<td>COVA Care + Out-of-Network</td>
<td>Employee Pays</td>
<td>$110</td>
</tr>
<tr>
<td></td>
<td>State Pays</td>
<td>$687</td>
</tr>
<tr>
<td></td>
<td>Total Premium</td>
<td>$797</td>
</tr>
<tr>
<td>COVA Care + Expanded Dental</td>
<td>Employee Pays</td>
<td>$125</td>
</tr>
<tr>
<td></td>
<td>State Pays</td>
<td>$687</td>
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<tr>
<td></td>
<td>Total Premium</td>
<td>$812</td>
</tr>
</tbody>
</table>
Flexible Spending Accounts (FSA)

- Health FSA - up to $2,600 per plan year
  - Receive Health FSA Card for instant access to funds
- Dependent Care FSA - up to $5,000 per plan year depending on tax filing status
- Minimum FSA Contribution - $10 per pay period
- Administrative Fee - $3.65 deducted monthly on pre-tax basis for one or both FSAs
Health Insurance/FSA

Effective Date for Initial Enrollment

• Coverage is effective the 1st of the month after date-of-hire
  o No waiting period for services, including dental coverage

• Example: An 8/10/19 hire date, coverage effective 9/1/19

• Coverage available to spouse

• Coverage available to dependent children through age 26

• May make changes during Spring Open Enrollment or as a result of a qualifying event
Employee Assistance Program (EAP)

• Eligible to employees participating in a health care plan

• Offers counseling sessions for employees and their dependents with up to four sessions at no charge

• Assist with issues related to: alcohol, drugs, family, health, legal, financial, housing, mental health, child care, elder care, grief, spousal/child/parent abuse, workplace, career planning and retirement.
Retirement and Disability Overview

• Participation is a condition of employment:
  o Virginia Retirement System (VRS) Retirement Plan
  o Faculty Retirement Plan Option
• Optional Supplemental Retirement Plan
• Virginia Sickness and Disability Plan (VSDP)
• UNUM Long Term Disability Plan
VRS Hybrid Retirement Plan

- Mandatory plan for Classified Employees and available to employees in Faculty positions
- Combines defined benefit & defined contribution plan
  - Defined Benefit - 5 year vesting
  - Defined Contribution - Immediate vesting
VRS Hybrid Retirement Plan (cont.)

• Employee contributes mandatory 5% to the plan
  o 4% to defined benefit & 1% to defined contribution plan
  o Receive a 1% match on defined contribution (401a cash match)

• May contribute up to 4% voluntary
  o Receive up to 2.5% match
<table>
<thead>
<tr>
<th>Employee Mandatory Contributions: Hybrid 401(a)</th>
<th>Employer Mandatory Contributions: Hybrid 401(a)</th>
<th>Employee Voluntary Contributions: Hybrid 457†</th>
<th>Employer Matching Contributions: Hybrid 401(a)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.00%</td>
<td>1.00%</td>
<td>0.00%</td>
<td>0.00%</td>
</tr>
<tr>
<td>0.50%</td>
<td></td>
<td>0.50%</td>
<td></td>
</tr>
<tr>
<td>1.00%</td>
<td></td>
<td>1.00%</td>
<td></td>
</tr>
<tr>
<td>1.50%</td>
<td></td>
<td>1.25%</td>
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<tr>
<td>2.00%</td>
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<tr>
<td>2.50%</td>
<td></td>
<td>1.75%</td>
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<tr>
<td>3.00%</td>
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</tr>
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<td>3.50%</td>
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<td>2.25%</td>
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<tr>
<td>4.00%</td>
<td></td>
<td>2.50%</td>
<td></td>
</tr>
</tbody>
</table>

**Note:** Members can elect a voluntary contribution between 0.5% and 4%. The maximum employer match is 2.5%
Sickness & Disability Program (VSDP)

- Available only to employees enrolled in the VRS Hybrid retirement plan
- After one-year waiting period provides short & long term disability coverage
- 60%, 80%, or 100% of pre-disability income depending upon total service
- VSDP Handbook - [Click Here](#)
Faculty Retirement Plan Options

• T&R and A/P Faculty:
  • VRS Hybrid Plan - [Click Here](#) (or)
  • Optional Retirement Plan - Higher Education (ORPHE) - [Click Here](#)

• **60 days** to make irrevocable decision or default to VRS Hybrid from date of employment
Optional Retirement Plan (ORPHE)

- May elect defined contribution plan
  - TIAA
  - Fidelity Investment
  - Deferred Compensation Plan (DCP)
- Mandatory 5% employee contribution
- Agency contributes 8.5%
- Immediate Vesting
Supplemental Retirement Plan

• Eligible to make voluntary contributions
• May enroll at any time
• 403(b) and/or 457(b)
• Current Providers:
  o TIAA
  o AXA
  o Ameriprise
  o VALIC
  o COVA 457
UNUM Long Term Disability

Income Protection Plan
• Provider: Aon Consulting
• Provides income replacement in event of disability
• Low group rates
• Benefits at 25%, 40% or 50% of monthly earnings
• Must apply to be covered
• UNUM will provide a private quote
• 6 month waiting period
Leave and Other Benefits

• Leave Provisions
• Provider Network
• Employee Benefits Fact Sheet
• Links to Handbooks
Leave Provisions

• Provided to all full-time employees
• May differ based on employee classification
  o Teaching & Research Faculty
  o Administrative/Professional Faculty
  o Classified Staff
Leave Provisions for Classified Staff

- **Annual Leave**
  - Earn 4 hours per pay period (12 days per year)
  - Increases by 1 hour each 5 years of service
  - Payout to maximum permitted upon separation

- **Sick Leave**
  - Receive 64 hours upon hire (40 if hired on/after July 10)
  - Balance d/n carry forward - replenished annually

- **Family/Personal Leave**
  - Receive 32 hours upon hire (16 if hired on/after July 10)
  - Balance d/n carry forward - replenished annually
Leave Provisions for T&R Faculty

- **Annual Leave**
  - T&R on 9-month appointments do not earn annual leave
  - T&R on 11 or 12 month appointment will have provisions for annual leave set forth by appointment letter

- **Sick Leave**
  - Same as Classified, if VRS Hybrid Retirement Plan elected
  - 96 hours sick leave at the beginning of the academic year, if ORP Retirement Plan is elected. Leave accrual is unlimited
Leave Provisions for A/P Faculty

• Annual Leave
  o Granted 48 hours upon hire & earn 6 hours per pay period for 1st year
  o Then earn 8 hours per pay period (192 per year)
  o Payout to max permitted upon voluntary separation after 5 years

• Sick Leave
  o Same as Classified Employees if VRS Hybrid Retirement Plan elected
  o Traditional Sick Leave - 5 hours per pay period (120 per year) if ORP Retirement Plan elected. Leave accrual is unlimited
Provider Network - Fringe Benefits

Offers insurance & investment options through payroll deduction - [Click Here]

- Short-term disability plans
- Long-term care plans
- Identity Theft
- Legal Services

......many more
Resources

• Available on the Radford University HR webpage

• Handbooks:
  o Teaching and Research Faculty - [Click Here]
  o Administrative and Professional Faculty - [Click Here]
  o Classified Staff - [Click Here]
Questions?

RADFORD UNIVERSITY

JCHS Questions:
Email: hrservicecenter@carilionclinic.org
Subject Line: “Radford University Merger”

September 2018