



UNIVERSITY OF
NOTRE DAME

**2009 Benefit Summary
for
Part-Time Staff**

BENEFIT	WHO PAYS	EFFECTIVE	DESCRIPTION																				
Medical Insurance	<i>Employee</i> Paid with before-tax dollars deducted from your paycheck.	The first day of the month following your date of employment (If scheduled to work at least twenty hours per week, 52 weeks per calendar year).	<p>There are three medical plans available.</p> <ul style="list-style-type: none"> • Meritain PPO • Meritain CHA HMO • Meritain Select HMO <p>Monthly premiums are as follows:</p> <table border="0" style="width: 100%;"> <thead> <tr> <th></th> <th style="text-align: right;">Individual</th> <th style="text-align: right;">Individual+1</th> <th style="text-align: right;">Family</th> </tr> </thead> <tbody> <tr> <td>Meritain PPO</td> <td style="text-align: right;">\$466.00</td> <td style="text-align: right;">\$932.00</td> <td style="text-align: right;">\$1,398.00</td> </tr> <tr> <td>Meritain CHA HMO</td> <td style="text-align: right;">\$468.00</td> <td style="text-align: right;">\$935.00</td> <td style="text-align: right;">\$1,403.00</td> </tr> <tr> <td>Meritain Select HMO</td> <td style="text-align: right;">\$381.00</td> <td style="text-align: right;">\$762.00</td> <td style="text-align: right;">\$1,143.00</td> </tr> </tbody> </table>		Individual	Individual+1	Family	Meritain PPO	\$466.00	\$932.00	\$1,398.00	Meritain CHA HMO	\$468.00	\$935.00	\$1,403.00	Meritain Select HMO	\$381.00	\$762.00	\$1,143.00				
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Dental Insurance	<i>Employee</i> Paid with before-tax dollars deducted from your paycheck.	The first day of the month following your date of employment (If scheduled to work at least twenty hours per week, 52 weeks per calendar year).	<p>The dental plans and associated monthly premiums are as follows:</p> <table border="0" style="width: 100%;"> <thead> <tr> <th></th> <th style="text-align: right;">Individual</th> <th style="text-align: right;">Individual+1</th> <th style="text-align: right;">Family</th> </tr> </thead> <tbody> <tr> <td>Delta Premier - 2009</td> <td style="text-align: right;">\$27.56</td> <td style="text-align: right;">\$49.14</td> <td style="text-align: right;">\$ 89.94</td> </tr> <tr> <td>Delta Preferred POS -2009</td> <td style="text-align: right;">\$33.36</td> <td style="text-align: right;">\$62.54</td> <td style="text-align: right;">\$113.24</td> </tr> <tr> <td>Delta Premier - 2010</td> <td style="text-align: right;">\$27.56</td> <td style="text-align: right;">\$49.14</td> <td style="text-align: right;">\$ 89.94</td> </tr> <tr> <td>Delta Preferred POS -2010</td> <td style="text-align: right;">\$33.36</td> <td style="text-align: right;">\$62.54</td> <td style="text-align: right;">\$113.24</td> </tr> </tbody> </table> <p>(*A 2 year commitment for Delta is required)</p>		Individual	Individual+1	Family	Delta Premier - 2009	\$27.56	\$49.14	\$ 89.94	Delta Preferred POS -2009	\$33.36	\$62.54	\$113.24	Delta Premier - 2010	\$27.56	\$49.14	\$ 89.94	Delta Preferred POS -2010	\$33.36	\$62.54	\$113.24
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Vision Plan	<i>Employee</i> Paid with before-tax dollars deducted from your paycheck.	The first day of the month following your date of employment. (If scheduled to work at least twenty hours per week, 52 weeks per calendar year).	The University's vision care program is provided through EyeMed. The monthly premiums are as follows: <table data-bbox="1073 250 1808 318"> <thead> <tr> <th></th> <th>Individual</th> <th>Individual+1</th> <th>Family</th> </tr> </thead> <tbody> <tr> <td>EyeMed</td> <td>\$8.32</td> <td>\$15.72</td> <td>\$23.04</td> </tr> </tbody> </table> Participation is optional.		Individual	Individual+1	Family	EyeMed	\$8.32	\$15.72	\$23.04
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Employees' Pension Plan	<i>University</i>	Age 21 and after completing 1, 000 hours in the first 12 months of employment or any subsequent plan year.	Pension benefits are vested after five years of service. Retirement age is 55 with fifteen years of service, 62 with ten years of service, and 65 with five years of service. The annual pension is based on the following formula: 1.45% x years of credited service (years with at least 1000 hours) x average salary (highest five consecutive years out of last 10).								
Tax-Deferred Annuity Plan (Supplemental Retirement Account)	<i>Employee</i> The total amount of salary eligible for tax deferral is established by law.	You are eligible at the time you are employed (or any other time during your active employment) to participate, through payroll deduction, in a tax-deferred supplemental retirement account.	There are three fund vendors for this benefit. Fidelity Investments and The Vanguard Group offer mutual funds through a tax-deferred supplemental custodial account, and TIAA/CREF offers a tax deferred supplemental retirement annuity.								

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Holidays	<i>University</i>	Upon employment.	<p>Holiday pay for the following days/time not worked: Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving and the day after, Christmas Celebration, and New Year's Day Celebration (Annual total of twelve to fifteen days).</p> <p>Employees who work less than 12 months in a calendar year are eligible for all holidays, falling in their work period, except for those that fall during the time they are not scheduled to work. Holiday pay for part-time employees is prorated according to the total hours worked per week.</p>
Vacation	<i>University</i>	Accrual begins immediately upon hire. 90 day waiting period before using.	Two weeks up to seven years, three weeks after seven years, four weeks after twelve years, and five weeks after twenty years. Vacation is prorated based on actual hours worked.
Sick Leave	<i>University</i>	The first day of the month following your date of your part-time status. Must work at least twenty hours per week.	<p>Sick leave is accumulated at a rate of two hours per week (prorated for individuals who work less than forty hours per week). You may use your sick hours for:</p> <ul style="list-style-type: none"> - Your personal sick time. - Up to five days for family. - Up to two days for personal business.
Long-Term Disability	<i>University</i>	Upon completion of one year of continuous employment at the University of Notre Dame. The waiting period is waived if you were enrolled in Long-Term Disability with your previous employer within the last 3 months.	Pays 60% of your salary up to a maximum of \$12,000 per month after six months of total disability and integrates with other payments, such as Social Security. The program is administered by CIGNA.

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Funeral Leave	<i>University</i>	Upon employment.	Funeral Leave is provided as follows: <ul style="list-style-type: none"> - five paid work days for spouse, child, parent, or parent-in-law. - three paid work days for sibling, grandparent or grandchild. - one paid work day for aunt, uncle, niece, nephew. - ½ paid work day for cousin, brother-in-law, sister-in-law.
Leave of Absence	<i>Employee</i>	Upon employment.	Leave of absences will be extended for the following University policies: <ul style="list-style-type: none"> - Family and Medical Leave(FMLA) - Personal - Military
Long-Term Care Insurance	<i>Employee</i> Premiums for employees and spouses are payroll deducted. Parents and grandparents are billed directly by Aetna.	Available to employees who work at least twenty hours per week, their spouses, parents (in-law), and grandparents (in-law) at group rates. Must be 18 years of age to participate; there is no upper age limit for coverage. Evidence of insurability is required after initial eligibility period.	Long-Term Care is the type of care received when someone needs assistance with daily living due to an accident, illness, or advancing age, either at home or in a facility. You choose from various options that are offered. Aetna is the administrator for this plan Participation is optional.
Availability of Athletic Facilities	<i>University</i>	Upon employment.	These include handball, squash, basketball and tennis courts, running track, swimming pool, fitness and weight rooms.

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LifeWorks Employee Assistance Program	<i>University</i>	Upon employment.	The program offers confidential short-term counseling for employees and their families on issues concerning marriage and family, chemical dependency/substance abuse, financial matters and others. For assistance, please contact LifeWorks at 1-888-267-8126.
Bookstore, Joyce Center Varsity Shop, and Golf Pro Shop	<i>University</i>	Upon employment.	Discount (20%) on most items.
Golf Courses	<i>University</i>	Upon employment.	Discount on greens fees.
University Libraries	<i>University</i>	Upon employment.	Books and materials may be borrowed upon presentation of your University identification card.
Parking	<i>University</i>	Upon employment.	Free parking is available to all University employees. A parking pass may be obtained at University Parking Services located in the Campus Security Building.
Automobile Discount Program	<i>Employee</i>	Upon Employment	Ford Motor Company and General Motors Corporation have extended their supplier discount program to University faculty, administrators, and staff who reside in the United States. With the supplier discount, you pay a small percentage over the price paid by GM and Ford Motor employees for most new and unused GM and Ford vehicles. You may lease or purchase up to two eligible GM or Ford vehicles per year.
Auto & Homeowners Discount Program	<i>Employee</i>	Upon employment	As an employee or retiree of the University, you can save up to 10% on auto and home insurance through Liberty Mutual's Group Savings Plus program. You'll also enjoy: <ul style="list-style-type: none"> • Competitive rates, guaranteed for 12 months • Convenient payment plans • Round-the-clock claims service • 24-Hour Emergency Roadside Assistance

BENEFIT	WHO PAYS	EFFECTIVE	DESCRIPTION
Social Security Benefits	<i>University/Employee</i>	Upon employment.	Social Security coverage provides you with retirement benefits and medical insurance (Medicare) benefits. The University contributes 6.2% of your pay up to IRS compensation limits for Social Security and 1.45% of your pay for Medicare.
Workers Compensation	<i>University</i>	Upon employment.	All employees are covered under the Workers Compensation Act and the Occupational Disease Act providing protection from loss of income attributable to job-related injury. All incidents must be reported to the supervisor immediately.
Unemployment Compensation	<i>University</i>	Upon employment.	Employees are covered under the Federal Unemployment Tax Act and Indiana laws.

This is a general summary of benefits. Specific information may be obtained from the Office of Human Resources or by visiting our website at **hr.nd.edu**.