



UNIVERSITY OF
NOTRE DAME

**2009 Benefit Summary
for
Part-Time Administrative 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="1"> <thead> <tr> <th></th> <th>Individual</th> <th>Individual+1</th> <th>Family</th> </tr> </thead> <tbody> <tr> <td>Meritain PPO</td> <td>\$466.00</td> <td>\$932.00</td> <td>\$1,398.00</td> </tr> <tr> <td>Meritain CHA HMO</td> <td>\$468.00</td> <td>\$935.00</td> <td>\$1,403.00</td> </tr> <tr> <td>Meritain Select HMO</td> <td>\$381.00</td> <td>\$762.00</td> <td>\$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="1"> <thead> <tr> <th></th> <th>Individual</th> <th>Individual+1</th> <th>Family</th> </tr> </thead> <tbody> <tr> <td>Delta Premier - 2009</td> <td>\$27.56</td> <td>\$48.14</td> <td>\$ 89.94</td> </tr> <tr> <td>Delta Preferred POS -2009</td> <td>\$33.36</td> <td>\$62.54</td> <td>\$113.24</td> </tr> <tr> <td>Delta Premier- 2010</td> <td>\$27.56</td> <td>\$48.14</td> <td>\$ 89.94</td> </tr> <tr> <td>Delta Preferred POS- 2010</td> <td>\$33.36</td> <td>\$62.54</td> <td>\$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	\$48.14	\$ 89.94	Delta Preferred POS -2009	\$33.36	\$62.54	\$113.24	Delta Premier- 2010	\$27.56	\$48.14	\$ 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).	<p>The University's vision care program is provided through EyeMed.</p> <p>The monthly premiums are as follows:</p> <table border="0" data-bbox="1163 305 1919 375"> <thead> <tr> <th></th> <th style="text-align: center;">Individual</th> <th style="text-align: center;">Individual+1</th> <th style="text-align: center;">Family</th> </tr> </thead> <tbody> <tr> <td>EyeMed</td> <td style="text-align: center;">\$8.32</td> <td style="text-align: center;">\$15.72</td> <td style="text-align: center;">\$23.04</td> </tr> </tbody> </table> <p>Participation is optional.</p>		Individual	Individual+1	Family	EyeMed	\$8.32	\$15.72	\$23.04
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Salary Continuation (Sick)	<i>University</i>	Upon employment (If scheduled to work at least twenty hours per week.)	Employee will be paid full salary for up to three months during the first two years of continuous employment and up to six months after two years of continuous employment. Up to two personal days are (prorated depending on your scheduled work hours) are available for use per calendar year.								
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.	<p>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. Contributions to the Defined Contribution Retirement Plan for Faculty and Administrators continue on your behalf. The program is administered by CIGNA.</p> <p>All part-time faculty, regardless of work schedule, are eligible for the plan.</p>								
Defined Contribution Retirement Plan For Faculty and Administrators	<i>Employee/University</i> You contribute a minimum of 5% of your annual salary on a before-tax basis (salary reduction). The University contributes 10% of your annual salary. Total contributions may not exceed the limits imposed by the Internal Revenue Service (IRS).	Participation is mandatory after you have one year of service. The one-year waiting period is waived if you have a year of service at another educational institution or a not-for-profit/governmental research laboratory.	There are three fund vendors: Fidelity Investments, TIAA/CREFF and The Vanguard Group. Your participation may be with one, two, or all three fund vendors. Fidelity Investments and The Vanguard Group offer mutual funds (through a custodial account), and TIAA/CREFF offers fixed and variable annuities. You are immediately vested in all contributions to the plan.								

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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.
Holidays	<i>University</i>	Upon employment.	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).
Vacation	<i>University</i>	Accrual begins immediately upon hire. 90 day waiting period before using.	One week after six months, two weeks after one year, three weeks after two years, four weeks after ten years, and five weeks after twenty years. This is prorated based on regularly scheduled hours for the years' vacation entitlement.
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

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Long-Term Care Insurance	<i>Employee</i> Premiums for employees and spouses are payroll deducted. All others are billed directly by Prudential.	The first day of the month following your date of employment. Available to spouses, children, parents (in-law), and grandparents (in-law) at group rates.	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. Prudential administers this plan. Participation is optional. Must be at least 18 years of age but less than age 85 to participate. Evidence of insurability is required after initial eligibility period for employee. Coverage for family members subject to medical underwriting.
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.
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.
American Express Corporate Card	<i>Employee</i>	Upon employment.	You are provided the opportunity to apply for an American Express Corporate Card which can be used while traveling on official University business. The purpose of the card is to give you a means to cover business expenses until these expenses are submitted to the University for reimbursement.
Organizational Membership	<i>University</i> (Dependent on available department funds)	Upon employment.	Pays dues for one organization which relates directly to your job (up to an annual maximum of \$125).
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 Hammes Mowbray Hall.

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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
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**