



Southeast

Missouri State University

BENEFITS

TM

AT A GLANCE

2011

Your 2011 Benefits -- At a Glance

Benefits	Cafeteria Plan	Medical Base Plan	Medical Accelerated Plan
Description	Cafeteria Plan Funding with Base Plan provides \$750 (\$62.50/month). Cafeteria Plan Funding with Accelerated Plan provides \$250 (\$20.83/month). If electing medical base plan, cafeteria plan monies can be used to purchase dependent medical, vision, dental, dependent care assistance, and medical reimbursement or health savings account. If electing the accelerated plan, cafeteria plan monies can be used to offset the employee's portion of monthly premium and to purchase dependent medical, vision, dental, dependent care assistance, and medical reimbursement.	Helps employee meet the cost of medical expenses. Unlimited lifetime maximum for each covered individual. UnitedHealthcare is the carrier. A Health Savings Account (HSA) or a Medical Reimbursement Account (MRA) can be elected with this plan.	Helps employee meet the cost of medical expenses. Unlimited lifetime maximum for each covered individual. UnitedHealthcare is the carrier. Only a Medical Reimbursement Account (MRA) is offered with this plan.
Options/Benefits		<p>Deductible in Network</p> <ul style="list-style-type: none"> • \$1,500 individual • \$3,000 family <p>Deductible Out of Network</p> <ul style="list-style-type: none"> • \$1,500 individual • \$3,000 family <p>If choosing the MRA option -- All individual Deductible amounts will count toward the family Deductible, but an individual will not have to pay more than the individual Deductible amount.</p> <p>Out of Pocket Maximum In Network</p> <ul style="list-style-type: none"> • \$5,000 individual • \$10,000 family <p>Out of Network</p> <ul style="list-style-type: none"> • \$10,000 individual • \$20,000 family <p>Preventative care services covered at 100%, in network.</p> <p>80%/20% cost share after deductible</p> <p>Prescription costs go toward deductible; then copays apply (see accelerated plan).</p>	<p>Deductible in Network</p> <ul style="list-style-type: none"> • \$500 individual • \$1,000 family <p>Deductible Out of Network</p> <ul style="list-style-type: none"> • \$500 individual • \$1,000 family <p>Out of Pocket Maximum In Network</p> <ul style="list-style-type: none"> • \$3,500 individual • \$7,000 family <p>Out of Network</p> <ul style="list-style-type: none"> • \$7,000 individual • \$14,000 family <p>Preventative care services covered at 100%, in network.</p> <p>80%/20% cost share after deductible</p> <p>Retail Rx Copay: \$10/\$30/\$50</p> <p>Mail Order Rx Copay: \$25/\$75/\$125</p>
Cost Share			
Eligibility	Full Time and Part Time (pro-rated based on percent of assignment)	Full Time and Part Time	Full Time and Part Time
Costs		<p>Full Time – Southeast pays premium.</p> <p>Part Time – Southeast pays portion of premium based on percent of assignment. Employee pays the remainder of premium.</p> <p>University provided dependent premium supplement per month: Spouse - \$75 Child(ren) - \$100 Family - \$200</p> <p>Dependent coverage is elective.</p>	<p>Full Time – Employee pays portion of premium based on salary; Southeast pays remainder of premium.</p> <p>Part Time – Southeast pays portion of premium based on percent of assignment. Employee pays the remainder of premium.</p> <p>Dependent coverage is elective.</p>
How to Enroll	Elections made at time of employment. Effective date of hire.	Elections made at time of employment. Effective date of hire.	Elections made at time of employment. Effective date of hire.
How to Change Coverage		Annual open enrollment or within 31 days of an IRS qualifying change in family status, is required.	Annual open enrollment or within 31 days of an IRS qualifying change in family status, is required.

Benefits	Dental Insurance	Vision Insurance	Flexible Spending Accounts (FSA)
Description	<p>Dental insurance provides benefits toward oral exams when using a preferred provider.</p> <p>Delta Dental is the carrier.</p>	<p>Vision insurance provides benefits toward an annual eye exam and eyewear when using a preferred provider.</p> <p>Vision Service Plan (VSP) is the carrier.</p>	<p>Two separate accounts that can be used for eligible expenses tax free:</p> <p>Medical Reimbursement Account (MRA) - can be used for health care expenses of employees and their family members.</p> <p>Dependent Care – can be used for day care expenses for eligible dependents.</p> <p>PowerGroup Administrators is the carrier.</p>
Options/Benefits Cost Share	<p>Plan A Low Option Preventive services including oral exams and cleanings up to 100% UCR.</p> <p>Plan B High Option with Orthodontia More comprehensive coverage than Plan A including extractions, endodontics, dentures, crowns, bridges, periodontics and orthodontia. Percent coverage is dependent upon type of services performed. Orthodontia coverage begins during third year of coverage under Plan B at 50% UCR.</p> <p>Plan B reimburses for coverage C services:</p> <ul style="list-style-type: none"> • 10% in 1st year of coverage • 25% in 2nd year of coverage • 50% in 3rd year of coverage and beyond 	<p>Plan A Low Option</p> <ul style="list-style-type: none"> • One eye exam per calendar year • \$10 co-payment for eye exam • 20% discount on prescription glasses • 15% discount on contact lens exam <p>Plan A, Out of Network</p> <ul style="list-style-type: none"> • Up to \$50 reimbursement for eye exam <p>Plan B High Option</p> <ul style="list-style-type: none"> • One eye exam per calendar year • \$10 co-payment for eye exam • \$25 co-payment for prescription glasses • \$130 allowance toward the purchase of contact lenses or frames <p>Plan B, Out of Network</p> <ul style="list-style-type: none"> • Up to \$50 reimbursement for eye exam • Up to \$50 reimbursement for lenses • Up to \$70 reimbursement for frames • Up to \$105 reimbursement for contact lenses <p>Plan B also offers a diabetic eye care program for Type 1 diabetics at no additional charge.</p>	<p>Medical Reimbursement Account (MRA)</p> <ul style="list-style-type: none"> • Over the counter medications require doctor prescription • Annual contribution maximum is \$5,000 • Debit card available to use for eligible health care expenses • Direct deposit available for paper claims submitted • Immediate access to annual contribution • “Use It or Lose It” rule <p>Dependent Care</p> <ul style="list-style-type: none"> • Applicable expenses for reimbursement include day care for children and/or elder care for adults • Annual contribution maximum is \$5,000 • Direct deposit available for claims submitted • Monies must be in account in order to claim reimbursement • “Use It or Lose It” rule
Eligibility	Full Time and Part Time	Full Time and Part Time	Full Time and Part Time
Costs	Employee pays premium; coverage is elective.	Employee pays premium; coverage is elective.	Participation in the program is voluntary. Employee funds using pre-tax dollars.
How to Enroll	Elections made at time of employment. Effective date of hire.	Elections made at time of employment. Effective date of hire.	Elections made at time of employment. Effective date of hire.
How to Change Coverage	Annual open enrollment or within 31 days of an IRS qualifying change in family status, is required.	Annual open enrollment or within 31 days of an IRS qualifying change in family status, is required.	Annual open enrollment or within 31 days of an IRS qualifying change in family status, is required.

Benefits	Health Savings Account (HSA)	Paid Time Off (PTO)	Paid Sick Leave
Description	A health savings account (HSA) is a tax-advantaged, interest bearing savings account owned by the employee that can be used to pay for qualified medical expenses.	PTO is established to provide employees paid time off from work for various reasons at the employee's discretion.	Paid sick leave is established to provide a measure of insurance against loss of income and/or to provide a measure of job security in the event of illness or other medical reasons which keep the employee from his or her job.
Options/Benefits	<p>Health Savings Account (HSA)</p> <ul style="list-style-type: none"> • Offered with the medical base plan (high deductible plan) • 2011 contribution maximum – <ul style="list-style-type: none"> ○ Individual - \$3,050 ○ Family - \$6,150 • Unused monies roll over year after year (no “use it or lose it” rule) • Portable • Monies must be in account in order to make payments • Debit card is issued to pay for qualified medical expenses 	<p>PTO Accrual Schedule</p> <ul style="list-style-type: none"> • 0 – 4 years of service: 14.34 hours per month • 5 – 14 years of service: 17.67 hours per month • 15 + years of service: 21.00 hours per month <p>Maximum accrual – 340 hours</p> <p>Termination payout max – 240 hours</p>	<p>Two types of sick leave:</p> <p>Unverified sick leave</p> <ul style="list-style-type: none"> • Staff accrue 5.34 hours/month (maximum of 64 hours) • Faculty accrue 4.45 hours/month (maximum of 53.40 hours) <p>Verified sick leave</p> <ul style="list-style-type: none"> • Hours accrued in excess of unverified maximum accrual will roll over into verified sick leave bank <p>Paid sick leave qualifies for up to 6 months of additional service credit under MOSERS.</p>
Eligibility	Full Time and Part Time	Full Time and Part Time (pro-rated based on percent of assignment)	Full Time and Part Time (pro-rated based on percent of assignment)
Costs	Participation in the program is voluntary. Employee funds using pre-tax dollars. Southeast cafeteria plan dollars can also be used to fund these accounts.	N/A	N/A
How to Enroll	Elections made at time of employment. Effective date of hire.	Automatic enrollment; effective date of hire.	Automatic enrollment; effective date of hire.
How to Change Coverage	Changes can be made at any time to the employee's contribution portion.	N/A	N/A

Benefits	Life Insurance	MOSERS (Missouri State Employees' Retirement System)	CURP (College and Universities Retirement Plan)
Description	<p>Group term life insurance provides a benefit to the employee's named beneficiary at time of death.</p> <p>Anthem Life is the carrier.</p>	<p>MSEP 2011 Plan for employees hired on or after January 1, 2011: Retirement benefit – employee must work at least 1,000 hours per year; ten years of creditable service to be vested.</p>	<p>A retirement benefit that provides the interstate portability to facilitate recruitment of teaching personnel; a 401(a) defined contribution plan with immediate vesting and self-directed investments; and a future benefit based on the amount accumulated in the participant's account.</p> <p>Administered by TIAA-CREF.</p>
Options/Benefits	<p>Basic – 2 ½ times base salary (up to \$50,000 maximum)</p> <p>Supplemental – 1 times, 2 times or 3 times base salary coverage options; Guaranteed Issue – lesser of 3 times base salary or \$100,000</p> <p>Dependent -- \$5,000; \$10,000; or \$15,000 coverage options. The life benefit provided to the employee if dependent dies.</p>	<p>MSEP 2011 Plan for employees hired on or after January 1, 2011.</p> <p>Normal Retirement:</p> <ul style="list-style-type: none"> • Age 67/10 years of service • Age 55 (Rule of 90) <p>Early Retirement:</p> <ul style="list-style-type: none"> • Age 62/10 years of service (with reduction) <p>MSEP Plan & MSEP 2000 Plan will apply to individuals that were employed in a MOSERS eligible position prior to January 1, 2011.</p>	<p>Self-directed investments into:</p> <ul style="list-style-type: none"> • Equities • Guaranteed accounts • Fixed income accounts • Real estate • Money markets
Eligibility	<p>Full Time and Part Time working in a position assigned at least 1664 hours annually (80% FTE).</p>	<p>Full time and part time working in a position assigned at least 1,000 hours annually.</p>	<p>"Education employees" (teaching personnel) and academic administrators who hold faculty rank.</p>
Costs	<p>Basic – Southeast pays premium.</p> <p>Supplemental & Dependent – Employee pays premium for desired coverage level.</p>	<p>Southeast contributes 13.81% of salary.</p> <p>As of July 1, 2011, Southeast will contribute 13.97% of salary.</p> <p>Employee contributes 4% of salary (with 4% interest on refund).</p>	<p>Southeast contribute 7.77% of salary.</p> <p>As of July 1, 2011, Southeast will contribute 6.92% of salary.</p>
How to Enroll	<p>Basic – effective date of hire.</p> <p>Supplemental & Dependent – elections made at time of employment or following medical underwriting approval at a later time. Effective date of hire.</p>	<p>Enrollment form completed at time of employment.</p>	<p>Self-enrollment via web is completed at time of employment.</p>
How to Change Coverage	<p>Supplemental and dependent life insurance can be cancelled, decreased, or increased at any time.</p>	<p>N/A</p>	<p>N/A</p>

Benefits	Tax-Sheltered Annuities and Deferred Compensation	Short Term Disability (STD)	Long Term Disability (LTD)
Description	Investment plans that allow employees to contribute a part of their income on a tax-deferred basis to qualified retirement plans.	Short-term disability (STD) insurance pays a percentage of the employee's salary if they become temporarily disabled, meaning that they are not able to work for a short period of time due to sickness or injury.	Southeast's long term disability plan is an income protection plan for covered employees who become disabled due to an illness or accident.
Options/Benefits	University employees are eligible to participate in a tax-sheltered investment program through the payroll deduction method as authorized under Section 403(b) and Section 457 of the Internal Revenue Code. Employees may participate in both a 403(b) program and the State of Missouri Deferred Compensation Plan (457 Plan). Investment allocations can be made in mutual funds, bonds, international markets, money markets, etc.	Short-term disability requires a 30-calendar day elimination period during which time the employee is able to use any of their available leaves. At the end of the elimination period, the employee can choose to either continue using available paid leaves at 100% pay or apply for short-term disability. Short-term disability will pay 60% of the employee's normal base salary and cannot be supplemented with available leaves.	This plan replaces up to 60% of an employee's base salary, to a maximum of \$10,000 per month less Social Security and other disability benefits. It also pays benefits as long as total disability continues, until age 65 or to a later age if disability occurs after age 60.
Eligibility	Full Time and Part Time	Full Time and Part Time working in a position assigned at least 1040 hours annually (50% FTE).	Full Time and Part Time working in a position assigned at least 1664 hours annually (80% FTE).
Costs	Voluntary program funded by the employee.	Southeast pays cost of coverage.	Southeast pays cost of coverage.
How to Enroll	Obtain a list of participating vendors from the Human Resources Office and contact one of the vendors. Submit a salary reduction agreement form to the Human Resources Office.	Automatic enrollment; effective date of hire.	Automatic enrollment; effective date of hire.
How to Change Coverage	Submit a new salary reduction agreement form to the Human Resources Office the month prior to effective date of change.	N/A	N/A

Benefits	Tuition Fee Waiver Program	Cooperative Graduate Program	Dependent Tuition Reimbursement
Description	Assists the employee in completing a degree program offered by Southeast Missouri State University.	Assists the employee in completing a graduate or doctorate degree program offered jointly by Southeast Missouri State University and another institution.	Assists the employee's spouse and/or eligible children in completing an undergraduate degree program offered by Southeast Missouri State University.
Options/Benefits	<p>Undergraduate courses – Southeast waives 90% of fees.</p> <p>Graduate courses – Southeast waives 70% of fees.</p> <p>Reduced rates apply only to the primary/incidental fee for all credit bearing courses and for non-credit courses, if required for degree completion.</p> <p>General fees are waived for employees.</p> <p>Miscellaneous fees associated with specific courses do not qualify for reduced rates.</p> <p>Upon completion of semester course work for each class, employees who do not earn a grade of "C" or better; a "CR" for courses receiving credit; or, a passing grade for a course taken as "pass/fail", will lose their fee waiver for that class for that semester. The previously waived fee will be automatically put on the employee's student account.</p>	<p>Employees will be charged in accordance with the policies of the cooperative institution and will be reimbursed up to 70% of incidental fees for courses in which the student earns a B or better.</p> <p>All general and miscellaneous fees are the responsibility of the student. No such fees will be waived or reimbursed.</p>	<p>Undergraduate courses only– Southeast reimburses 50% of incidental and general fees upon completion of semester course work for each class in which the grade of "C" or better is attained; a "CR" for courses receiving credit is recorded; or, a passing grade is received for a course taken as "pass/fail".</p> <p>Reimbursement of fees will be made only up to a cumulative total of 132 Southeast Missouri State University undergraduate hours per dependent.</p> <p>Reimbursement will be applied to the student's account.</p>
Eligibility	Full Time and Part Time regular employees employed by the start of the semester in which fees are to be waived.	Full Time and Part Time regular employees (80% or more FTE).	Spouse and eligible children of full time and part time regular employees.
Costs	<p>Undergraduate – Employee pays 10% of fees.</p> <p>Graduate – Employee pays 30% of fees.</p>	Employee pays 30% of incidental course fees for which a B or better grade is earned.	50% of tuition fees for grade C or better for up to 132 undergraduate hours.
How to Enroll	The Application for Discount of Incidental Fees form must be received in the Human Resources Office by the first day of each semester.	Submit the Cooperative Graduate Program Reimbursement Request form to the Human Resources Office at the end of the semester for which the employee is requesting reimbursement.	The Dependent Tuition Reimbursement Program Application form must be received in the Human Resources Office by the first day of each semester.
How to Change Coverage	N/A	N/A	N/A

Benefits	Employee Assistance Program
Description	Personal Assistance Services will assist employees and their dependents by providing free, confidential help during times when an objective, professional opinion can be useful.
Options/Benefits	<p>Seven free counseling sessions with licensed counselors for employees and their dependents.</p> <p>Employees may use this full-service counseling resource for workplace, family, and personal concerns:</p> <ul style="list-style-type: none"> • Family problems and relationship issues • Job conflicts and concerns • Grief and loss issues • Stress related emotional issues • Depression and anxiety • Alcohol, drug concerns, and dependency • Codependency • Referral for legal needs
Eligibility	Full Time and Part Time
Costs	Southeast pays cost of this benefit.
How to Enroll	Automatic enrollment; effective date of hire.
How to Change Coverage	N/A

Human Resources Office
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 573-651-2206
<http://www.semo.edu/hr>

Disclaimer

This is only a brief summary of benefits. The insurance plan document contains program details, and will, in all cases, control over any information in this summary.