

## University of North Dakota Summary of Benefits for Benefitted Staff Employees

<b>BENEFIT</b>	<b>PAID BY</b>	<b>WHEN ELIGIBLE</b>	<b>SUMMARY OF BENEFIT</b>
<b><i>INSURANCE</i></b>			
<b><i>Health Insurance</i></b>	UND pays the full premium for single or family coverage	Coverage is effective the 1st day of the month following month of employment	Employees can choose from the PPO/Basic or High Deductible plans. Coverage includes medical, hospital and prescription drug coverage.
<b><i>NDPERS State Life</i></b>	The University pays for basic policy, you pay for additional coverage	Coverage is effective the 1st day of the month following month of employment	The University provides \$12,000.00 in term life insurance. You may purchase additional term life insurance for yourself, spouse and dependents.
<b><i>UND Life</i></b>	The University pays for basic policy, you pay for additional coverage	Coverage is effective the 1st day of the month following month of employment	The University provides \$5,000.00 in term life insurance. You may purchase additional term life insurance for yourself, spouse and dependents.
<b><i>Dental Insurance</i></b>	Employee - through payroll deduction	Coverage is effective the 1st day of the month following month of employment	Optional coverage for you and your family if desired.
<b><i>Vision Insurance</i></b>	Employee - through payroll deduction	Coverage is effective the 1st day of the month following month of employment	Optional coverage for you and your family if desired.
<b><i>Employee Assistance Program</i></b>	The University	Coverage is effective the 1st day of the month following month of employment	A confidential assessment/counseling referral service for you and your immediate family. Call 1-800-627-8220.
<b><i>Long Term Disability</i></b>	The University	At the completion of six months of benefitted employment for those on NDPERS Defined Benefit Plans and TIAA	Based on medical documentation, employees may be approved for long-term disability if unable to perform job duties because of long term illness or accident.

<b><i>Flexible Spending Account</i></b>	University pays administrative costs	Coverage is effective the 1 <sup>st</sup> day of the month following month of employment	An optional benefit that allows employees the opportunity to pay for medical and/or dependent care expenses with tax-free dollars instead of after-tax dollars.
<b>RETIREMENT</b>			
<b><i>NDPERS Classified Staff</i></b>	Employee and UND	Upon Employment (NDPERS is for job codes beginning with 4 or higher)	NDPERS PLAN – Defined Contribution Plan – If hire date on or after 1/1/2025. Percentages vary according to employee selection. Employees may select a 0-3% contribution at the time of hire. The minimum contribution for employer is 9.12% plus matching the amount the employee selects. NDPERS PLAN – Defined Benefit Plan – If hire date on or before 12/31/2024. Contributions are a percentage of salary. Employee: 3.0% and Employer: 13.26%
<b><i>TIAA Professional Staff</i></b>	Employee and UND	Upon Employment (TIAA is for job codes beginning with 3 and under)	TIAA – A Defined Contribution, 401(a) Plan. Contributions are based on years of service and academic appointment. 0-2 years of service - Employee: 3.5%, Employer 7.5 2-10 yrs of service - Employee: 4.5%, Employer: 12.5% 10+ yrs of service - Employee 5.0%, Employer: 13% (Associate and Full Professors start at 3-10 rate).
<b><i>Supplemental Retirement Plans</i></b>	You	Upon Employment	All employees are eligible to contribute to a supplemental retirement plan. There is a minimum contribution of \$25/month and annual maximums are determined by the IRS.
<b>TIME AWAY</b>			
<b><i>Annual Leave</i></b>	The University	Upon Employment	0-3 Years: 8 hrs/month; 4-7 Years: 10 hrs/month; 8-12 Years: 12 hrs/month; 13-18 Years: 14 hrs/month; Over 18 Years: 16 hrs/month. Maximum annual carryover of 240 hours. Leave accrual/carryover and paid holidays are pro-rated for part-time benefitted employees based on hours worked

			per week. Except for the calendar year of hire, employees must use 40 hours of annual leave each calendar year.
<b>Sick Leave</b>	The University	Upon Employment	Sick Leave accrues at the rate of 8 hrs/month with unlimited accumulation. Leave accrual and paid holidays are pro-rated for part-time benefitted employees based on hours worked per week.
<b>Holidays</b>	The University	Upon Employment	Paid holidays, if during contract term: New Years Day, Martin Luther King Day, President's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving and Christmas.
<b>Funeral Leave</b>	The University	Upon Employment	In case of death in immediate family of employee or spouse. Up to three days paid time off to make arrangements and attend funeral.
<b>Jury Duty</b>	The University	Upon Employment	Paid time for jury service
<b>Military Duty Leave</b>	The University	Upon 90 days of Employment	Paid time for the first 20 days of annual military duty.
<b>EDUCATIONAL OPPORTUNITIES</b>			
<b>Employee</b>	You and the University	<a href="#">Employee Tuition Waiver/Assistance Policy</a>	Based on approval of Department head, the opportunity to take three courses per calendar year with tuition waived. Costs in addition to the tuition are the responsibility of the employee.
<b>Spouse/Dependent</b>	You and the University	<a href="#">Employee Tuition Waiver/Assistance Policy</a>	Spouse and dependents of benefitted UND employees are eligible for a 50% tuition waiver as defined in the Employee Spouse and Dependent Tuition Waiver Policy.
<b>OTHER</b>			
<b>Libraries</b>	The University	Upon Employment	Use of UND libraries authorized upon presentation of UND Staff ID Card
<b>Athletic Events and Facilities</b>	You and the University	Upon Employment	Discounted season tickets to home athletic events. Use of various facilities and programs. Contact Athletics

---

<b>Credit Union</b>	You	Upon Employment	This cooperative organization is available to you as an employee for savings, loans and share drafts. Contact University Federal Credit Union for details. <a href="http://www.universityfederalcu.org">www.universityfederalcu.org</a>
---------------------	-----	-----------------	--

For further details on benefits please see our website at: [Employee Benefits](#) | [Human Resources](#) | [University of North Dakota \(und.edu\)](#)