<table>
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<tr>
<th>Agenda &amp; Overview</th>
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<tr>
<td>USU Information, History</td>
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<td>Policies &amp; Procedures</td>
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<td>Environmental Health &amp; Safety</td>
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<td>Risk Management</td>
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<td>Office of Equity</td>
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<td>Wellness</td>
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<td>USU Resources</td>
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<tr>
<td>Benefits</td>
</tr>
</tbody>
</table>
The mission of Utah State University is to continue to be one of the nation’s premier student-centered land-grant and space-grant universities by fostering the principle that academics come first, by cultivating diversity of thought and culture, and by serving the public through learning, discovery, and engagement.”
Our History

1862 | Morrill Land Grant Act
Federal lands given initially to create opportunities for the children of the working class, including agricultural families

1888 | Utah Agricultural College
Teaching, Research, Extension
USU has sent more student experiments into space than any other university and we have hardware on both Mercury and Mars!
We rely heavily on:
2. State Appropriations
3. Tuition and Fees

This affects how we do business and our decision-making processes.
# Academic

- Provost
- Colleges
- Deans
- Department Heads
- Faculty Senate
- Faculty

# Administrative

- Vice Presidents & Directors
- Supportive Services
- Facilities, Housing, Dining, HR, other business operations & services
Utah State University is committed to providing news and resources for students, faculty and staff throughout the evolving COVID-19 crisis. Up-to-date information is primarily provided to "preferred" email addresses in the Banner system. Please ensure your email is kept updated.

For information about COVID-19 translated into other languages, please visit the Utah Division of Multicultural Affairs.

Recent Updates as of July 21, 2020

**Students Receive Fall Class Delivery Methods**
Students registered for courses this fall were emailed Wednesday, July 1, notifying them how to find information about course delivery methods, the technology needed for each class, and how USU will maximize safety in the classroom.

**Students May Apply for CARES Tech Grants**
More than 80% of fall courses will be technology enhanced in a variety of face-to-face and online formats, and students will need access to high-speed internet and a computer in order to succeed.

**Return to Campus: Department Operation Plans**
All USU departments must have an approved department operation plan to minimize risk to employees, students, and the public.

**USU Updates On COVID-19**
Read all the latest updates and timeline on how the COVID-19 pandemic is affecting Utah State University on Utah State Today.

[https://www.usu.edu/covid-19/](https://www.usu.edu/covid-19/)
Human Resources
hr.usu.edu
Solutions Center
Front line for customer calls and information

Training & Development
Wellness Program

Benefits & ADA
Employment
Compensation & Classification
Employee Relations
New Families First Coronavirus Response Act (FFCRA) effective April 1, 2020

Employees may qualify for paid emergency sick leave and expanded family and medical leave for certain COVID-19 related situations. For more information see: USU FFCRA Summary Sheet | FFCRA Notice for Employees | Employer Paid Leave Requirements
Employee Types

Benefits, time keeping, pay, resources and expectations may be different depending on which group you are in.

Non-Exempt

Wage Hourly, Part-time, Non-exempt Full-time benefitted

Exempt

Full-time benefitted

Faculty

Employment-at-will: Employment relationship may be ended by either part with or without reason or notice.

Introductory Period of Employment: Initial period in an at-will status
Time Keeping for Non-Exempt

Hourly
- At-Will-Employee
- Earns overtime
- Must keep a timecard
- Paid by the hour
- AggieTime System

Full-Time Benefitted
- Intro period of employment = 6 months
- Earns overtime
- Must keep a timecard to track hours
- Paid on salary
- MyTime System
Exempt Employees

12-month introductory period of employment
Paid on salary
Do not earn overtime
MyTime System for leave only

**Faculty**
Paid on salary
Do not earn overtime
9 or 12 month appointments- changes pay distribution & leave

For All Employees: Schedule is based on business needs and determined by the department and/or supervisor
## University Holidays

### Holidays 2020

<table>
<thead>
<tr>
<th>Holidays</th>
<th>Date(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Year's Day</td>
<td>Wednesday, January 01, 2020</td>
</tr>
<tr>
<td>Martin Luther King, Jr. Day</td>
<td>Monday, January 20, 2020</td>
</tr>
<tr>
<td>Presidents' Day</td>
<td>Monday, February 17, 2020</td>
</tr>
<tr>
<td>Memorial Day</td>
<td>Monday, May 25, 2020</td>
</tr>
<tr>
<td>Independence Day (Observed)</td>
<td>Friday, July 03, 2020</td>
</tr>
<tr>
<td>Pioneer Day</td>
<td>Friday, July 24, 2020</td>
</tr>
<tr>
<td>Labor Day</td>
<td>Monday, September 07, 2020</td>
</tr>
<tr>
<td>Thanksgiving Break</td>
<td>Thursday, November 26, 2020</td>
</tr>
<tr>
<td></td>
<td>Friday, November 27, 2020</td>
</tr>
<tr>
<td>Holiday Break</td>
<td>Thursday, December 24, 2020</td>
</tr>
<tr>
<td>Christmas Day</td>
<td>Friday, December 25, 2020</td>
</tr>
<tr>
<td>Holiday Break</td>
<td>Thursday, December 31, 2020</td>
</tr>
</tbody>
</table>
Types of Leave

**Vacation (Annual) & Comp Time**

**Sick Leave**

If an illness or accident occurs, notify supervisor ASAP

**Family Medical Leave Act (FMLA)**

**USU Policy 351**

Job-protected, unpaid leave for qualified medical / family reasons

Eligible employees have worked for their employer at least 12 months and 1,250 hour in the previous 12 months

Not a paid leave
Annual & Sick Leave

Exempt & Faculty Positions (12 months)

Annual Leave – 22 days

Sick Leave – 12 days

Faculty Positions (9 months)

No annual leave, but have 3 months off in the summer

Sick leave – 12 days

Staff Non-Exempt Positions

Annual leave - 0-5 years: 12 days, 5-10: 18 days, 10+: 22 days

Sick Leave – 12 days
**Meal & Rest Periods**

**Non-Exempt Employees**

15 minutes worth of rest periods within each 4-hour work period

Not cumulative and not at the beginning or end of workday

Unpaid meal period of 30 to 60 minutes for those who work more than five hours in a day

USU encourages employees to leave their workstations during meal and rest periods.
Regular attendance and punctuality are part of each employee’s job responsibilities

Standard work schedule for a 40-hour week consists of five 8-hour days. Business hours are 8 AM to 5 PM, M-F, with a one-hour for lunch each day. Other schedules may be determined by supervisors and business needs.

No-Call / No-Show

Failure to report for work for 3 consecutive days without notice may result in termination for voluntary job abandonment
“University employees and candidates for employment will be treated on the basis of their ability to perform essential job functions, with or without reasonable accommodation.”

This is a formal process

Reasonable accommodation and undue hardship

For information regarding accommodations or ADA, please refer to the ADA Coordinator in Human Resources

Angie Clayson – HR Benefits Specialist / ADA Coordinator
USU Policy 313

The university expects employees to report to all work assignments unimpaired and in a condition ready to perform their duties safely and efficiently.
Respectful Workplace: 321

Utah State University (USU) is committed to maintaining a work environment that encourages mutual respect and facilitates collegial relationships.

To build and promote trust, all USU employees are collectively responsible to set a positive example and to avoid behaving disrespectfully, including behavior that would reasonably offend, intimidate, embarrass, or humiliate others, whether deliberately or unintentionally.

**Identification and Reporting of Mistreatment, Harassment, or Intimidation**

- Office of Equity for discrimination or sexual offenses
- Human Resources for other types of conflicts, or mistreatment
Expectations of Conduct & Performance

Engage in clear expectation setting right from the start

USU Policy 311 – Corrective Action Policy

Typically, corrective action will be progressive, however, sanctions may be initiated at any step in the process at the university’s discretion, depending on the performance program, the type of conduct, or the nature of the offense involved.

Verbal Warning
Written Warning
Termination
The **Family Educational Rights and Privacy Act of 1974 (FERPA)** is a federal law that protects the privacy of student educational records. The law applies to all schools that receive funds under an applicable program of the US Department of Education.

The **Health Insurance Portability and Accountability Act of 1996 (HIPAA)** requires covered entities (typically medical and health insurance providers and their associates) to protect the security and privacy of health records.
Other Policies

Policy 325 – Grievance

Benefitted employees only

Policy 329 – Annual Performance Appraisals

Benefitted employees only

Faculty have a separate specific procedure

Conflicts of Interest

Influence, finance, allegiance, Policy 307

Employment of Relatives (nepotism), Policy 392

Employee Relations

Becca Seamons – 435.797.5652
Aetna Employee Assistance Program (EAP): Resources For Living

Aetna Resources For Living is an employer sponsored program, available at no cost to you and all members of your household. That includes dependent children up to age 26, whether or not they live at home. Services are confidential and available 24 hours a day, 7 days a week.

Employee Assistance Program
To access services:
1-888-238-6232, TTY: 711
resourcesforliving.com
Username: USU
Password: EAP
Code Blue Alert | Email, voicemail, text message, campus digital signage, USU homepage. May include severe weather, hazardous materials spills, or armed aggressors. Update your info in CODE BLUE.

USU Police | Contact USU Police to report crimes or suspicious activity on the Logan campus.
Our goal is to prevent injury, illness, and environmental damage through the recognition, evaluation, and control of potential hazards arising from university activities.
Our goal is to help protect the University from loss by identifying, analyzing, and mitigating risks that might impact the mission of the University.

If something has the potential to negatively impact the University’s people, property, or reputation, we work to help reduce and manage those risks.
Risk Management

Insurance policies

Accident and Injury claims
  Worker’s compensation
  Auto accidents
  Property damage or loss

Risk assessments and mitigation plans

International travel

Certificates of Insurance and Contract Review

Security and access control
Office of Equity Responsibilities

Topic Areas

- Affirmative Action Regulations
- Equal Opportunity (EO) Laws
- Discrimination and Harassment
  - Title IX  |  Sexual Harassment

Education, training, supportive measures, and investigation

Resource connections
Employee Wellness Program

Free access to the Employee Wellness Center (HPER 109) and the Nielson Fieldhouse, among other services!

Requires valid USU ID
Visit wellness.usu.edu for current offerings, events and information
Employee Wellness Program

Opportunity to earn $280* per year

  *$140 per Fall and Spring semester

Walk and record 750,000 steps

Complete a general health assessment through Regence.com or a “My Life Check” for PEHP members

Complete an age-appropriate preventative health care visit

Complete one activity each of the three categories
FACULTY/STAFF
AGGIE REC CENTER
MEMBERSHIP

YEARLY MEMBERSHIPS NOW AVAILABLE!
$30 PER MONTH OR
$120 PER SEMESTER (prorated daily) OR
$300 PER YEAR (one-time payment)

FULL ACCESS TO THE AGGIE RECREATION CENTER
UNLIMITED ACCESS TO GROUP FITNESS CLASSES
DISCOUNTED PERSONAL TRAINING PACKAGES
35% DISCOUNT ON OP EQUIPMENT RENTALS
UNLIMITED CLIMBING WALL ACCESS
Outdoor Programs
Helping students adventure and discover on public lands

Rental Shop
Rent everything you need to get outside
Camping gear, winter gear, climbing gear, water gear, watercraft and bikes
Students receive 35% discount on rentals

Climbing Wall
Learn or sharpen your skills!
50ft tall roped wall
14ft tall bouldering wall
Open climbing hours
Climbing courses offered
Faculty & Staff Cards

USU Card Office
(Taggart Student Center Room 212)

$15 with valid photo ID if you have not had a card before.
$5 with valid photo ID if you have previously had a USU ID card

If you don’t love your photo . . . Change it with our new online photo submission!

https://www.usu.edu/card/blackboard-transact/online-photo-submission

---

Faculty or Staff Spouse Card
You must be a spouse of a benefited USU Faculty or Staff Employee to get your card. After filling out your paperwork in Human Resources, please allow 2 to 4 business days before visiting the USU Card Office (TSC 212). You can contact HR at (435) 797-0216.
Banner Employee Tab

Utah State University

Employee

Employee Profile
- Pay stubs, earnings and deductions history.

Benefits and Deductions
- Retirement, health, flexible spending, miscellaneous, dependents, open enrollment, Benefit Statement.

Pay Information
- Direct deposit allocation, earnings and deductions history, or pay stubs.

Tax Forms
- Current W4 information and W2 information. New W2 forms will be available by January 31st of each year.

Jobs Summary

Leave Balances

RELEASE: 8.9
Training and Professional Development

Experience Adobe Captivate Prime

Upload any kind of content - Doc, PDF, videos or Captivate
Combine modules to create and manage custom courses

Sign in to the ILS

Required Training
In-Person Training
Quick References
Hi Becca Seamons, let's learn something new today.

**My Learning**

By Deadline:
- 0 Overdue
- 0 Upcoming Deadlines
- 3 On Track

Pending Learning:
- 0 Certifications
- 3 Courses
- 0 Learning Programs

- [Cash and Credit Card Handling Academic Year 2018/2019](#)
  - Course: Assigned by Admin
  - Due: No Deadline

- [FLSA (Fair Labor Standards Act)](#)
  - Course: Self-enrolled
  - Due: No Deadline
Contact the USU IT Service Desk

435.797.HELP (4357)
877.878.8325 (toll free)

Look for this button to chat with one of our Technicians Live Chat

Find your IT Support Technician with MyTech

Email the Service Desk at ServiceDesk@usu.edu

Fall & Spring Semester:
- Monday - Thursday: 8:00 a.m. to 8:00 p.m.
- Friday: 8:00 a.m. to 6:00 p.m.
- Saturday: 10:00 a.m. to 3:00 p.m.

Summer Semester:
- Monday - Thursday: 8:00 a.m. to 6:00 p.m.
- Friday: 8:00 a.m. to 5:00 p.m.

Closed on all University observed holidays.

The IT Service Desk is located in the Janet Quinney Lawson (JQL) building.
Our entrance is located on the North side (facing 700 North), just across the street from the Education Building.
Break Time
Program #1: Opt-In Texting Program

In addition to standard communications regarding benefits, employees may now begin receiving benefit information via text as well. These brief text messages will communicate relevant benefit information and may contain links for further information.

This is an opt-in program. If you would like to begin receiving benefit-related information via text, please text Benefits to 833.641.0191 or scan the QR code to join. You may stop or unsubscribe at any time.

QR Code for Opt-In Texting Program
Introductions

Benefits Team

Lisa Leishman
Angeline Clayson
Hayden Blauer
Heather Cheatham
Anne-Marie Griffin Wilson

HR Solution Center

435.797.0122
hr.usu.edu
facebook.com/UtahStateHR
What We’ll Talk About

- Benefit Eligibility
- Special Enrollment
- Heath Insurance
- Retirement
- Life Insurance
- Disability Insurance
- Health Savings Accounts (HSA)
- Flex Spending Accounts (FSA)
- EyeMed Voluntary Vision
- Employee Assistance Program
- Voluntary Benefits
- Leave
- Educational Benefits
Medical Benefit Eligibility

Selections & changes can only be made at the following times:

As a New Hire
Eligible for coverage 1st day of employment

If you have a Life Event
Marriage or Divorce
Birth or Adoption
Loss or Gain of Coverage

Open Enrollment
Held Annually on May 1st with an effective date of July 1st
Special Enrollment

You may enroll or make changes to benefits within 30 days of a qualifying Life Event

Must submit the necessary paperwork

Coverage begins the day of the qualifying life event
## Health Insurance Terms

**Deductible**  |  The amount of money you pay out-of-pocket each year before the insurance will begin coverage expenses. The deductible may not apply to all services.

**Co-Pay**  |  A fixed amount you need to pay for certain medical services. Office visits and prescription medication often require copays.

**Co-Insurance**  |  After you meet your deductible, your plan will start paying some of the costs. This means you share the cost of health care service with your health insurance company.

**Out-of-Pocket Maximum**  |  The maximum amount of money you can pay for medical services over a certain period of time. Once you meet your out-of-pocket maximum, your insurance will pay 100% of all allowed charges.
Example  | Jane’s insurance plan has a $1,500 deductible. The co-insurance is 70/30 with an out-of-pocket limit of $4,000.

If Jane’s office visit cost is $125 and she has not reached her $1,500 deductible, then she pays $125. Her plan pays no coverage.

If Jane has reached her $1,500 deductible, co-insurance begins. If her office visit is $125 with a copay of $30.00, she pays $30.00 for the co-pay and pays $37.50 for the office visit, and her plan pays $87.50.

If Jane has reached her $4,000 out-of-pocket limit and has an office visit of $125 she pays nothing. Her plan pays her covered health care services.
Traditional Plans

Each time an individual within the family pays towards his or her individual deductible, that amount is credited toward the family deductible.

If the family deductible is met, the health plan co-insurance rate kicks in for every member of the family whether or not they met their own individual deductible.

**Note** | Co-pays do not count toward your annual deductible.

$750  $750  $0

$1,500
Family Deductible
High Deductible Plan

The family deductible can be met by one or any family member. Once the $3,000 family deductible is met, the members will pay the coinsurance rate.

There is no per person deductible to meet.
When deciding, remember to look at the big picture. Review your medical expenses from the previous year. Think about expenses in the near future.

**Traditional Plan Pros**
Has lower deductibles, so this could be better if you go to the doctor often or expect to have major medical expenses in the near future.

**High Deductible Plan Pros**
Has a lower monthly premium, which can save you money. If you are healthy and looking for a way to cut costs this may be a great option to consider. You also have access to HSA which allows you build savings for future medical expenses.

**Medical Plans**

### Wellness (White)

*The coinsurance rate is 70/30*

- Deductible per Person: $750
- Deductible per Family: $1,500
- Doctor Visit Co-Pay after deductible: $35
- Hospitalization Co-Pay after deductible: $250
- Maximum Out-Of-Pocket per Person: $4,000
- Maximum Out-Of-Pocket per Family: $8,000
- Generic prescription 30 day: $10
- Generic prescription 90 day: $15
- Formulary prescription: 35%
- Non-Formulary prescription: 50%
- RX Co-insurance Maximum per Person: $1,750
- RX Co-insurance Maximum per Family: $3,500

### High Premium (Blue)

*The coinsurance rate is 80/20*

- Deductible per Person: $500
- Deductible per Family: $1,000
- Doctor Visit Co-Pay after deductible: $30
- Hospitalization Co-Pay after deductible: $200
- Maximum Out-Of-Pocket per Person: $3,250
- Maximum Out-Of-Pocket per Family: $6,500
- Generic prescription 30 day: $10
- Generic prescription 90 day: $15
- Formulary prescription: 35%
- Non-Formulary prescription: 50%
- RX Co-insurance Maximum per Person: $1,500
- RX Co-insurance Maximum per Family: $3,000
Flex Spending Accounts ("Use It or Lose It" Benefit) | Employees may allocate a portion of monthly earnings, pre-tax, to be used for health expenses and dependent care expenses. This amount is locked in for the plan year.

To participate, there is a $2.85 monthly account fee charge.

https://www.wexinc.com/insights/benefits-toolkit/fsa-calculator/
Flexible Spending Accounts

Healthcare Flexible Spending Account (FSA) | Available to those in the Blue or White plan and those who waive medical coverage. Funds available upfront.

2021 maximum election of $2,750 for medical, Rx, dental, and vision expenses.

Use this account for eligible expenses incurred from July 1st through June 30th of the plan year (with a grace period that extends to September 15th). All claims must be submitted for the prior plan year by December 15th.

Dependent Care Flexible Spending Account (FSA) | Available to all employees regardless of medical plan selection. Funds are only available as used.

Maximum election of $5,000 or $2,500 if married and filing separate income tax returns for dependent care expenses.
Medical Plans

High Deductible Health Plan (HDHP)

The coinsurance rate is 80/20

Single Deductible $1,500
Family Deductible $3,000

Doctor Visit Co-Pay after deductible 20%
Hospitalization Co-Pay after deductible 20%

Maximum Out-Of-Pocket per Person $5,000
Maximum Out-Of-Pocket per Family $10,000

Generic prescription 20% after deductible
Formulary prescription 20% after deductible
Non-Formulary prescription 20% after deductible

RX Co-insurance Maximum per Person n/a
RX Co-insurance Maximum per Family n/a
Health Savings Accounts (HSA)

**Triple-Tax-Advantage** | Contribute tax free, grow tax free, withdrawals are also tax free

Must be enrolled in a HDHP plan

You don’t lose this money

Yearly maximum contribution determined by the IRS. Single coverage in 2021 is $3,600 and Family Coverage in 2021 is $7,200.

You must be enrolled in a qualified High Deductible Health plan, not covered by Medicare, Tricare, or a traditional plan, and not claimed as a dependent on someone else’s tax return.

There is a $1.50 monthly administration fee for balances under $3,000

**Note** | Forms must be turned in by the 15th of the month prior to you wanting the contribution to begin.
When both spouses are employed at USU, both in benefit-eligible positions, and wish to be part of the Dual Coverage Plan, each employee will be enrolled in the same medical and dental plan according to their appropriate salary tier.

USU sets up the primary subscriber as the employee earning the lesser salary and the other employee will be listed as their dependent.
Dual Medical Plan

Dual Wellness (White) Plan

The coinsurance rate is 100/0

$0.00 out of pocket after deductible is met for medical only

Deductible per Employee $375
Deductible per Family $750

Doctor Visit Co-Pay $15

Generic prescription 30 day $5.00
Generic prescription 90 day $5.00
Formulary prescription 15%
Non-Formulary prescription 25%
$1,750 pharmacy out of pocket max

Dual High Premium (Blue) Plan

The coinsurance rate is 100/0

$0.00 out of pocket after deductible is met for medical only

Deductible per Employee $250
Deductible per Family $500

Doctor Visit Co-Pay $15

Generic prescription 30 day $5.00
Generic prescription 90 day $5.00
Formulary prescription 15%
Non-Formulary prescription 25%
$1,500 pharmacy out of pocket max
# Medical Networks

<table>
<thead>
<tr>
<th>Preferred Value Care (PVC)</th>
<th>Participating (PAR)</th>
</tr>
</thead>
<tbody>
<tr>
<td>41 Utah hospitals</td>
<td>51 Utah hospitals</td>
</tr>
<tr>
<td>12,709 physicians and other professionals</td>
<td>12,885 physicians and other professionals</td>
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<tr>
<td>Logan Regional</td>
<td>Logan Regional</td>
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<tr>
<td>Cache Valley Specialty</td>
<td>Cache Valley Specialty</td>
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<tr>
<td>Huntsman Cancer</td>
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<tr>
<td>Primary Children’s</td>
<td>Primary Children’s</td>
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<tr>
<td></td>
<td>McKay Dee</td>
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</tbody>
</table>

### Notes

Physicians and other professionals can be found by using the Regence “Find a Doctor” link on the [www.regence.com](http://www.regence.com) website once you are enrolled. Prior to enrollment, please visit hr.usu.edu > Benefits > Healthcare

### Preventative Care

For medical is paid 100%. The provider will code the visit as preventative. You need to make sure your individual preventative care checkups are more than 6 months apart otherwise it will be billed as a regular care visit.
Medical Premiums

# Wellness (White) Plan

Wellness White Preferred ValueCare Network

<table>
<thead>
<tr>
<th>Salary Range</th>
<th>Single</th>
<th>Two-Party</th>
<th>Family</th>
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<tbody>
<tr>
<td>$24,999 or Less</td>
<td>$26.72</td>
<td>60.12</td>
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<tr>
<td>$25,000 - 37,999</td>
<td>$33.67</td>
<td>75.75</td>
<td>$109.41</td>
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<td>$38,000 - 57,999</td>
<td>$42.42</td>
<td>95.44</td>
<td>$137.85</td>
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<tr>
<td>$58,000 or More</td>
<td>$53.44</td>
<td>120.24</td>
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Wellness White Participating Network

<table>
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<th>Two-Party</th>
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<tr>
<td>$24,999 or Less</td>
<td>$57.72</td>
<td>129.87</td>
<td>$187.59</td>
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<td>$25,000 - 37,999</td>
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<td>$38,000 - 57,999</td>
<td>$73.42</td>
<td>165.19</td>
<td>$238.60</td>
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<tr>
<td>$58,000 or More</td>
<td>$84.44</td>
<td>189.99</td>
<td>$274.43</td>
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# Medical Premiums

## High Premium (Blue) Plan

High Premium Blue Preferred ValueCare Network

<table>
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<th>Two-Party</th>
<th>Family</th>
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<tr>
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<td>$68.70</td>
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<td>$25,000 - 37,999</td>
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<td>$38,000 - 57,999</td>
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<td>$245.37</td>
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<tr>
<td>$58,000 or More</td>
<td>$137.40</td>
<td>$309.15</td>
<td>$446.55</td>
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## High Premium Blue Participating Network

<table>
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<th>Two-Party</th>
<th>Family</th>
</tr>
</thead>
<tbody>
<tr>
<td>$24,999 or Less</td>
<td>$101.70</td>
<td>$228.83</td>
<td>$330.53</td>
</tr>
<tr>
<td>$25,000 - 37,999</td>
<td>$119.56</td>
<td>$269.00</td>
<td>$388.56</td>
</tr>
<tr>
<td>$38,000 - 57,999</td>
<td>$142.05</td>
<td>$319.62</td>
<td>$461.68</td>
</tr>
<tr>
<td>$58,000 or More</td>
<td>$170.40</td>
<td>$383.40</td>
<td>$553.80</td>
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</tbody>
</table>
### High Deductible Health Plan (HDHP)

#### HDHP Preferred ValueCare Network

<table>
<thead>
<tr>
<th>Salary Range</th>
<th>Single</th>
<th>Two Party</th>
<th>Family</th>
</tr>
</thead>
<tbody>
<tr>
<td>$24,999 or Less</td>
<td>$7.02</td>
<td>$15.79</td>
<td>$22.80</td>
</tr>
<tr>
<td>$25,000 - 37,999</td>
<td>$8.84</td>
<td>$19.89</td>
<td>$28.73</td>
</tr>
<tr>
<td>$38,000 - 57,999</td>
<td>$11.14</td>
<td>$25.06</td>
<td>$36.20</td>
</tr>
<tr>
<td>$58,000 or More</td>
<td>$14.03</td>
<td>$31.58</td>
<td>$45.61</td>
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</tbody>
</table>

#### HDHP Participating Network

<table>
<thead>
<tr>
<th>Salary Range</th>
<th>Single</th>
<th>Two Party</th>
<th>Family</th>
</tr>
</thead>
<tbody>
<tr>
<td>$24,999 or Less</td>
<td>$40.02</td>
<td>$90.04</td>
<td>$130.05</td>
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<tr>
<td>$25,000 - 37,999</td>
<td>$41.84</td>
<td>$94.14</td>
<td>$135.98</td>
</tr>
<tr>
<td>$38,000 - 57,999</td>
<td>$44.14</td>
<td>$99.31</td>
<td>$143.45</td>
</tr>
<tr>
<td>$58,000 or More</td>
<td>$47.03</td>
<td>$105.83</td>
<td>$152.86</td>
</tr>
</tbody>
</table>
USU’s Dental Insurance is provided by Regence BCBS.

Examinations, fillings, x-rays, sealants, etc. covered at 80%
Sealants are covered for dependent children only
Maximum benefits per person per contract year is $1,500
Prosthetics (dentures, bridges, crowns, implants, etc.) covered at 50%
Orthodontics: eligible benefits are paid at 50%
Maximum benefit on orthodontics is $1,500 per person per lifetime

<table>
<thead>
<tr>
<th>Dental Plan</th>
<th>Monthly Premiums</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Only</td>
<td>$11.24</td>
</tr>
<tr>
<td>Employee Plus One Dependent</td>
<td>$22.48</td>
</tr>
<tr>
<td>Employee Plus Two or More Dependents</td>
<td>$36.53</td>
</tr>
</tbody>
</table>
Dental Plan

When both spouses are employed at Utah State University and both are in a benefit eligible position you are eligible to enroll in this plan.

Dental Co-Insurance Preventative & Basic Paid at 100%
Major Paid at 80%

Dental Maximum per year $2,000 per claimant
Ortho Co-Insurance Paid at 50%
Ortho Lifetime Maximum $2,000 per claimant

<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>Employee Only</td>
<td>$11.24</td>
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<td>$22.48</td>
</tr>
<tr>
<td>Employee Plus Two or More Dependents</td>
<td>$36.53</td>
</tr>
</tbody>
</table>
Note: The Vision option will say “Y” for anyone covered under medical because one preventative eye exam is included with the medical coverage.
Voluntary EyeMed

**EyeMed** | This is a voluntary benefit. To enroll, go to [hr.usu.edu/benefits/voluntary](http://hr.usu.edu/benefits/voluntary). New employee coverage will be effective 1st day of the month after hire date.

**Frames**  | $0 co-pay, $130 allowance, 20% off balance over $130

**Lenses**  | $10-$120 co-pays based on lens selection

**Conventional Contact Lenses**  | $0 co-pay, $130 allowance, 15% off balance over $130

**Disposable Contact Lenses**  | $0 co-pay, $130 allowance, plus balance over $130

**Hearing Care**  | 40% off hearing exams and a low price

<table>
<thead>
<tr>
<th>Coverage Level</th>
<th>Monthly Premiums</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Only</td>
<td>$6.03</td>
</tr>
<tr>
<td>Employee Plus One Dependent</td>
<td>$11.46</td>
</tr>
<tr>
<td>Employee Plus Two or More Dependents</td>
<td>$16.89</td>
</tr>
</tbody>
</table>
If you have been in URS there may be limitations on which plan you can be in.

**401(a) – Employer Funded**

Employees not previously enrolled in Utah Retirement Systems with Utah State University, USU will contribute 14.2% of your annual gross earnings into a retirement account called a 401(a) plan. You may choose TIAA or Fidelity or both.

**Utah Retirement Systems (URS) – Employer Funded**

New employees who previously worked for Utah State University and were enrolled in URS while working for the University, must remain in URS.

- Prior to July 2011: Tier 1
- After July 1, 2011: Tier 2

**Note** | Remember to set up Beneficiaries with your retirement vendors.
403(b) (Automatic Enrollment) – Employee Funded
USU will automatically enroll you in a 403(b) plan contributing 3% in a Lifecycle with TIAA. You may opt-out at any time.

403(b), 457(b), 401(k) – Employee Funded
Pre-tax contribution retirement plan. If you are in a URS 401(k) plan you receive 1.5% from USU.

Roth 403(b) and Roth 457(b) – Employee Funded
Post-tax contribution retirement plan.

Note | Forms need to be turned in by the 15th of the month prior to the contribution starting.
Employee Basic Term Life Insurance (Automatic Enrollment)

USU pays the premium for 1x your annual salary rounded to the nearest $1,000 to a maximum of $250,000

You will receive an email from The Hartford allowing you to enroll in more life and disability insurance.

enroll.thehartfordatwork.com/enroll

Remember to set up your beneficiaries by going to The Hartford’s website.
Life Insurance

Employee, Spouse, and Dependent Supplemental Term Life

Employee Supplemental Term Life
As a new employee, you may enroll up to a lesser of five times your annual salary or $400,000 without evidence of insurability if done at the employee’s initial enrollment for benefits.

Dependent Term Life
You may enroll spouse and dependent children in term life insurance

- Dependent Basic Life for spouse  |  $10,000 of coverage
- Dependent Basic Life for children  |  $5,000 of coverage
- Supplemental Dependent Life for spouse: units of $10,000 (max $250,000)
- Supplemental Dependent Life for children  |  units of $5,000 (max $20,000)
Benefit Highlights (Automatically Enrolled)

You may opt-out of this benefit within your first 30 days of employment. If you want to enroll, you may enroll during open enrollment.

Covers 150 calendar days

If you are injured, ill, or out on maternity, the Hartford will pay 66.67% of your salary while out on Short Term Disability. The employee may use 20% of sick or annual leave to increase the combined payment to a maximum of 86.67%.

Starts paying on your 11th day of injury or illness.

Employee and employer each pay a premium. The employee cost is $6 a month.
Benefit Highlights (Automatically Enrolled)

When the employee's disability extends beyond 150 calendar days due to non-work related injury or illness.

USU pays for the premium for this benefit.

The Hartford will pay 66.67% of the disabled individual’s salary.

While disabled, The Hartford will continue to contribute to your retirement plan.
Other Voluntary Benefits

MetLife Group Home and Auto Insurance | Free quote

MetLaw Prepaid Group Legal | Monthly Premium

Zurich AD&D Insurance | Monthly Premium

The Hartford Additional Services | Free
  Travel assist and identity theft protection
  Prevention education, detection fraud alert to three credit bureaus,
  resolution credit information review, ID theft affidavit assistance,
  card replacement, emergency cash advance
  Will and estate planning
  Funeral planning and concierge services
  Health champion (Health Care Support Services)
    1-800-964-3577
Military Leave

University faculty and staff who are members of any reserve branch of the United States Armed Forces or National Guard unit can receive covered active duty. A copy of the orders is required for eligibility.

**Annual Encampment or Other Active Duty Trainings**  |  Are entitled to a leave of absence with full pay for up to 15 working days per year.

**Active Duty Beyond Annual Encampment**  |  A person meeting this criteria is entitled to return to the previous position or a similar position with similar status and pay. Medical, dental, and life insurance will continue at the same level before the call to active service for 30 days. After this 30 day period, benefits will be handled as they are for any other employee taking a leave of absence.
PCMD Leave

Parental Caregiving with Modified Duties  |  Faculty Only

Designed to help faculty request relief of up to 6 credit hours of teaching for one semester either Spring or Fall due to the birth or adoption of a child while continuing to perform other job duties.

Faculty who teach more than six credit hours may request to receive additional reduction in teaching credit hours with a reduction in salary commensurate with the number of credit hours beyond 6 credits.

PCMD shall begin January 1 for Spring semester, July 1 for Fall semester, and no more than 3 months prior to the expected birth.

To initiate PCMD, the faculty member will submit the formal request to the Office of Human Resources. PCMD will run concurrent with FMLA.
Bereavement Leave

The university provides **three workdays** to employees who need to prepare and/or plan a funeral for the death of an immediate family member.

**Immediate family** is defined as: employee’s spouse or domestic partner, son, daughter, son-in-law, daughter-in-law, foster child, parents, parents-in-law, brother, sister, brother-in-law, sister-in-law, grandparents, grandparent-in-law, grandchildren, and step-relative.
Other Leave

**FMLA**  |  Faculty & Staff

**Sabbatical Leave**  |  Faculty only

**Jury & Witness Leave**  |  Faculty & Staff

**Organ Donor Leave**  |  Faculty & Staff
Tuition Reduction (50% off)

This benefit can be used for graduate and undergraduate degrees.

The employee must work at least 75% time in a benefited position.

Employee may begin classes 3 months after start date. Spouses qualify immediately for this benefit.

Children may use this benefit after the employee has completed 2 years of service. Children may have this benefit until they reach age 26 and/or are unmarried.

The eligibility period must be completed on or before the last day fees are due in the applicable semester.

Some or all tuition reduction may be taxable as wages.

Course Auditing (Course is free, fees may apply)

Employees, and their spouses may audit University courses without a fee or waiting period.
You have **30 days** from hire date to enroll in your benefits.

If you miss the 30-day window, you will have to wait until Open Enrollment or a life event to enroll.

If you have questions or want to review your benefit packet, please visit hr.usu.edu or call the **HR Solution Center** at 435-797-0122.
Thank you!
Any questions?