

I. SECTION VI

FACULTY/STAFF BENEFITS

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Introduction

Information provided in this section is intended to direct your attention to the benefits which are available to you. Specific details of a number of these benefits change annually. You are encouraged to solicit the latest details from the office listed in each of the following parts.

Credit Union

The UL Federal Credit Union is a non-profit organization owned and operated by its members for the benefit of the membership. Membership is open to all persons employed by UL Lafayette and to the members of their immediate families. Membership is retained for life, providing the member's accounts are in good standing.

The Credit Union offers a wide range of financial services including MasterCard at competitive rates, as well as the special advantage of payroll deduction through the UL Lafayette Business Office.

The UL Federal Credit Union is located at 619 McKinley Street, Lafayette, LA 70503. For more information, you may contact the Credit Union at 482-6956 or 482-6516.

Dental Insurance

All full-time employees of the University are eligible to participate in a dental insurance program. This is a voluntary incentive plan that offers coverage for four types of dental services (preventative, basic, major and orthodontic services) with a freedom of choice of dentist. The employee pays the entire premium. Information concerning the details of the plan can be obtained from the Personnel Office.

Family Leave

In accordance with the Family and Medical Leave Act of 1993, all full time employees of the University have a right under this Act (FMLA) to take a maximum of 12 weeks of leave in a 12-month period for four purposes: (1) care for the employee's child after birth; (2) placement, adoption or foster care of a child; (3) care for the employee's spouse, son or daughter, or parent,

who has a serious health condition; (4) a serious health condition of the employee that makes the employee unable to perform the functions of his/her position. Application for Family Leave must be made through the chain of command by completing the request for Family or Medical Leave form. Further information about this policy is available in the Personnel Office.

Group Life Insurance

All full-time employees of the University are eligible to participate in a group life insurance and accidental death and dismemberment benefits program for themselves and their dependents. The maximum amount of term life insurance available to the employee depends on his/her salary. The maximum available for dependents of the employee is fixed at \$2,000. The cost of premiums is shared by the employee and the University. Information regarding group life insurance can be obtained from the University Personnel Office.

Group Medical Insurance

All full-time employees of the University who work 30 hours or more a week are eligible to participate in the State Employees Group Benefits Program. Premiums are shared by the employee and the University. The plan provides for inpatient hospital charges and professional medical services. Out-patient surgery benefits are payable under the plan after satisfaction of applicable deductibles are paid. Also, a catastrophic illness endorsement is available. Information concerning the details of the plan can be obtained from the Personnel Office.

Long Term Disability Insurance

All full time employees are eligible to participate in a long-term disability insurance program. After a three month qualifying disability period, benefits are up to 60% of the employee's basic monthly salary to a maximum monthly benefit of \$2,000. The plan will pay benefits while the employee remains disabled or until age 65, if the disability began before age 60, or for 60 months from the date the employee became disabled, if disability began after age 60, but in no event beyond 70. The employee pays the entire premium. Further information about this program can be obtained from the Personnel Office.

Professional Insurance

All administrators and faculty members of the University are covered by insurance policies to protect them when they are acting in their capacity as administrators or faculty members. One policy protects administrators and faculty members against claims of bodily injury, property damage and other similar incidents when the claim results from neglect. The second policy protects administrators and faculty members from claims of wrongful or negligent acts in the area of Civil Rights violations, due process causes, conflicts of interest, violations of professional rights and many other causes for which governing bodies, administrators and faculty may be sued. Further information about these policies is available in the Business Office.

Retirement System

Academic employees of the University, as a condition of employment, must join the Teachers Retirement System of Louisiana (TRSL) unless disqualified from membership by TRSL.

As a member of TRSL you have an option, which must be made within 30 days of employment to join either the defined benefit plan or the defined contribution plan. Your decision is irrevocable so you are encouraged to utilize all available information before exercising your option.

In the DEFINED BENEFIT plan the employer and employee make contributions into a "pool" of funds from which you receive retirement income based on a benefit formula. The amount of

benefit is based on your years of service and the average salary for your thirty-six highest successive months. The plan also has provisions for disability and survivor benefits.

Normal retirement is at age sixty (60) with ten (10) years of service credit or twenty (20) years of service credit regardless of age. Members who have forty (40) years of service no longer contribute; however, the employer contributions continue to be remitted to TRSL.

The formula for annual maximum retirement benefits is 2 or 2 1/2 percent times years of creditable service times the average salary of the thirty-six (36) highest successive months plus \$300. (The \$300 does not apply to members employed after July 1, 1986). Eligibility requirements and benefit formula percentages are as follows:

<u>Years Service</u>	<u>Minimum Age</u>	<u>Formula Percentage</u>
10	60	2%
20	Any Age	2%
25	55	2 1/2%
30	Any Age	2 1/2%
20-(excluding military)	65	2 1/2%

In the DEFINED CONTRIBUTION plan, known as the Optional Retirement Plan (ORP), the employer and employee make contributions through TRSL to an approved carrier to be invested in a retirement annuity contract in the employee's name. The amount of your monthly annuity income at retirement is based exclusively on these contributions (less a TRSL administrative fee), your investment earnings, the age at which you begin receiving benefits, and the type of annuity you choose. Participants in the ORP will be allowed to change carrier once a year, in November to become effective on January 1. You are fully and immediately vested in the ORP which allows for portability to or from other institutions of higher education for the purchase of additional annuity contracts. The ORP currently provides for three carriers, AETNA Life Insurance and Annuity Company, Teachers Insurance and Annuity Association, and the Variable Annuity Life Insurance Company.

Questions concerning any aspect of the Teachers Retirement System of Louisiana may be directed to the Office of Personnel Services or to:

Teachers Retirement System of Louisiana
P.O. Box 44123
Capitol Station
Baton Rouge, LA 70804

Tax-Deferred Annuity Plan

All full-time employees of the University are eligible to participate in a tax-deferred annuity plan, section 403(b) of the Internal Revenue Code. This plan allows you to postpone paying income tax on contributions towards an annuity until after you retire, when your income will probably be smaller, and accordingly, taxed at lower rates. The University is not authorized to give tax advice. So you may want to consult your own tax advisor to determine whether this plan would be beneficial. For information about this program and for a listing of the firms qualified and authorized for payroll deduction privileges, contact the Personnel Office.

Tax-Exempt Program

All full time employees of the University are eligible to participate in a tax-exempt program, Section 125 of the Internal Revenue Code, known as the UL Lafayette Cafeteria Plan. This plan enables you to pay for qualified benefits (hospitalization, dental care, eye care, dependent care, etc.) with pre-tax dollars rather than the previous traditional way of paying with after-tax dollars.

This program could decrease the taxes you pay and increase take-home pay for participating individuals. Further information about this program can be obtained from the Personnel Office.

Tuition Waiver Policy

Employees of the University of Louisiana System and their dependents may enroll at any of the eight institutions within the system for undergraduate or graduate instruction at a reduced tuition, plus certain applicable fees.

I. The following conditions apply to faculty and staff:

- A. Faculty or staff member must be employed on a full-time basis at a University of Louisiana System institution. Enrollment at an institution other than the home institution requires the joint approval of the home institution president and the president of the institution the employee wishes to attend.
- B. Full-time System Office staff may also attend any System institution. Enrollment at an institution requires the joint approval of the system president and the president of the institution the employee wishes to attend.
- C. Full-time employees may register for up to six (6) hours per semester (or its equivalent under the quarter system) for a reduced charge of \$25.00 per credit hour, not to exceed \$150.00 for any undergraduate or graduate level courses.
- D. In addition to tuition, faculty and staff shall also be assessed the following fees: Academic Excellence Fee, Operational Fee and Technology Fee.
- E. This policy shall apply only to courses and programs for which regular tuition is charged.
- F. Retired faculty and staff who have served not less than 25 years in the University of Louisiana System shall maintain eligibility for this tuition and fee policy

II. The following conditions apply to spouses and children of full time faculty and staff members:

- A. Spouses and children of faculty and staff members employed on a full-time basis by a System institution may attend another System institution with the joint approval of the of the employee's president and the president of the host institution.
- B. Similar dependents of System Office staff employed in full-time service may also attend any System institution with the joint approval of the System president and the president of the institution the employee wishes to attend.
- C. Dependents who qualify will be limited to those who are eligible according to the Internal Revenue Tax Code during the calendar year in which the tuition reduction is issued. At such time as the dependent is no longer eligible according to IRS Code, the dependent ceases to be eligible for this reduction.
- D. Spouses and dependents of retired faculty and staff (as provided in I-F) shall be eligible for this tuition and fee policy.
- E. Spouses and dependents of deceased faculty and staff shall be eligible for this tuition and fee policy provided the faculty or staff was in service to or retired from the System (as provided in I-F) and eligible for the reduction when death occurred.
- F. Spouses and dependents of disabled faculty and staff, as determined by the Teachers' or State Employees' Retirement Systems but otherwise eligible for this tuition and fee policy, shall maintain eligibility.
- G. Only undergraduate coursework for undergraduate students is eligible for the reduced tuition charges.
- H. The reduced tuition shall provide for \$25.00 per credit hour, not to exceed \$300 (\$200 per quarter) for full-time enrollment and shall be prorated for part-time enrollees.
- I. Spouses and dependents shall be assessed the following fees: Academic Excellence Fee, Operational Fee and Technology Fee and any and all student-assessed fees.

Any exceptions to the provision of the PPM shall be submitted, with a full justification, to the University of Louisiana System President who shall determine if such an exception will be made.

Worker's Compensation

All work-related injuries or illnesses can qualify for payment of medical expenses and wage replacement benefits. In order to qualify for these worker's compensation benefits, you must be an employee of the university (student employee, faculty, staff, and some contracted employees). You must also properly report and document all injuries and illnesses to the Personnel Office. Proper paperwork can be obtained through that office.