

# ASSOCIATED UNIVERSITIES, INC.

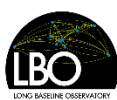
## 2017 Benefit Program Summary



This Summary is designed to provide information about the benefits available to domestic employees of Associated Universities and its centers. These benefits may be changed at the discretion of the management of AUI. AUI employees assigned to work in locations outside of the U.S. should refer to the "Expatriate Benefit Summary".

Associated Universities, Inc. is an equal opportunity employer and does not discriminate on the basis of race, creed, color, religion, age, sex, gender identity or expression, sexual orientation, national origin, Vietnam era veteran status, disabled veteran status, mental disability, or physical disability. Reasonable accommodation will be provided to persons with disabilities, if requested.

July 2017



*The National Radio Astronomy Observatory, Green Bank Observatory and Long Baseline Observatory are facilities of the National Science Foundation operated by Associated Universities, Inc.*



## Introduction

The following is a summary of the AUI Benefit Program provided to employees AUI and its centers. A more complete summary is available on the Benefits Information Page, on the NRAO Human Resources website ([www.nrao.edu/hr](http://www.nrao.edu/hr)).

All of the benefits described in this summary are available to regular full-time employees. If you are approved to regularly work at least 20 hours per week, you are considered an eligible part-time employee. Eligible part-time employees may participate in all employee benefits except Doctor or Dentist Visits and Tuition Assistance. For eligible part-time employees, vacation, sick leave, holiday pay and maximum permissible accumulation of vacation and sick leave are prorated according to each employee's official work schedule.

## Direct Deposit of Payroll

To enhance the security and timely distribution of payroll checks, AUI requires all new employees to participate in payroll direct deposit to a financial institution(s) of their choice. Direct deposit can be made to multiple accounts, if desired.

## Vacation

Regular, full-time, exempt employees: Vacation credit accrues at the rate of 16 hours for each full month of service up to a maximum credit of 288 hours.

Regular, full-time, nonexempt employees: Vacation credit accrues at the rate of 8 hours for each full month of service during the first year of employment. After the first year of employment, vacation credit accrues at the rate of 16 hours for each full month of service up to a maximum credit of 288 hours.

Eligible, part-time, employees: Vacation credit accrues per the schedules above, but is prorated based on official work schedule.

Vacation is credited at the end of the first full calendar month of employment and each full month of service thereafter.

## Holidays

AUI and its centers observe twelve paid holidays each year. These include: New Year's Day, Martin Luther King, Jr. Day, Presidents' Day, Memorial Day, Independence Day, Labor Day, Veterans' Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Day, and two additional floating holidays. Holiday pay for eligible part-time employees is prorated based on their official work schedules.

## Sick Leave

Regular full-time employees accrue ten hours of sick leave each month, up to a maximum credit of 108 days. Employees may use up to 80 hours of their accrued sick leave balance each year to care for qualifying family members. Eligible part-time employees accrue sick leave as above, but prorated according to their official work schedules. An additional 40 hours of sick leave can be requested from Human Resources to care for family members if required.

## Doctor or Dentist Visits

Regular full-time employees are given 32 hours of doctor or dentist visit absences per year to use for themselves or immediate family members. This leave is to be used when doctor or dentist visits cannot be scheduled outside working hours. Once the 32 hours have been used, it will be necessary to charge any subsequent visits to accrued vacation, sick leave as appropriate, or leave without pay. Employees who begin employment later in the year will have this leave pro-rated.

## Parental Leave

Special "Family Leave" leave coverage is provided to benefits eligible employees for the birth of the employee's own child, or the placement of a child with the employee in connection with adoption or foster care. Coverage under this policy begins six months after the employee's hire date. Parental Leave is separate from other paid leave coverage and provides eight (8) weeks (320 hours) of paid leave per 12-month period. Use of this leave is time limited, whereby the employee has a maximum of sixteen (16) weeks to use this leave starting on the date of birth or adoption/foster care. Married employees will have ten (10) weeks of paid parental leave to be split between them.

## Retirement Plan

The Retirement Plan provides an annuity income for employees upon retirement. AUI contributes an amount equal to 10 percent of each participant's base salary per year. No contributions are required of the employee. AUI begins making contributions for regular full-time and eligible part-time employees after one year of service.

In addition to the Retirement Plan, AUI provides employees with the option to add to their retirement savings through tax deferred investment options in a 403b plan. All employees, regardless of benefits eligibility, may divert a percentage or set dollar amount of their annual base salary to one or more Voluntary Tax-Deferred Retirement Program options. Also available is a Roth option to the 403b for post-tax contributions. Employees may choose funds from TIAA-CREF and/or Fidelity for both retirement plan options.

## Group Medical Insurance

Employees and their eligible dependents (spouse and children – including foster, step and adopted children) may participate in the Group Medical Insurance program. AUI offers a high deductible plan with a health savings account (or, where applicable, a health reimbursement arrangement). Coverage begins on your first day of employment and runs through the end of your last month of eligibility.

The plan is administered through Cigna. Networks of health care providers have been established by Cigna to provide quality care at negotiated rates. Specific information regarding coverage levels is available at the human resources website ([www.nrao.edu/hr/benefits](http://www.nrao.edu/hr/benefits)) via the Summary Plan Description. Highlights of the plan include:

**Plan Deductibles and Out of Pocket Max**

	Single Account	Family Account
<b>In-Network Deductible</b>	\$1,500	\$3,000
<b>Out of Pocket Max (In-Net)</b>	\$3,000	\$6,000

- Preventive and women’s health services covered at 100%. A list of qualifying preventive services is available on the human resources website.
- No prior authorization or referrals required to see specialists. Specialist services may cost more than primary care services.
- No pre-existing conditions exclusions.
- No medical claim forms to submit if services are provided in-network; no physician referral is required for specialist care or hospitalization.
- Covered participants have the option to use medical care out-of-network, however a claim form must be submitted for reimbursement. Out-of-network expenses are subject to a higher deductible. Once that deductible has been met, the plan provides coverage for 70% of the out-of-network expenses.
- National network of providers. Emergency care covered at in-network level regardless of where services are provided. International coverage for emergencies; however, only through reimbursement.
- Dependents under age 26, regardless of student, work, or marital status may be covered by the program.

**Premiums for Medical coverage**

All premiums and Health Savings Account contributions are made on a pre-tax basis unless otherwise requested.

HSA/HDHP premiums are an average 80/20 share between employer and employee.

**MONTHLY premiums**

Tier	\$0-49.9K	\$50-79.9K	\$80-109.9K	\$110-129.9K	Over \$130K
<b>Employee</b>	68.00	91.00	124.00	157.00	190.00
<b>Employee + One</b>	130.00	177.00	224.00	271.00	319.00
<b>Employee + Family</b>	189.00	247.00	306.00	373.00	439.00

**BI-MONTHLY premiums**

Tier	\$0-49.9K	\$50-79.9K	\$80-109.9K	\$110-129.9K
<b>Employee</b>	34.00	45.50	62.00	78.50
<b>Employee + One</b>	65.00	88.50	112.00	135.50
<b>Employee + Family</b>	94.50	123.50	153.00	186.50

**Health Savings Accounts**

To open a Health Savings Account, you **MUST** have a valid physical address (not a hotel or work address) per the **USA Patriot Act**.

Current staff and new hires that enroll in the high deductible plan can contribute tax exempt money to a Health Savings Account. The money remains tax exempt as long as you use it to pay for qualifying medical expenses. The annual contribution limits for individual and family accounts are below.

**Health Savings Account Annual Limits**

	Single Account	Family Account
<b>2017</b>	\$3,400	\$6,750
<b>Catch-up (over age 55)</b>	\$1,000	\$1,000

Employees who are not eligible for the Health Savings Account are enrolled in a Health Reimbursement Arrangement. If an employer contribution is offered on the HSA, the same amount will be offered in the HRA. For 2017, there is no employer contribution to the HSA or HRA. For additional information see the Human Resources website and Summary Plan Description.

**Dental Insurance**

Employees may subscribe to dental insurance coverage for themselves and their eligible dependents. Coverage begins on your first day of employment and runs through your last day of eligibility. Two levels of coverage are available. Comprehensive coverage provides for preventive (100% in-network), major (80% in-network), and restorative (50% in-network) dental procedures. Limited orthodontia services are also covered under the comprehensive plan. Basic coverage provides for preventive (100% in-network) and major (80% in-network) dental procedures. A full benefit summary is available on the human resources website.

**Premiums for Dental coverage**

Dental premiums are a 50/50 share between employer and employee. “Total cost” is the total monthly premium for the benefit, including the employer share. Dental premiums are made on a pre-tax basis unless otherwise requested.

**Comprehensive Coverage (High Plan)**

	Monthly	Biweekly	Total Cost per month
<b>Employee Only</b>	\$ 19.00	\$ 9.50	\$ 37.30
<b>Employee + One</b>	\$ 37.50	\$ 19.00	\$ 74.54
<b>Employee + Family</b>	\$ 55.00	\$ 27.50	\$ 109.68

**Basic Coverage (Low Plan)**

	Monthly	Biweekly	Total Cost per month
<b>Employee Only</b>	\$14.50	\$7.00	\$28.68
<b>Employee + One</b>	\$29.00	\$14.50	\$57.38
<b>Employee + Family</b>	\$42.50	\$21.00	\$84.38

## Vision Insurance

Employees may participate in our voluntary vision program. Coverage begins on your first day of employment and runs through your last day of eligibility. Exams and materials are provided after applicable copays as long as services are administered by an in-network provider. Services at out-of-network providers are also covered, at a set reimbursement amount.

### Premiums for Vision coverage

Vision coverage is an employee “pay-all” benefit. Premiums for vision are made on a pre-tax basis unless otherwise requested.

Vision Coverage Premiums		
	Bi-Monthly	Monthly
Employee Only	\$2.91	\$5.82
Employee + 1	\$5.56	\$11.11
Family	\$9.04	\$18.07

## Long Term Disability Insurance

The Observatory requires Long Term Disability Insurance to guard against complete loss of income due to lengthy periods of disabling illness or injury. The monthly income benefit payments provided are equal to 60 percent of the employee’s basic monthly earnings less any benefits received from Social Security or Workers’ Compensation. Eligible employees age 30 and over are required to participate in the Long Term Disability Plan. Participation is optional for employees under age 30. Premiums are based on salary, \$0.30 per \$100 of coverage.

## Group Life Insurance Plan

Employees are provided with a basic life insurance plan at no cost. The coverage is equal to the basic annual salary rounded to the next \$1,000. Coverage for eligible part-time employees is based on their part-time annual salary. Optional additional coverage is also available in amounts equal to one time or two times the basic life insurance amount.

## Accidental Death and Dismemberment Insurance

Each employee is provided with accidental death and dismemberment (AD&D) insurance equal to his/her basic life insurance amount at no cost. If the employee purchases optional additional life insurance coverage, an equal amount of accidental death and dismemberment insurance is included.

## Spouse and Dependent Group Life Insurance & AD&D

Employees who elect supplemental life insurance may also elect coverage for their spouse and dependent children. Coverage for spouses is available in increments of \$5,000, up to 50% of the employee’s supplemental life election. Coverage for children is available in increments of \$2,000 to a maximum of \$10,000 per child. Rates and restrictions are available at [www.nrao.edu/hr](http://www.nrao.edu/hr).

## AFLAC Voluntary Critical Illness & Accident Insurance

To provide additional financial protection during unplanned medical situations such as accidents or critical illness, we offer

voluntary critical illness and/or accident coverage through AFLAC. The coverage is designed to assist you with out of pocket costs by providing lump-sum payments when qualifying illnesses or injuries occur. Premiums are 100% employee paid; however, they are group-rated and pre-tax, so lower than what you could purchase on your own. Additional information about these coverages is at [www.nrao.edu/hr/benefits](http://www.nrao.edu/hr/benefits).

## Travel Accident Insurance

AUI maintains Travel Accident Insurance for all employees. The plan covers loss from accidental bodily injury, total permanent disability, or death sustained during travel on official business of AUI. The plan is provided at no cost to the employee and carries an accidental death benefit equal to five times the employee’s basic annual salary, subject to a minimum of \$100,000 and a maximum of \$500,000.

## Wellness Program

AUI encourages employee wellness. Each site has independent wellness programs including: exercise classes, health fairs, free flu shots, fitness membership subsidies, nutrition information classes, etc. Talk to your local HR representative to find out specifics of wellness offerings at your site. Additional information is available at [www.nrao.edu/hr/wellness](http://www.nrao.edu/hr/wellness).

## Workers’ Compensation

Workers’ Compensation insurance is maintained in accordance with the applicable state laws where AUI conducts operations.

## AUI Trustee Scholarships

At least three college scholarships are awarded each year to dependent children of regular AUI/Center employees. Scholarships are awarded on merit and provide each recipient with up to \$3,500 for each of four academic years to help defray costs of tuition, lodging, board, etc., provided the student attends an accredited college or university and select a course of study leading to a degree. The scholarship window is open between October and December of each year.

## Tuition Assistance Program

Regular full-time employees who attend college on their own time are eligible for up to \$5,250 per year in tuition assistance if the coursework they are pursuing is related to their work at AUI or one of its centers or will lead to a degree in a field of study pertinent to the work of the organization. The benefit will cover 100% of the tuition amount for graduate coursework and 75% of the tuition amount for undergraduate coursework. Upon graduation, the remaining 25% of undergraduate tuition is reimbursed for coursework completed within five years of the degree date.

To be considered for the tuition assistance program, employees must complete a Degree Program Application. All programs must be approved by Human Resources prior to starting the program.