

<b>MISSOURI SOUTHERN STATE UNIVERSITY POLICY</b>					
Policy #:		Effective:	July 2017*	Category:	
Name:	<b>EMPLOYEE BENEFITS - INSURANCE BENEFITS POLICY</b>				

**1.0 PURPOSE**

The purpose of the policy is to provide guidance to University employees regarding the policy below in order to comply with the standards set forth by the University. This policy is necessary in order to maintain an effective and compliant workforce that meets the University mission.

**2.0 SCOPE**

University Employee Policy

**3.0 POLICY**

The University recognizes that benefits are an important component to the successful employment and retention of faculty and staff. Additionally, benefits provide important economic security for staff and their families. Accordingly, it is the policy of the University to offer a comprehensive program of employee benefits.

All regular full-time employees are eligible for the benefits described in this section. “Regular full-time employees” are those employees who work at least a 30-hour workweek on a regular basis throughout the year and fill positions that have been approved and budgeted as full-time regular positions. Part-time and temporary employees may be eligible for some of the benefits described and should contact Human Resources regarding the benefits for which they may qualify.

The descriptive statement that is provided for each benefit is a summary only. Detailed information of the various insurance coverage is available in the benefit materials that are issued during employee orientations and that are available from Human Resources. Please contact Human Resources if you have any questions about your benefits.

The University utilizes the best possible and most affordable insurance benefit programs available. Insurance coverage begins the first of the month following full-time employment. In addition, the University offers a full Internal Revenue Service (IRS) compliant Cafeteria Plan. This plan allows the employee to have eligible insurance premiums treated as pre-tax payroll deductions as well as putting before-tax money into Medical Reimbursement and/or Dependent Care Spending Accounts. Participation in these Cafeteria Plan options results in lowering employees’ taxable income and increasing their net income.

**LIFE AND ACCIDENTAL DEATH & DISMEMBERMENT INSURANCE**

The University provides and pays for basic group term life insurance and accidental death and dismemberment insurance in the amount equal to an employee’s annual salary rounded to the next multiple of \$1,000. Employees may purchase additional term life insurance coverage (called additional or optional life insurance) on themselves. If the employee chooses additional life insurance coverage, he or she may also purchase dependent life insurance coverage on his or her spouse and/or child(ren). The employee, through payroll deduction, pays the post-tax premiums for any additional coverage(s). Further information regarding this benefit is provided in the Life and Accidental Death and Dismemberment Insurance benefit booklet.

## **LONG TERM DISABILITY INSURANCE**

The University pays the full cost for Long Term Disability (LTD) Insurance for regular full-time employees. LTD insurance provides a monthly income after a 180-day waiting period to an employee who is disabled (as defined in the Long-Term Disability Insurance Benefit Booklet). Accumulated paid sick or vacation leave may be used while an employee is meeting the 180-day waiting period. The monthly disability benefit is equal to 60 percent of an employee's pre-disability earnings up to a maximum benefit of \$10,000 per month (minus any other income benefits) up to age 65 or later, depending on the age of the employee when disability begins.

## **EMPLOYEE ASSISTANCE PROGRAM (EAP)**

The Employee Assistance Program (EAP) is a system which confidentially assists employees in solving problems which may adversely affect job performance. The variety of problems for which assistance is offered includes alcohol and drug abuse, financial, marital, family, legal, stress, depression and emotional problems. A variety of other services are provided by visiting their online website (listed below) at no cost to the employee. Those eligible to participate in the services provided by the EAP are all full and part-time benefit eligible employees and their dependents, as well as any visitors or permanent residents residing or staying in the covered employee's home. Eligible participants can access the EAP directly and make applicable arrangements to obtain services of a qualified provider in the employee's geographic area. The program is voluntary and confidential, however, in specific instances the program may be used as a requirement of continued employment. There is no charge to eligible employees or their dependents for the initial assessment and the first six (6) visits with a professional counselor on the topic of concern. The free visits are based on the topic of concern and are not limited to six visits per year. The cost for any needed additional services may be eligible for coverage under the employee's individual health coverage, depending on the type of issue. To contact the EAP, call Cigna EAP 24 hours a day, 7 days a week at 1-800-926-2273. The online website may be accessed by visiting: <https://apps.cignabehavioral.com>.

## **HEALTH AND OTHER INSURANCE**

The University offers Health and other insurance programs (such as Dental, Vision, etc.) for employees and their eligible dependents. Costs are shared whenever financially possible by the University and the employee. Employee-paid premiums are payroll deducted and may be processed through the pre-tax Cafeteria Plan whenever possible. Human Resources has more detailed information on the current programs.

## **BENEFITS CONTINUATION THROUGH COBRA**

Certain qualifying events can occur that will result in the loss of eligibility for health, dental and vision insurance coverage under the University's plan. Some of the common qualifying events are: resignation; termination of employment; death of the employee; a reduction in hours to part-time status; leaves of absence; an employee's divorce or legal separation; and a dependent child no longer meeting the eligibility requirements.

Under COBRA, the employee or beneficiary pays the full cost of coverage at the University's group rates plus a 2% administrative fee. If a qualifying event occurs, the employee must notify Human Resources as soon as possible but no later than 31 days from the date of the qualifying event to continue insurance through COBRA.

## **4.0 HISTORY**

This policy may be revised, edited, changed or removed at any time with or without notice to applicable individuals.

## 5.0 RELATED DOCUMENTS