Benefit Highlights Information 2017
Non-Supervisory Merit
(Bargaining Unit Classifications)
Welcome to Iowa State University

The University Human Resources, Service Center is located at 3810 Beardshear Hall, 515 Morrill Road, Ames, IA. This is where you will sign up for payroll, turn in enrollment forms or check in for an appointment with the Benefits Office Staff.

Telephone: 515-294-4800 or 877-477-7485  
FAX: 515-294-8226  
Email: benefits@iastate.edu

The office is open from 8:00 a.m. to 5:00 p.m. Monday through Friday, except on Wednesday when it is open from 9:15 a.m. to 5:00 p.m., during holidays or when the University is operating under reduced hours. Any alteration of office hours will be posted as well as indicated on the voice message system.

This booklet is designed to provide you with an overview of the benefit programs and assist you in making enrollment decisions. This booklet is not intended to be a policy statement. To review detailed information of the various programs, go to http://www.hrs.iastate.edu/hrs/benefits.

**Employees appointed to permanent positions in Merit bargaining unit classifications with an appointment of 1/2 time or greater and duration of at least nine continuous calendar months are eligible for participation in the following benefit programs, unless otherwise indicated.**

Upon employment, the following bullets provide you with some guidance on the actions you will take:

- You will receive a welcome letter to your ISU email address with instructions for the Onboarding process.
- Enrollment forms are provided either through the Onboarding Portal or some classifications may receive a paper benefit packet.
- The completed forms must be turned in to the Benefits Office by your assigned deadline, which is included in your welcome letter.
- Before enrolling in the Iowa State University Benefits program, you are encouraged to attend a group benefit session. This interactive session provides valuable information about your benefit choices.
- Log on to Learn@ISU to sign up for a session.
- Please bring your enrollment forms to the benefit session.
RETIREMENT

**Definition of Vesting:** you retain absolute right to the employer contributions plus all earnings, even if you terminate employment with ISU. This would apply to both IPERS and TIAA.

**Iowa Public Employees’ Retirement System (IPERS):**

Participation is mandatory except for employees who elect TIAA. Contributions are as follows:

<table>
<thead>
<tr>
<th>Effective Date</th>
<th>ISU Contribution</th>
<th>Employee Contribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current</td>
<td>8.93% of budgeted salary</td>
<td>5.95% of budgeted salary</td>
</tr>
<tr>
<td>Future Dates</td>
<td>Future contributions will be based on actuarial valuation and subject to change by State Legislative Act. IPERS may adjust rate up or down by no more than 1.0 percentage point.</td>
<td></td>
</tr>
</tbody>
</table>

Employees are vested after completion of seven years of continuous service or upon reaching 65 while in IPERS covered employment, whichever comes first.

**Teacher’s Insurance Annuity Association (TIAA):**

Employees with a budgeted salary of $7,800 or more may elect this option in lieu of IPERS. Contributions required, based on budgeted salary.

<table>
<thead>
<tr>
<th>Years of Service</th>
<th>ISU Contribution</th>
<th>Employee Contribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>First 5 years</td>
<td><strong>5 Year Split Rate</strong></td>
<td><strong>5 Year Split Rate</strong></td>
</tr>
<tr>
<td></td>
<td>6 2/3% of first $4,800</td>
<td>3 1/3% of first $4,800</td>
</tr>
<tr>
<td></td>
<td>10% of the remainder</td>
<td>5% of the remainder</td>
</tr>
<tr>
<td>Year 6</td>
<td>10%</td>
<td>5%</td>
</tr>
</tbody>
</table>

Employees are vested after completion of three years of continuous service.

Employee and ISU contributions are established and are subject to change by Iowa State University with approval by the State Board of Regents.

**Group Supplemental Tax Sheltered Annuities – SRA (Optional):**

Contributions from employee’s salary per employee request. Group supplemental retirement plans are available to all employees regardless of their basic retirement plan option. Employees can elect contributions on a tax deferred basis, after tax (Roth 403b), or a combination of tax deferred and after tax. The University does not match these contributions.
ISU Alumni Center

The ISU Alumni Center was built to house the Iowa State University’s Alumni Association and Student Alumni Leadership Council. The Alumni Center serves as an enhancement to student life, alumni homecomings and community and alumni engagement. The center was built using solely donations to the Alumni Association. The building was architecturally designed to resemble parts of Iowa State University campus.

PREMIUM CONVERSION PROGRAM

The Premium Conversion Program allows you to pay pre-tax your share of:

- Medical insurance
- Dental insurance
- Life insurance
- Parking

This means that your premiums are deducted from your gross wages before taxes are calculated, saving money on Federal/State income taxes and Social Security (FICA and Medicare) taxes. Enrollment in this program will result in higher take-home pay because of lower Federal and State Income Tax and Social Security Tax. However, enrollment in this program does mean that the medical and dental premiums are not eligible to include as itemized medical tax deductions.

Enrollment in this program reduces the Social Security Tax that is withheld, so your Social Security benefits at retirement may be slightly reduced. Enrollment in this program will not affect contributions to your basic retirement plan.

During the initial enrollment period, employees are provided the option to enroll or decline coverage. If there is no indication, you will be automatically enrolled in the premium conversion plan. If you participate in Health Care Flexible Spending Account or Dependent Care Assistance Program, Premium Conversion is required.

Section 125 of the Federal Internal Revenue Code governs how employees enroll and make changes in this program. Each year during the open change period, employees may elect into the program (if previously declined) or elect to discontinue enrollment in the program, even if ISU is defaulting participants.
Lancelot and Elaine
Lancelot and Elaine are the swans who currently reside on Lake LaVerne and originally donated by the Class of 1931.

Lake LaVerne
Lake LaVerne was constructed and landscaped in 1916, a gift of LaVerne Noyes, an 1872 Iowa State alumnus. One of Iowa State’s many traditions involves Lake LaVerne. If you walk silently around the lake three times with your beloved, you are destined to be together.

MEDICAL INSURANCE – State of Iowa Plans
Administered by Wellmark Blue Cross/Blue Shield of Iowa

Eligibility: Insurance coverage becomes effective on the first of the month following 30 calendar days from the date of hire, provided enrollment application is completed prior to the assigned deadline.

The University contributes a share towards the full premium, based upon the plan and tier of coverage elected (employee only or family). The employee pays the difference between the premium cost and the ISU share.

Family coverage includes employee and spouse/domestic partner and/or dependent children.

A “double spouse/domestic partner” option may be available for employees whose spouse/domestic partner is also employed with ISU or the State of Iowa. Contact the Benefits Office for details.

<table>
<thead>
<tr>
<th>Monthly Premium for Employee to Pay – 2017</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Program 3 Plus (Classic Blue)</td>
<td>$335.00</td>
</tr>
<tr>
<td></td>
<td>Family</td>
</tr>
<tr>
<td>$ 20.00 Family Double Spouse – contract holder only</td>
<td></td>
</tr>
<tr>
<td>$ 20.00 Single</td>
<td></td>
</tr>
<tr>
<td>Iowa Select (Alliance Select)</td>
<td>$328.00</td>
</tr>
<tr>
<td></td>
<td>Family</td>
</tr>
<tr>
<td>$ 20.00 Family Double Spouse – contract holder only</td>
<td></td>
</tr>
<tr>
<td>$ 20.00 Single</td>
<td></td>
</tr>
<tr>
<td>Blue Access</td>
<td>$ 20.00</td>
</tr>
<tr>
<td></td>
<td>Single or Family</td>
</tr>
<tr>
<td>$ 20.00 Family Double Spouse – contract holder only</td>
<td></td>
</tr>
</tbody>
</table>

Overview of Medical & Pharmacy Benefits

Please Note: The information in this summary regarding insurance coverage is limited. Benefits are administered as described in each plan’s coverage manual provided by the insurance company and available on-line at the Department of Administrative Services.
Program 3 Plus (Classic Blue)
(Nationwide Blue Cross/Blue Shield Network)

- Out-of-pocket maximum: $1,000 (single), $1,450 (family).
- Deductible: $300 (single), $400 (family), inpatient services only.
- Physician Services: 80%/20% co-insurance.
- Office Call: $15 co-pay – no deductible.
- Hospital Services: 80%/20% co-insurance, after deductible.
- Other Services: 80%/20% co-insurance.
- Prescriptions: $5 generic, $15 formulary brand, $30 non-formulary co-pay. Mail order for maintenance drugs available for a 90 day supply for 2 month co-pay. Separate out-of-pocket maximum $500 (single), $1,000 (family).

Iowa Select (Alliance Select)
(Nationwide Blue Cross/Blue Shield Network)

- Out-of-pocket maximum: $1,000 (single), $1,450 (family).
- Deductible: $250 (single), $400 (family) – waived for in-network office services.
- Physicians Services: In-network 90%/10%; Out-of-network 80%/20% co-insurance, after deductible.
- Office Calls: In-network $15 copay – no deductible; Out-of-network $15 co-pay, 20% co-insurance, deductible.
- Hospital Services: In-network 90/10%; Out-of-network 80/20% - after deductible.
- Prescriptions: $5 generic, $15 formulary brand, $30 non-formulary brand. Mail order for maintenance drugs available for a 90 day supply for 2 month co-pay. Separate out-of-pocket maximum $500 (single), $1,000 (family).

Blue Access
(Wellmark Health Plan of Iowa Network)

- Out-of-pocket maximum: $750 (single), $1,500 (family). All co-insurance and co-payments go toward out-of-pocket maximum.
- Coverage based on services from in-network providers.
- Deductible: None.
- Office Calls: $10 co-pay per visit.
- Co-insurance: Varies by service.
- Hospital Services: 10% co-insurance.
- Prescriptions: $5 generic, $15 formulary brand, $30 or 25% for non-formulary brand. Mail order for maintenance drugs available for a 90 day supply for 2 month co-pay. Separate out-of-pocket maximum of $5,850 (single) $11,700 (family).

Beardshear Hall

Originally named the Central Building when completed in 1908, this building housed the mathematics, English, botany, history and modern languages departments as well as the president, secretary, treasurer and board of trustees’ offices. It was renamed Beardshear Hall in 1938 after William M. Beardshear, who was president of the college from 1891 to 1902.

The structure has, for the most part, remained as originally built and is still home to the Office of the President, Office of the Provost, Student Financial Aid, and Vice President for Student Affairs.
Carrie Chapman Catt Hall is the home of the College of Liberal Arts and Sciences. Placed on the National Register of Historic Places in 1985, the building was renovated and renamed Carrie Chapman Catt Hall in 1995 in honor of the Iowa State alumna and co-founder of the League of Women Voters.

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**DENTAL INSURANCE**
Administered by Delta Dental of Iowa

Eligibility:
- Insurance becomes effective on the first of the month following 30 calendar days from the date of hire provided enrollment application is completed prior to the assigned deadline.

The University contributes a share towards the full premium, based upon the plan and tier of coverage elected (employee only or family). The employee pays the difference between the premium cost and the ISU share.

Family coverage includes employee and spouse/domestic partner and/or dependent children.

A “double spouse” option may be available for employees whose spouse is employed with ISU or the State of Iowa. Contact the ISU Benefits Office for details

**Monthly Premium for Employee to Pay – 2017**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>The University pays the</td>
<td>Single Share</td>
</tr>
<tr>
<td>full cost of single</td>
<td>$0.00</td>
</tr>
<tr>
<td>coverage</td>
<td></td>
</tr>
<tr>
<td>Family Employee Share</td>
<td>$38.53</td>
</tr>
<tr>
<td>Double Spouse/Employee</td>
<td>$9.85 each</td>
</tr>
</tbody>
</table>

**Overview of Dental Benefits**

**Please Note:** The information in this summary regarding insurance coverage is limited. Benefits are administered as described in each plan’s coverage manual provided by the insurance company.

The State of Iowa Delta Dental Premier Plan:

- **Maximum coverage:** $1,500/year/insured person
  - Coverage at 100%: Eligible checkups, cleanings, fluoride treatments and X-rays.
  - Coverage at 80%: Eligible cavity repair and tooth extraction.
  - Coverage at 50%: Eligible root canal (endodontic) and major restoration.
  - Coverage at 50%: Eligible bridges and dentures.
  - Coverage at 50%: Eligible surgical periodontal.
  - Coverage at 50%: Eligible orthodontic treatment for dependent children to age 19, no deductible - $1,500 lifetime limit/person.
**Fountain of the Four Seasons**

Placed around a circular fountain, the four seated American Indian women represent an Osage chant of thanksgiving. The four women face north, south, east, and west, each demonstrating a line of the prayer. The first woman is planting the seed, "Lo, I come to the tender planting." The second woman bends close to the earth, "Lo, a tender shoot breaks forth." The third woman holds a harvest basket of maize, "Lo, I collect the golden harvest." The fourth woman nurses her newborn baby, "Lo, there is joy in my house."

**MAKING FUTURE CHANGES / OPEN CHANGE PERIOD**

You may elect to make benefit changes during the annual open change period or with a qualifying life event.

**Dental Only Note:** 30 days after the initial enrollment, you **will not** be able to enroll yourself or dependents in the dental plan until the State of Iowa declares an open change period held periodically determined by the AFSCME Union contract.

It is your responsibility to contact the benefits office to drop dependents within 30 days of loss of eligibility. Dropping after 30 days may result in ineligibility for refunds of overpayments.

**LONG TERM DISABILITY INSURANCE**

*Administered by Principal Financial Group*

New employees may apply for first year coverage, provided enrollment is completed prior to the assigned deadline.

- **If approved:**
  - Employee will pay full premium **AND** if enrolled in retirement plan of TIAA, will also pay the waiver premium (which continues the employee and employer monthly contributions to TIAA, in the event of Long Term Disability).
  - During the first year of continuous employment, payroll deduction will be post-tax.
  - After the first year of employment, the University will pay the total premium and waiver.

If a new employee is **denied or does not apply** for the first year of coverage, insurance coverage becomes effective the first of the month following one year of continuous employment. The University pays the full premium and waiver, which continues the employee and employer monthly contributions to TIAA, in the event of Long Term Disability.

Monthly benefit is 75% of first $1,000 of the monthly salary and 60% of the remaining monthly salary.
LIFE INSURANCE
Administered by Principal Financial Group

Group Term Life (Basic) Life Insurance

- Coverage effective 1\textsuperscript{st} of month following employment date
- Coverage at approximately two times annual budgeted salary with a minimum amount of $7,000.
- Accidental Death & Dismemberment (AD&D) coverage up to four times annual budgeted salary.
- The employee and the University share the cost of the life insurance. Employee cost is $.05 per month per $1,000 of life insurance. The University pays the balance of the premium cost.
- When an active employee reaches age 65, the benefit reduces to 65\% of the annual budgeted salary.
- Upon resigning from ISU, this plan is not portable.
- Employees who retire with 10 years continuous participation prior to retirement receive a $4,000 death benefit policy.

Voluntary Term Life Insurance – Optional enrollment available, if enrolled in group term (basic) life

- Coverage effective 1\textsuperscript{st} of month following employment date or upon approval.
- The premiums are based on salary/age and are paid in full by the employee on a post-tax payroll deduction.
- Benefit is for additional life insurance coverage of 1, 2, 3 or 4 times your annual salary.
- Coverage levels 3 and 4 require proof of good health.
- Required minimum is greater of 100\% of salary or $10,000 and a maximum of lesser of 400\% of salary or $500,000.
- There is additional coverage for accidental death and dismemberment which is equal to the coverage.
- The coverage is portable upon termination/retirement. If insurance is continued when active employment ends, coverage may continue until age 75.
HEALTH CARE FLEXIBLE SPENDING ACCOUNT AND DEPENDENT CARE ASSISTANCE PROGRAM – Administered by ASI Flex

Employees may elect to have pre-tax salary dollars deducted to create a health care flexible spending account and/or dependent care assistance program.

AVEDIS (OPTIONAL EYEWEAR PLAN)

- There is optional enrollment for in-network benefits for frames, spectacle lenses or contact lenses every 12 months.
- Coverage is available for discounted lens options, LASIK vision correction.
- There is reimbursement available for out-of-network purchase.
- The premiums are paid in full by the employee as a pre-tax payroll deduction.

<table>
<thead>
<tr>
<th>Tier</th>
<th>2017 Premium</th>
</tr>
</thead>
<tbody>
<tr>
<td>Self Only</td>
<td>$7.33</td>
</tr>
<tr>
<td>Self &amp; Spouse</td>
<td>$13.82</td>
</tr>
<tr>
<td>Self &amp; Children</td>
<td>$15.13</td>
</tr>
<tr>
<td>Self &amp; Family</td>
<td>$19.46</td>
</tr>
</tbody>
</table>

LONG TERM CARE INSURANCE (OPTIONAL)

Genworth Financial offers enrollment into a group long term care insurance product. Newly hired employees will have until their designated deadline to apply for coverage without answering health questions. Qualified family members are eligible to apply for coverage.

Employees are allowed to continue the long term care policy after employment with ISU ends.

SICK LEAVE

Employees with permanent, full time appointment accrue sick leave at the rate of 12 hours per month with unlimited accumulation. Part-time employees accrue amounts equivalent to their fractional base of appointment.

Conversion of sick leave:
- After the accrual of 240 hours of sick leave.
- Employee may be eligible to substitute 4 hours of vacation in lieu of 12 hours of sick leave for any month in which sick leave is not used.
VACATION

Permanent employees accrue vacation on a monthly basis. Employees with full time appointments accrue at the rate of:

- 1st through 4th year of employment: 10 days per year
- 5th through 11th year of employment: 15 days per year
- 12th through 19th year of employment: 20 days per year
- 20th through 24th year of employment: 22 days per year
- 25th and subsequent years of employment: 25 days per year

Vacation may be accrued to twice the annual entitlement. Part-time employees accrue amounts equivalent to their fractional base of appointment.

HOLIDAYS

- New Year’s Day
- Martin Luther King’s Birthday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Friday Following Thanksgiving Day
- Christmas Day
- 1 additional holiday/year officially announced by Administration
- 2 personal holidays (accrued with vacation)

TUITION REMBURSEMENT PROGRAM

The Tuition Reimbursement Program provides employees the opportunity to receive reimbursement for tuition up to three times per year for coursework taken at an accredited institution. The funding is provided for academic courses offered for credit toward a degree or certificate.

For more information, from the UHR home page and under UHR Offices, click on “Learning & Development”; section of Professional Development Offerings; then click on “Tuition Reimbursement Program”.

Iowa State University
BENEFIT PROVIDER WEBSITES

From this link: http://www.hrs.iastate.edu/hrs/node/497/attachment, you will find direct links to the vendors ISU uses for the benefits.

VENDOR VALUE ADDED SERVICES

– There may be other additional discounts that are available to employees. From this link you will find the listing of those vendors: http://www.hrs.iastate.edu/hrs/node/559/attachment.

EMPLOYEE ASSISTANCE PROGRAM (EAP)

The Employee Assistance Program (EAP) is administered by Employee and Family Resources (EFR). It is a benefit designed for you and your eligible family members. ISU provides this benefit at no cost to you or your family members. More information may be found here: http://www.hrs.iastate.edu/hrs/node/88.

Benefits will be administered as described in each plan’s subscriber agreement or plan document.

Iowa State University does not discriminate on the basis of race, color, age, ethnicity, religion, national origin, pregnancy, sexual orientation, gender identity, genetic information, sex, marital state, disability, or status as a U.S. veteran. Inquiries regarding non-discrimination policies may be directed to Office of Equal Opportunity, 3350 Beardshear Hall, 515 Morrill Road, Ames, IA 50011, Telephone: 515-294-7612, email eooffice@iastate.edu.

Iowa State University

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3810 Beardshear Hall
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E-mail: benefits@iastate.edu

For additional benefits information, visit the Benefits webpage at:
http://www.hrs.iastate.edu/hrs/benefits

Revised 01/2017