B-base Faculty at Iowa State University:

Iowa State University’s ISU Plan insurance benefits program is designed to cover the 9-month, budgeted faculty during the summer months. **If they are to be re-appointed to an eligible position during the fall semester.**

- Those Faculty on nine month appointments, with 10 pay periods (August through May), and eligible for summer coverage, will have triple payroll deductions taken in May. The triple deductions are for medical, dental, voluntary vision and/or long term care coverage for June, July and August. And the Life insurance and/or disability deductions are for May, June and July coverage. The employee flexible spending contributions are not tripled in May. If there is ISU Plan credit towards a spending account, that is tripled. Normal payroll deductions for all benefits resume in August for those with an eligible fall appointment.

- If you are returning in the fall and are interested in electing the 12 month pay option for the next fiscal year, visit the ISU Payroll website for the necessary form to be submitted to the ISU Payroll Department by early July. [http://www.controller.iastate.edu/templates/12mopayb.pdf](http://www.controller.iastate.edu/templates/12mopayb.pdf) Call the ISU Payroll Office at 294-6556 if you have any questions regarding the form or process.

- Faculty who previously elected to have their 9-month salary paid over 12 months will continue to have monthly deductions taken from each payroll through the summer months of the following year **unless they are resigning in May or June.** If eligible, those resigning need to request summer benefits, prior to the last month of pay. See the bottom paragraph regarding eligibility.

If a May or June termination is reported after the May or June payroll and the pay had incorrect multiple deductions; there will be a correction made to end the coverage on the correct date. Terminating employees who work the summer session will have coverage based on the last working day (see table below, please note: year means the current year).

<table>
<thead>
<tr>
<th>If last working day is in the following month</th>
<th>May</th>
<th>June</th>
<th>July</th>
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<tbody>
<tr>
<td>Any ISU life, disability coverage or flex spending ends</td>
<td>31 May year</td>
<td>30 June year</td>
<td>31 July year</td>
</tr>
<tr>
<td>ISU medical, dental, and/or vision coverage ends on</td>
<td>30 June year</td>
<td>31 July year</td>
<td>31 August year</td>
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Continuation of coverage, known as COBRA, is available for vision, health care flexible spending account, medical and/or dental coverage. The COBRA applications are mailed to the employee’s home when our office receives notice of termination from the employee or the department. If you have any ISU life insurance, the applications for conversion or continuation of those plans will also be mailed to home addresses. There is a very limited time to apply for continuation. Each application will have the deadline listed. Members with long term care insurance, paying with a payroll deduction, who wish to continue the coverage, will be billed directly by the company administering your plan.

**Exception to the above:** Faculty, who are not retiring from ISU but are tenured, tenure-track or Adjunct; whose employment at ISU terminates between May 15 and July 31 and with no other group insurance plan during the interim. These employees may **request continued coverage in writing to the ISU Benefits Office by May 11, 2015.** Upon request and with eligibility, Iowa State University will maintain coverage, and pay ISU share of the premium cost for life and disability insurance through July 31, 2015 and ISU share of the medical and dental insurance premium through August 31, 2015.

Benefits Office, University Human Resources
3810 Beardshear Hall
UHR Service Center
Phone: 515-294-4800 / Fax: 515-294-8226