

**Florida State University
Summary of Benefits**

Benefit	Description	Cost	Effective Date	Eligibility	Enrollment
Sick Leave	Accrued paid time off for illness, injury, or appointments with health care providers for the employee or the employee's immediate family member. Each pay period the employee accrues 4 hours. Proportionate accrual for less than full time.	Accrued cost paid by FSU	Date of hire	A&P, USPS and Faculty	Automated payroll system accruals. Leave from State of Florida and other governmental entities may transfer in accordance with FSU policies.
Annual Leave	Accrued paid time off for vacation & personal use. Each pay period 12-month Faculty and A&P earn 6.769 hours; USPS earn 4 hours for service up to 5 years, 5 hours for 5 up to 10 years of service, and 6 hours for 10 or more years of service. Proportionate accrual for less than full time. USPS may not carry over more than 240 hours of annual leave from year to year. A&P and Faculty may not carry over 352 hours from year to year.	Accrued cost paid by FSU	Date of hire	A&P, USPS & 12 month Faculty	Automated payroll system accruals. Leave from State of Florida and other governmental entities may transfer in accordance with FSU policies.
Prior Service Credit For Annual Leave	Credit toward annual leave accrual for employees that have worked for other State of Florida agencies.	No cost to participate	Date of hire with State of Florida	USPS	Verified by Human Resources.
Parental Leave (unpaid)	Up to 6 months upon employee's request with supervisor's approval.	Accrued sick leave, annual leave or leave without pay	By Case	A&P, USPS & Faculty	Upon submission of FMLA Request Form and certification
Family & Medical Leave	Entitlement up to 12 weeks of unpaid leave in a fiscal year for serious health condition of self, child, spouse, or parent of the employee. Accrued leave may be used in lieu of leave without pay.	Accrued sick leave, annual leave or leave without pay	By Case	A&P, USPS, Faculty, & OPS. Employees who have been employed for a cumulative or total of 12 months, and who have worked 1,250 hours in the last 12 months	Upon submission of FMLA Request Form and medical certification

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Administrative Leave	Paid leave under specific conditions such as jury duty, emergency closings of the University, etc. May take up to two days of bereavement for death of an immediate family member.	Administrative leave must be approved in advance	Date of Hire	A&P & USPS. Faculty are not eligible for bereavement.	Recorded upon submission of pay and leave report.
Social Security	Legally required disability, survivor's, & retirement insurance, sponsored by the Federal Government	Funded by payroll tax (FICA) shared equally by employer and employee	Date of hire	All employees, unless specifically exempted by law	Processed by Human Resources
Workers' Compensation	Medical or disability benefits for employees injured or who develop an occupational disease as a direct result of performing assigned job duties.	Paid in full by FSU	Date of hire	All employees and volunteers	Processed by FSU Environmental Health & Safety
Florida Retirement System (FRS) Pension Plan	Defined benefit plan with vesting time of 8 years. Retirement income depends on years of service, age and compensation (average of eight highest fiscal years).	Employee makes mandatory contribution of 3% bi-weekly. FSU contributes the majority of your contribution. (Contributions do not directly affect monthly benefit amount)	Date of hire	A&P, USPS, and Faculty	A&P, Faculty and USPS must choose between the FRS Pension Plan and FRS Investment Plan by the end of the fifth month following the month of hire. Otherwise, enrollment in the FRS Pension Plan is automatic.
Florida Retirement System (FRS) Investment Plan	Defined contribution plan with vesting time of 1 year. Employee decides how to invest money.	Employee makes mandatory contribution of 3% bi-weekly. FSU contributes the majority of the contribution. The total contribution for employee/employer will total 9%.	Date of hire	A&P, USPS, and Faculty	A&P, Faculty and USPS must choose between the FRS Pension Plan and FRS Investment Plan by the end of the fifth month following the month of hire. Otherwise, enrollment in the FRS Pension Plan is automatic.

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Optional Retirement Program (ORP)	Defined contribution plan with no vesting. Employee decides how to invest money contributed by FSU. Employees may also make additional voluntary contributions up to IRS limitations. Deductions are taken from employees paycheck on a tax deferred basis.	Employee makes a mandatory 3% bi-weekly contribution. FSU provides the majority of the contribution. The total contribution for employee/employer will total 10.42%. Employee has the option to make additional contribution up to 7.42% of gross salary.	Date of hire	A&P and Faculty	A&P and Faculty must choose between ORP & FRS in the first 90 days of employment. Otherwise, enrollment in FRS is automatic.
Deferred Compensation (Internal Revenue Code 457)	Tax sheltering/savings plan intended to supplement retirement income.	Employee contributions only	Date of hire	A&P, USPS, Faculty, and OPS	Enroll through annuity companies. May enroll at any time.
Tax Deferred Annuity Plans [403(b)]	Tax sheltering/savings plan intended to supplement retirement income.	Employee contributions only	Date of hire	A&P, USPS, Faculty, & OPS	Enroll through annuity companies. May enroll at any time.
Roth 403 (b)	Post-tax savings plan intended to supplement retirement income.	Employee contributions only	Date of hire	A&P, USPS, Faculty and OPS	Enroll through annuity companies. May enroll at any time.
FICA Alternative Plan (Bencor)	Tax sheltering/savings plan intended to supplement retirement income.	7.5% of bi-weekly gross pay. (Employee contributions only)	Upon eligibility	Mandatory for OPS employees who are not otherwise exempt from participation (by law).	Processed automatically upon eligibility for Bencor participation.

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Health Insurance (State Program)	Preferred Provider Organization (PPO) allows patient to visit physician of choice worldwide. Health Maintenance Organization (HMO) provides service to patients that live or work within the service area (Choices are based upon county).	Individual Coverage (monthly): Employee pays \$50.00, FSU pays \$499.80. Family Coverage (monthly): Employee pays \$180.00, FSU pays \$1,063.34. Rates are prorated for part-time employees.	The earliest possible effective date is the first of the month following the date of hire. The first month's premium is payroll deducted prior to start of service	A&P, USPS, Faculty employees and their eligible dependents	Employee has 60 days from the date of hire to enroll. Plan changes are only allowed during annual open enrollment or upon an IRS qualifying event.
Life Insurance (State Program)	Basic Term Life Insurance that provides coverage of \$25,000 for all employees. Basic Life includes Accidental Death & Dismemberment and a living benefit plan. Additional Optional Life Insurance is also available.	Basic: No cost to participate for full-time employees. (Premiums for part-time employees is prorated, based on FTE. Optional: Full cost paid by employee.	The first of the month following a full payroll deduction	A&P, USPS, and Faculty employees	Employee has 60 days from the date of hire to enroll. Open enrollments held annually.
Short Term Disability Insurance (State Program)	Insurance may pay from the first day of disability up to 2 years. Coverage is \$400-\$3000/month based on employee's salary, level of coverage selected, and elimination period selected.	Premiums are paid in full by employee and vary by plans and options. (Pre-tax)	First of the month following the date of enrollment and a full payroll deduction	A&P, USPS and Faculty employees ages 18 - 70 and live in the United States	Employee has 60 days from the date of hire to enroll. Open enrollments held annually.
Vision Benefits (State Program)	Supplement that provides eye care benefits from a network of Optometrists and Ophthalmologists. Choose between 2 options. Option 1 covers exams plus materials. Option 2 covers materials only.	Premiums are paid in full by employee and vary by plans and options. (Pre-tax)	First of the month following the date of enrollment and a full payroll deduction	A&P, USPS, and Faculty	Must occur in the first 60 days of employment. Plan changes are only allowed during annual open enrollment or upon IRS qualifying event.
Dental Insurance (State Program)	Five dental companies are available, including indemnity, DPPO, and prepaid options.	Premiums are paid in full by employee and vary by plans and options. (Pre-tax)	First of the month following the date of enrollment and a full payroll deduction	A&P, USPS, and Faculty	Employee has 60 days from the date of hire to enroll. Plan changes are only allowed during annual open enrollment or upon IRS qualifying event.

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Hospital Insurance (State Program)	Two hospital insurance companies that provide additional insurance to cover hospital expenses not covered by the basic health plans.	Premiums are paid in full by employee and vary by plans and options. (Pre-tax)	First of the month following the date of enrollment and a full payroll deduction	A&P, USPS, Faculty employees	Employee has 60 days from the date of hire to enroll. Plan changes are only allowed during annual open enrollment or upon IRS qualifying event.
Cancer Insurance (State Program)	Covers expenses for cancer treatment.	Premiums are paid in full by employee and vary by plans and options. (Pre-tax)	First of the month following the date of enrollment and a full payroll deduction	A&P, USPS, Faculty employees and their dependents	Employee has 60 days from the date of hire to enroll. Plan changes are allowed during annual open enrollment or upon IRS qualifying event.
Accident Insurance (State Program)	Provides coverage for accidents that occur on and off the job.	Premiums are paid in full by employee and vary by plans and options. (Pre-tax)	First of the month following the date of enrollment and a full payroll deduction	A&P, USPS, Faculty employees and their dependents	Employee has 60 days from the date of hire to enroll. Plan changes are allowed during annual open enrollment or upon IRS qualifying event.
Florida Flexible Benefits Plan Reimbursement Accounts (State Program)	Medical and Dependent Day Care Reimbursement Account options provide the employee with the opportunity to pay for out-of-pocket expenses, included but not limited to co-payments, uncovered dental, hearing aids, contact lens solution, etc., using pre-tax funds.	Premiums are paid in full by employee and vary by employee's election amount. (Pre-tax)	First payroll date following the date paperwork has been received	Faculty, A&P and USPS	Employee has 60 days from the date of hire to enroll. Plan changes are only allowed during annual open enrollment or upon IRS qualifying event.
Florida Prepaid College Plan (State Program)	A program administered and financially guaranteed by the State which allows families to save for future college costs based on today's tuition rates.	Premiums are paid in full by employee and vary by plans and options.	The first day of April following the enrollment period	A&P, USPS, and Faculty	Annual enrollment period is October through January.
Florida College Investment Plan (State Program)	An easy, affordable way to save for college with a wide range of investment options and tax benefits. The money grows tax deferred, and the earnings on qualified withdrawals are tax-free.	Employee contributions only	Date of hire	A&P, USPS, and Faculty	Enroll through Florida Prepaid College Board.

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Short/Long Term Disability Insurance (FSU Program)	Monthly benefit equal to 66 2/3 % of basic monthly earnings, less other income, and begins on the 31st or 91st day of disability.	Premiums are paid in full by employee. (Post-tax)	First of the month following the date of enrollment and a full payroll deduction	A&P, USPS, and Faculty employees working at least 50% FTE	Employee has 60 days from the date of hire to enroll. Open enrollments held periodically.
Long Term Care (FSU Program)	Provides coverage for care received at home, or in a facility for a person unable to perform activities of daily living.	Premiums are paid in full by employee and vary by plans and options. (Post-tax)	First of the month following the date of enrollment and a full payroll deduction	A&P, USPS and Faculty employees working at least 75% FTE	Employee has 60 days from the date of hire to enroll. Open enrollment held periodically.
Supplemental Life Insurance (FSU Program)	Life insurance plans including group term, whole life, or universal. Available to employee, spouse and dependent children.	Premiums are paid in full by employee and vary by plans and options. (Post-tax)	The first of the month following a full payroll deduction	A&P, USPS and Faculty employees	Employee has 60 days from the date of hire to enroll. Open enrollment held periodically.
Moving Expenses	Eligible moving expenses, according to FSU policy.	Paid by FSU (under certain circumstances)	By Case	At University's discretion	Upon obtaining proper approval
FSU Credit Union	Membership with FSU Credit Union. Available services include auto loans, credit cards, retirement accounts, mortgages and lines of credit, online banking and other banking needs.	One time membership fee and initial deposits that are paid in full by the employee	Assigned by Vendor	Faculty, A&P, USPS, Alumni, Students, and Seminole Boosters	Contact Credit Union to join @ (850) 224-4960.
Leach Fitness Center	Full-service gym located on FSU's campus	Fees paid in full by the employee	Assigned by Vendor	Faculty, A&P and USPS	Contact Leach Center @ (850) 644-0544 .
Employee Tuition Scholarship Fund	Employees are provided the opportunity to take up to six hours of course work per semester at FSU.	Tuition paid in full by FSU	Eligible to participate upon date of hire	A&P, USPS and Faculty employees working 100% FTE. Employee must be admitted to FSU prior to taking courses with the scholarship.	Contact Registrar's Office @ (850) 644-1050.

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Direct Deposit Program	Electronic Funds Transfer (EFT) of paycheck funds directly to your bank account.	N/A	Immediately when updated in the OMNI Payroll System.	Faculty, A&P, USPS and OPS	Enrollment is done at time of hire with appropriate documentation and can also be updated in Employee Self Service.