



## SUMMARY OF BENEFITS

Benefit	Description	Cost	Effective Date	Eligibility	Enrollment
<b>Sick Leave</b>	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.
<b>Annual Leave</b>	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 FSU service up to 5 years, 5 hours for 5 up to 10 years of FSU service, and 6 hours for 10 or more years of FSU 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.
<b>Personal Holiday</b>	Each full-time USPS employee is entitled to one personal holiday each University fiscal year with proportionate accrual for less than full-time employment. Such personal holiday shall be credited to eligible employees on July 1 of each year to be taken by June 30 of the following year.	Accrued cost paid by FSU	Date of Hire	USPS	Automated payroll system accruals.
<b>Paid Parental Leave</b>	Up to six months when the faculty member becomes a biological parent or a child is placed in the faculty member's home for purposes of adoption.	Leave taken will be deducted from a faculty member's leave balance upon separation from the University. The faculty member must return to the University for a minimum of one (1) academic year following participation in the program.	By Case	Faculty	Upon submission of Paid Parental Leave Request Form & Agreement.
<b>Parental Leave (unpaid)</b>	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, OPS & Faculty	Upon submission of FMLA Request Form and medical certification.



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<b>Family &amp; Medical Leave</b>	Entitlement up to 12 weeks of unpaid leave in a rolling calendar year for serious health condition or qualifying exigency of self, child, spouse, or parent of the employee, as applicable. 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.
<b>University Holidays</b>	<ul style="list-style-type: none"> <li>• New Year's Day</li> <li>• Martin Luther King, Jr. Day</li> <li>• Memorial Day</li> <li>• Independence Day</li> <li>• Labor Day</li> <li>• Veterans' Day</li> <li>• Thanksgiving Day</li> <li>• Friday after Thanksgiving</li> <li>• Christmas Day</li> </ul>	Paid by FSU	Date of Hire	A&P, USPS & Faculty	Exempt employee holiday pay is automated. Non-exempt employees must report their holiday on their timesheet.
<b>Administrative Leave</b>	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.	Paid by FSU	Date of Hire	A&P, USPS, and Faculty	Recorded upon submission of an employee's timesheet.
<b>Social Security</b>	Legally required disability, survivors, & 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.
<b>Workers' Compensation</b>	Medical or disability benefits for employees injured or who develop an occupational disease as a direct result of performing assigned job duties.	Contingent upon duration, impact of injury, etc.	Date of Hire	All employees and volunteers	Processed by FSU Environmental Health & Safety.
<b>Military Leave</b>	Entitled to first 30 days paid for active duty military tours, plus 240 hours for short-term training provided to those serving as a reservist or in the National Guard.	Paid by FSU	Date of Hire	A&P, USPS, and Faculty	Upon submission of Military Orders/Memorandum to Human Resources.



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<b>Florida Retirement System (FRS) Pension Plan</b>	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.
<b>Florida Retirement System (FRS) Investment Plan</b>	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 is 6.30%.	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.
<b>Optional Retirement Program (ORP)</b>	Defined contribution plan with no vesting. Employee chooses an approved provider company and decides how to invest the money contributed by FSU. Employees may also make additional voluntary contributions up to the IRS limits. Deductions are taken from employee's 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 is 8.14%. Employee has the option to make an additional contribution up to 5.14% 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 Pension Plan is automatic. There is the option through the end of the 5 <sup>th</sup> month to choose the Investment Plan.
<b>Deferred Compensation (Internal Revenue Code 457)</b>	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.
<b>Tax Deferred Annuity Plans [403(b)]</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.
<b>Roth 403 (b)</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.
<b>FICA Alternative Plan (Bencor)</b>	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 not exempted by law from participation	Processed automatically upon eligibility for Bencor participation.



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<b>Health Insurance (State Plan)</b>	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). There is also a High Deductible Health Plan (HDHP) option for both HMO and PPO.	Monthly Cost Individual Coverage: Employee pays \$50.00, FSU pays \$642.84. Family Coverage: Employee pays \$180.00, FSU pays \$1,379.60. Rates might be prorated for part-time employees. (Pre-Tax)	A&P, USPS and Faculty is effective the first day of the month following hire. Eligible OPS is effective the first day of the third month after hire.	A&P, USPS, Faculty and eligible OPS 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.
<b>Basic Life Insurance (State Plan)</b>	Basic Term Life Insurance that provides coverage of \$25,000 for all employees. Basic Life includes Accidental Death & Dismemberment and a living benefit plan.	OPS employees pay full premium. No cost to participate for full-time A&P, USPS and Faculty employees. Premiums for part-time employees are prorated, based on FTE. (Pre-Tax)	The first of the month following a full payroll deduction.	A&P, USPS, Faculty and eligible OPS employees	Employee has 60 days from the date of hire to enroll. Open enrollments held annually.
<b>Optional, Spouse and Child Life Insurance (State Plan)</b>	Additional Optional Life, Spouse Life and Child Life Insurances are also available.	Optional, Spouse and Child: Full cost paid by employee. (Post-Tax)	The first of the month following a full payroll deduction.	<b>Optional:</b> A&P, USPS and Faculty. <b>Spouse/Child:</b> A&P, USPS, Faculty and eligible OPS	Employee has 60 days from the date of hire to enroll. Open enrollments held annually.
<b>Short Term Disability Insurance (State Plan)</b>	Insurance may pay from the first day of disability up to 1 year. Coverage is \$580 - \$3,480/month based on level of coverage 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, Faculty, and eligible OPS 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.
<b>Vision Benefits (State Plan)</b>	Supplement that provides eye care benefits from a network of Optometrists and Ophthalmologists. Insurance includes coverage for exams plus materials.	Premiums are paid in full by employee and vary by coverage options. (Pre-tax)	First of the month following the date of enrollment and a full payroll deduction.	A&P, USPS, Faculty, and eligible OPS employees	Must occur in the first 60 days of employment. Plan changes are only allowed during annual open enrollment or upon IRS qualifying event.
<b>Dental Insurance (State Plan)</b>	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, Faculty, and eligible OPS 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.



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<b>Hospital Insurance (State Plan)</b>	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, and eligible OPS 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.
<b>Cancer Insurance (State Plan)</b>	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, and eligible OPS 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.
<b>Accident Insurance (State Plan)</b>	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, and eligible OPS 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.
<b>Flexible Spending Accounts (State Plan)</b>	Medical and Dependent Flexible Spending Account (FSA) options provide employees with the opportunity to pay for out-of-pocket expenses, including but not limited to co-payments, uncovered dental, hearing aids, contact lens solution, etc., using pre-tax funds. Health Savings Account (HSA) is available to HDHP health plan participants.	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.	A&P, USPS, and Faculty. Eligible OPS employees can enroll into the Dependent FSA.	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.
<b>Florida Prepaid College Plan (State Plan)</b>	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.
<b>Florida College Investment Plan (State Plan)</b>	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.
<b>Short/Long Term Disability Insurance (FSU Plan)</b>	Monthly benefit equal to 60% 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.



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<b>Long Term Care (FSU Plan)</b>	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.
<b>Supplemental Life Insurance (FSU Plan)</b>	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.
<b>Moving Expenses</b>	Eligible moving expenses, according to FSU policy.	Paid by FSU (under certain circumstances)	By Case	At University's discretion	Upon obtaining proper approval.
<b>Leach Fitness Center</b>	Full-service gym located on FSU's campus	Fees paid in full by the employee	Assigned by Leach Fitness Center	Faculty, A&P and USPS	Contact Leach Center @ (850) 644-0544.
<b>Employee Tuition Scholarship Program</b>	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.
<b>Direct Deposit Program</b>	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.