Florida State University
Summary of Benefits

Benefit	Description	Cost	Effective Date	Eligibility	Enrollment
Sick Leave	Accrued paid time off for illness, doctor appointment; or illness, injury, or death of an 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 6.46 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 then full time. USPS may not carry over more than 240 hours of annual leave from year to year. A&P and Faculty may 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	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 1250 hours in the last 12 months	Upon submission of FMLA Request Form and medical certification

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Administrative Leave	Eligible for administrative leave under specific conditions such as jury duty, university emergency closings, etc. May take up to two days of administrative leave for death in the immediate family.	Administrative leave must be approved in advance.	Date of Hire.	A&P and USPS	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).	FSU contributes 4.91%. (Does not affect monthly benefit amount) Employees have a mandatory contribution of 3%.	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 contributed by FSU.	FSU contributes 4.91%. Employees have a mandatory contribution of 3%. 9% will be contributed to the employee's account. The State will make up the difference of 1.09%.	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 immediate vesting. Employee decides how to invest money contributed by FSU. Employees may also make voluntary contributions up to IRS limitations. Deductions are taken from employees paycheck on a tax deferred basis.	FSU contributes 7.92% of biweekly gross salary, which 7.42% is forwarded to an approved investment company of employee's choice. Employees have a mandatory contribution of 3%.	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 (IRC 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 (403b)	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.
Medical Insurance (State Program)	Preferred Provider Organization (PPO) allows patient to visit physician of choice world wide. 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 $346.16. Family Coverage (monthly): Employee pays $180.00, FSU pays $715.92. 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 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.

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Life Insurance (State Program)	State term insurance that provides a coverage equal to 1 1/2 times the annual base salary. Basic Life includes Accidental Death & Dismemberment and a living benefit plan. Additional optional life insurance is also available.	Premiums: Employees pay 20%, State pays 80%.	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 employees and their dependents eye care benefits from a network of optometrists and ophthalmologists.	Individual Coverage: $6.96 monthly. Family Coverage: $17.88 monthly. Paid by employee. (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 allowed during annual open enrollment or upon IRS qualifying event.
Dental Insurance (State Program)	Four 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 allowed during annual open enrollment or upon IRS qualifying event.
Hospital Insurance (State Program)	Three 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 allowed during annual open enrollment or upon IRS qualifying event.

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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 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.	April following enrollment period.	A&P, USPS, and Faculty.	Annual enrollment period is October thru 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 (State University Program)	Monthly benefit equal to 66 2/3 % of basic monthly earning, 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.
Auto/Homeowners Insurance. (FSU Program)	Insurance offered through payroll deductions.	Premiums are paid in full by employee. (Post-tax)	Assigned by Vendor.	Acceptance with Insurance Company.	Contact Wachovia Insurance at 1-866-566-4301.
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	Moving expenses according to FSU policy.	Paid by FSU (under certain circumstances).	By Case	University discretion.	Upon proper approval.
State Child Care Centers	State sponsored child care facilities through payroll deductions.	Fees paid in full by the employee.	Assigned by vendor, space available basis.	Faculty, A&P, and USPS	Contact Child Care Services @ (850) 414-9800.
FSU Credit Union	Membership with FSU Credit Union. Available services include auto loans, credit cards, retirement accounts, mortgages and line 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.

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Leach Center	Full service gym located on FSU's campus.	Fees paid in full by the employee.	Assigned by Vendor.	Faculty, A&P, USPS, and Students.	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.	Paid in full by FSU.	Date of hire	A&P, USPS and Faculty employees working 100% FTE.	Contact Human Resources @ (850) 644-4016.
AAA Auto Club South	Membership with AAA provides roadside assistance, travel discounts, trip planning, etc.	Fees paid in full by the employee.	Assigned by Vendor.	Faculty, A&P, and USPS	Contact Keith McCulloch with AAA at (850) 970-1031.
Discount Vacation	Vacation discounts on popular Florida attractions.	N/A	N/A	Faculty, A&P, and USPS	Contact Human Resources @ (850) 644-7941.
Direct Deposit Program	EFT paycheck to your bank account.	N/A	3-4 weeks following date paperwork has been received by State Comptroller.	Faculty, A&P, USPS and OPS	Done through Employee Self Service.
Bus Pass Program	Employees that choose not to park on campus are eligible to receive a FREE Taltran monthly bus pass.	No cost to participate	1 month following appropriate paperwork received.	Faculty, A&P, and USPS	Contact Parking &Transportation Services @ (850) 644-5278.