

IOWA STATE UNIVERSITY

University Human Resources

**Welcome**

**ISU Plan Benefits  
for 2019**

# UHR Service Center and Benefits Office



Room 3810 Beardshear Hall

Phone 515-294-4800 or  
877-477-7485

## **Benefits Team:**

Sarah Ford

Jill Pretzer

Dawn Shedarowich

Ryan Stuart

Jane Walter

**Retirement Income Planning:** Ann Doty

<http://www.hr.iastate.edu/benefits> - Benefit Website

# Agenda

- Benefits Overview
- Additional Benefits & Programs
- How to Enroll in Workday

# Eligibility Requirements

Faculty, P & S, Merit or Contract staff appointment, must be at least 1/2 time or greater

# Previously Pre/Post Doctoral Associate

- Transitioning to Faculty, P & S or Merit Position
  - All current benefit elections remain the same (medical, dental, Avesis, FSA and DCAP and Retirement)
  - Now eligible to enroll in:
    - Basic Group Life Insurance
    - Voluntary Life Insurance
    - Dependent Life Insurance

# ISU Retirement Funds

- **IPERS**



(Iowa Public Employees Retirement System)

- **TIAA Retirement Annuity**



(Teachers Insurance and Annuity Association)

# The election is IRREVOCABLE!

Election of either IPERS or TIAA  
cannot be changed  
while you are employed at ISU

*If no election is made by your deadline date,  
you will be defaulted into IPERS.*

# Retirement Plan Resources

- **ISU Retirement Income Planning Consultant -**  
Ann Doty - 515-294-4800

- **TIAA - [www.tiaa.org/iastate](http://www.tiaa.org/iastate)**  
Ames office – 800-732-8353



- **IPERS - [www.ipers.org](http://www.ipers.org)**  
800-622-3849



- **Retirement Plan Comparison -**  
<http://www.hr.iastate.edu/benefits>  
*Located: Employee Benefits and then Retirement Plan*





- Defined benefit plan
- Rules governing the operation of IOWA PERS are controlled by the Iowa Legislature
- IOWA PERS makes investment decisions, annuity is based on formula
- IOWA PERS takes all the investment risk



- Current Contributions:
  - Employee 6.29% of budgeted salary
  - ISU contributes 9.44% of budgeted salary
  
- Member Vesting:
  - Will become vested after 7 years of active participation in IPERS or
  - Upon reaching 65
  - Whichever comes first

# Guaranteed Benefit Income



- You CANNOT outlive your benefit
- The formula multiplier is based on your years of service
  - 2% increase per year for the first 30 years
  - 1% increase per year for the following 5 years
  - Maximum multiplier is 65%
- Normal retirement age:
  - Age 65
  - Rule of 88 (age + years of service = 88)
  - Rule of 62/20 (age and years of service)
- Retire **prior** to normal retirement ages:
  - Benefits will be reduced by 6% times the # of years before normal retirement age

# IPERS - Future Changes

- IPERS may adjust contribution rate up or down by no more than 1.0 percentage point each July
- IPERS rules may be changed by the Iowa Legislature
- IPERS will notify members of any changes





- Defined Contribution Plans established by:
  - Iowa State University and
  - Approved by the State Board of Regents
  
- Employee determines risk levels
  - You choose how your funds are invested
  - You can change your fund allocations at any time
  
- Vested after **3** years of eligible employment contributions at ISU



- Guaranteed benefit – ONLY TIAA Traditional Annuity investment option
- You can change allocation or transfer funds at a later date – at no cost
- Total funds in retirement plans may fluctuate and vary depending on:
  - Retirement income options chosen
  - Your age at the time benefits begin
  - Size of retirement plan accumulations
  - Rate of return before and after retirement



Contributions – based on annual budgeted salary:

- **Employee Contribution:**
  - 3 1/3% of first \$4,800 earned in calendar year
  - 5% of the remaining salary
- **ISU Contribution:**
  - 6 2/3% of the first \$4,800 earned in calendar year
  - 10% of the remaining salary
- Begin 6<sup>th</sup> year of employment:
  - Employee 5%
  - ISU 10%

# Retirement Plan Enrollment

- **Step One:** Prior to your deadline
  - Elect either IPERS or TIAA in Workday
- **Step Two:** Complete either:
  - IPERS enrollment/beneficiary form
  - TIAA enrollment through the [www.TIAA.org/iastate](http://www.TIAA.org/iastate) electronic enrollment system
    - If you do not complete online enrollment, contributions received will be invested in a life cycle fund closest to attaining age 65



# Voluntary Group Supplemental Retirement Annuity (GSRA)

- A retirement account separate from the required retirement plan
- Eligible for employees with IPERS or TIAA
- May begin or end contributions or switch carriers any month
  - Changes based on date submitted to Benefits Office
- Pre or Post tax (Roth 403(b) options available
  - Previous contributions into a voluntary plan are considered
  - IRS limits for 2019 elective deferrals are
    - \$19,000 for elective deferrals
    - \$ 6,000 “catch up” contributions if you are 50 or older
- To Enroll:
  - Complete election within Workday
  - Establish account with vendor
  - Vendors allowed with payroll deduction:



# IPERS & TIAA & GSRA

## While Actively Employed:

- Not allowed to withdraw funds (including hardship)
- No loan options

# TIAA Representative

- Introduction
- Location of office/making appointments
- Financial Planning Services
  - Setting up account
    - What information do I need to enroll?
  - Investment portfolio choices
  - Am I on track for retirement?
  - Changing investment
  - Rollovers – direct transfers into TIAA
    - What is the best process?

# Initial Benefits Selection

- Enrollment by assigned deadline (31 days from hire date)
- No pre-existing condition waiting periods for new hires
- Effective Dates:
  - *Retirement Plan, Medical, Dental and Flexible Spending Account/Dependent Care Assistance Program:*
    - Date of employment
  - *Life Insurance(s):*
    - Hire date is the 1<sup>st</sup> : coverage begins on hire date
    - Hire date after the 1<sup>st</sup>: coverage begins 1<sup>st</sup> of the following month
    - Or following underwriting approval
  - *Avesis Coverage:*
    - 1<sup>st</sup> of month following employment date

# When Can I Make Changes?

- *After initial enrollment:*
  - Qualifying Event (Mid-Year Changes)
    - Add/Drop dependents
  - Annual Open Enrollment Period

# Mid-Year Changes

- After initial enrollment:
  - Must have an “event” to add/drop dependents outside of open change time to medical, dental or vision plans.
  - Notice for changes required within 31 days of event!
    - Birth of baby or adoption (60 days to add)
    - Marital status change
    - Loss of coverage for self and/or dependents
    - Eligible for new coverage for self and/or dependents
- The event date determines effective dates on adds and drops

# Annual Open Enrollment Period

- Limited open change period
  - *1<sup>st</sup> working day in November through Friday close of business before Thanksgiving week begins.*
- Effective dates of changes:
  - January 1 the next year
  - Upon approval
- E-mail notification
- Informational guide provided
  - Benefit Website
- You may not want to change your benefits, but your benefits might **CHANGE!**

# Medical and Dental Insurance



## Available for:

- Tier 1 - Employee only
- Tier 2 - Employee and a spouse or domestic partner
- Tier 3 - Employee and child(ren)
- Tier 4 - Employee and family (spouse/partner & children)
  
- *Double spouse options* (Both work for ISU)



# Eligible Dependents

- **Spouse/Domestic Partner**
  - Same or opposite sex
- **Dependent Child(ren)**
  - Who have a relationship to the employee or enrolled spouse/domestic partner
    - Biological, foster, legally adopted/placed for adoption, legal guardianship, court-ordered
  - Through December 31 of year in which turn age 26
  - Unmarried, full-time students 26 or over
  - Totally & permanently disabled child

- *Dependent status verification required. Report changes promptly.* -

# Potential Tax Consequences of Insuring Domestic Partners / Child Over 26

## Potential Implications

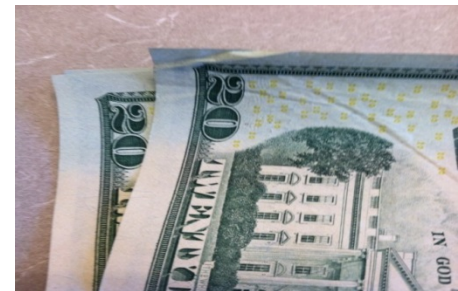
- Individuals may not be “tax dependent” per the IRS
- ISU will impute the income and you are taxed on added value of coverage

## Over-aged Dependent (that is not a tax dependent i.e., disabled)

- Over age 26 and an unmarried, full-time student

## Domestic Partner

- State and Federal tax



# Double Spouse Options - Medical & Dental

## Share A Family Contract on ISU Plan

- Who can share:
  - Faculty
  - Professional & Scientific
  - Merit
  - Pre/Post Doctoral Associates
- Two employees with children to insure can share a family contract.
- One employee's name is on the contract.
- Only applies to a family plan. If children come off the plan, the double spouse option must end.

# Duplicate Coverage – State of Iowa

If your spouse/partner is also a State of Iowa employee:

- You and dependents cannot be covered under two plans provided by the State of Iowa.
  - *Example:* A DOT employee can't have family coverage at the DOT and also be covered as a dependent on your medical and dental insurance plans at ISU and vice versa.
- This rule regarding duplicate coverage does **not** affect the double spouse premium provision or non-State employers insurance.

# Coordination of Benefits

- If your spouse/partner has coverage with another employer's plan. There may be:
  - Coordination of medical and dental plans
  - ISU Plan does not allow prescription plan coordination with Express Scripts (choice of member)
- Coordination of benefit rules applied:
  - Employer's plan coverage is primary for the employee.
  - Insured dependent children: the primary coverage is determined by earliest date of birth of both contract holders.

# Medical Insurance Plans

- Administered by Wellmark Blue Cross/Blue Shield
- Two Different Plan Designs:
  - Preferred Provider Organization (BluePPO)
  - Health Maintenance Organization (BlueHMO)
- Choose the best coverage to meet your needs



# Monthly Premiums Medical/Prescription Insurance

Tier of Coverage	PPO & RX	HMO & RX
Employee Only	\$20	\$0
Employee + Spouse/Partner	\$263	\$78
Employee + Children	\$173	\$46
Employee + Family	\$339	\$112
Family Double Spouse/Partner (contract holder pays)	\$194	\$0

## BluePPO

- Self-Referral
- Using providers in the national network of preferred providers organization (PPO) contracted by BC/BS for best benefits.
- Routine preventative services physicals, eye exams
- Reduced coverage when using non-network providers
  - May balance bill
  - No routine services (preventative tests, physical, eye or hearing exams)
- Out-of-pocket maximum begins on effective date through calendar year

## BlueHMO

- Iowa network of providers:
  - Must name a Primary Care Physician (PCP)
  - Wellmark Health Plan of Iowa (WHPI) network – always verify the PCP is accepting new patients
  - PCP required for routine services
  - You may self-refer to network chiropractor, eye doctor for routine exam or acupuncturist
- Out of WHPI network: benefits only by prior authorization or emergency room
- Guest membership arrangement available:
  - Out of network for 90 – 180 days
  - Routine Services Allowed
  - May not set up retroactive
    - Turn off when resuming in-network
  - College students
  - Custodial Parents



# Medical Plan Comparison

Plan Provisions	BluePPO In-Network	BluePPO Out-of-Network	BlueHMO
Deductible <ul style="list-style-type: none"> <li>• Single</li> <li>• Family</li> </ul>	\$0	\$300 \$600	\$0
Coinsurance	10%	20% after deductible	0%
Out-of-Pocket Maximum, effective date of hire to end of calendar year <ul style="list-style-type: none"> <li>• Single</li> <li>• Family</li> </ul>	\$1,500 \$3,000	\$3,000 \$6,000	None
Office Visit	\$20 copay Does not apply toward out-of-pocket maximum	None	\$10 copay
Emergency Room	\$100 copay, then 10% coinsurance	\$100 copay, then 20% coinsurance	\$100 copay

# PPO and HMO Plans

- Fertility / Infertility Services – Transfer procedures subject to \$15,000 lifetime maximum. Prescriptions for this category are medical claims.
- Know your plan prior to approving services
- Case Management available to help with critical issues
- Call Wellmark with service eligibility questions

# Prescription Drug Coverage



EXPRESS SCRIPTS®

pharmacy benefit manager company

Separate Cards in Contract holder name



# Prescription Plan – Express Scripts

Annual Out-of-Pocket Maximum	\$1,500 single \$3,000 family
30-day supply – Retail Pharmacy	<ul style="list-style-type: none"><li>• \$10 copay for generic</li><li>• 30% coinsurance for preferred brand name (\$100 maximum copay/prescription)</li><li>• 50% coinsurance for non-preferred brand name (\$200 maximum copay/prescription)</li></ul>
90-day supply – Retail Pharmacy	<ul style="list-style-type: none"><li>• \$30 copay for generic</li><li>• 30% coinsurance for preferred brand name (\$300 maximum copay/prescription)</li><li>• 50% coinsurance for non-preferred brand name (\$600 maximum copay/prescription)</li></ul>
90-day supply – Express Scripts Home Delivery Pharmacy	<ul style="list-style-type: none"><li>• \$0 copay for generic</li><li>• 25% coinsurance for preferred brand name (\$250 maximum copay/prescription)</li><li>• 33% coinsurance for non-preferred brand name (\$500 maximum copay/prescription)</li></ul>

# Prescription Plan – Express Scripts

- Some drugs require:
  - Step-therapy
  - Prior authorization for coverage or quantity limits
  - Generic equivalent substitution may occur
- Call Express Scripts if you have questions regarding your specific medication

## Wellmark

- <http://www.wellmark.com/>
- 800-494-4478
- Register to receive electronic explanation of benefits
- Register to access claims information
- Locate participating providers



Your Health. Well Protected.™

## Express Scripts

- <https://www.express-scripts.com/>
- 800-987-5248
- Create online account
- View prescription purchases – mail order or retail purchases
- Verify medication coverage



EXPRESS  
SCRIPTS®

# Dental Insurance



- Administered by Delta Dental of Iowa
- Two Plan Choices:
  - **Basic Plan**
  - **Comprehensive Plan**
    - 3 year lock-in



# Monthly Dental Insurance Premiums

	Basic	Comprehensive
Employee Only	\$0	\$16
Employee + Spouse/Partner	\$30	\$77
Employee + Children	\$37	\$82
Employee + Family	\$45	\$96
Family Double Spouse/Partner (contract holder pays)	\$19	\$70



# Dental Insurance Plan Comparison

Delta Dental Premier (Dentist is Delta Dental Provider)	Basic	Comprehensive (3-year lock in)
Maximum Per Person/ Year	\$750 (applied to restorative services only)	\$1,500
Annual Deductible	\$0	\$25.00/contract – first restorative visit
Check Ups & Cleaning	100%	100%
<b>BASIC RESTORATIVE</b>		
Cavity Repair & Extractions	50%	80%
Root Canals	50%	80%
Gum & Bone Disease	50%	80%
<b>MAJOR RESTORATIVE</b>		
High Cost Restorations	50%	50%
Bridges, Dentures, Implants	Not Covered	50%
Orthodontics	Not Covered	50% after deductible to Life-time Maximum of \$2,000 (no age limit), after \$50 deductible

# Web Site Information



- [www.deltadentalia.com](http://www.deltadentalia.com)
- 800-544-0718
- Register as subscriber to access coverage details
- Register to receive electronic explanations of benefits
- Locate participating providers



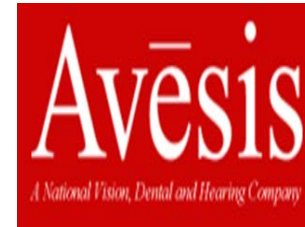


# Eyewear Discount Plan

Tier of Coverage	Monthly Premium
Employee Only	\$ 7.33
Employee + Spouse/Partner	\$13.82
Employee + Children	\$15.13
Employee + Family	\$19.46



# Eyewear Discount Plan



- Benefit available once each calendar year
- Co-pay \$25
- Discount **benefits annually** for **either** glasses or contacts:

- Frames – up to \$150 allowance
- Spectacle lenses – (standard, progressive or specialty) discounts vary, contact Avesis:
  - 800-828-9341
  - [www.avesis.com](http://www.avesis.com)
- Contact lenses - \$130 allowance for materials & fit
- Lasik - Members receive a one-time/lifetime allowance of \$150 (additional 25% provider discount may be available)

**Reliable & Dependable**

**An In-Depth Look**

Member Benefit	In-Network Member Benefits	Out-of-Network Reimbursement
<b>Single Vision</b>	Covered in full after maximum copay	Up to \$150
<b>Bifocal</b>	Covered in full after maximum copay	Up to \$150
<b>Progressive</b>	Covered in full after maximum copay	Up to \$150
<b>Contact Lenses</b>	Covered in full after maximum copay	Up to \$130
<b>Lasik</b>	Covered in full after maximum copay	Up to \$150

**How can we help you?**

**Here's How It Works**

1. Select a provider
2. Make an appointment
3. Visit provider for service
4. Pay your copay or additional expenses

# Insurance ID Cards

- Data transfers electronically to vendors
- ID cards for medical, prescription, dental and vision plans elected should arrive at your home within 2 weeks

# Retiree Coverage

- ISU requires
  - A minimum of 5 years of continuous participation in medical or dental plans up to the day retirement begins
- Must be 55 years of age or older
- University contributions end
- Coverage must become secondary to Medicare if you continue coverage when eligible for Medicare
- Surviving spouse allowed to keep plan **if**
  - Enrolled at time of death **and**
  - No other group options are available for surviving spouse

# Termination and COBRA

- New employees will receive general notice regarding guidelines of COBRA
- When employment or coverage must end due to an event that changes eligibility such as:
  - Resigning from ISU
  - Dependent no longer full-time student (over age 26)
  - Divorce
- Timely notice is required for COBRA offering to the employee or dependents losing coverage
- Limited time to apply to purchase
  - **Must** purchase back to effective date of ISU coverage ending



ASICobra manages the COBRA process for ISU

# Flexible Spending Accounts



- ASIFlex administers our plans
- Tax Savings Devices (not an Health Savings Account - HSA)
- Pre-tax contributions from your pay
- Optional Participation
- Separate accounts:
  - **Health Care Flexible Spending (FSA)**
  - **Dependent Care Assistance Program (DCAP)**
- What is flexed may not be reported on a tax return
- Incur expenses in calendar year
  - **Effective employment date to begin incurring expenses**



# Health Care Flexible Spending Account

- Deductions taken equally over pay periods
- Minimum contribution is **\$240** per year
- Maximum contribution is **\$2,650** per year

To calculate, count the month hired until the end of the year

- Carry Over Provision
  - Carry over provision, allows \$500 in unused funds to be rolled over to the following plan year
  - The carry over amount available to claim during the entire following plan year as long as you are a benefits eligible employee

# Health Care Flexible Spending Account

- You may be reimbursed for expenses for yourself, and eligible dependent(s) as determined by the Internal Revenue Service
- Reimbursable expenses are:
  - Qualified medical, dental or vision expenses that are not eligible for reimbursement from any other source
  - Limited purpose use if any participants are involved in Health Savings Accounts elsewhere
- Examples of items to claim:
  - Deductibles, copays, eyeglasses, contact lenses and required solutions, hearing aids, orthodontics, and O-T-C with Dr. prescription and some with letter of medical necessity

# Dependent Care Assistance Program

**Expenses to provide care for your eligible dependents may qualify while you work.**

Eligible dependents include:

- Children under age 13
- Disabled child
- Disabled spouse
- Disabled parent living in your home

Covered Charges:

- Licensed day care center
- Nursery School
- In-home day care
  - Provider must claim as income
- Adult day care or nursing care



# Dependent Care Assistance Program

- Minimum contribution is **\$240** per year
- **Maximum Contributions:**
  - Maximum \$5,000 annually
    - Single or married and file a joint return
  - Maximum \$2,500 annually
    - Married and file separate returns
  - Other maximums if one parent is a student
- Deductions taken equally over pay periods
- Use it or lose it

# FLEX Reimbursement

- Reimbursements begin only after the first contribution is made:
  - Deadline to claim previous year expenses is April 30, except for carryover funds
- Receive “Welcome Letter” from ASI Flex
- Reimbursement Process:
  - Forms available on
    - ASIFlex website, <http://isu.asiflex.com/default.html>,
  - On-line claims filing
  - Automatic filing - Medical, Dental, Rx charges
    - Enrollment and eligibility required
  - Mobile phone app
- Direct deposit available



# Long Term Disability Insurance



## **BENEFITS:**

If enrolled in plan at the time of disability incurred:

- Pays 63% of income when approved as Long Term Disabled
  - Pays into TIAA retirement fund – if elected
    - Employee and Employer contributions continue
    - **Not applicable to employees with IPERS**
  - Pays premium for all ISU life insurance policies
  - Continue to participate in group medical & dental enrolled in at time of disability
- 
- 90 work day waiting period
  - Inquire at Benefits Office if you have questions

# Long Term Disability Insurance

Automatic enrollment after 12 months of employment

- No health questions to answer
- ISU pays premium 100%

Optional enrollment for 1<sup>st</sup> year of employment:

- Required to complete an online Statement of Health
  - Principal will send an e-mail to your ISU address with instructions on completing a Statement of Health

## **Approved:**

- First year coverage, you pay the full premium [(Salary divide by 12) x .63] x .007= monthly premium
- Participants may qualify for catastrophic leave donations

## **Denied:**

- Coverage begins 1<sup>st</sup> of month following 12 continuous months of employment and ISU pays premium 100%

# Group Basic Term Life Insurance



## Effective Date:

- First of the month following employment date, unless employment date is the first of the month

## Premiums:

- Paid in full by ISU
- Employee taxed on value of benefit in excess of \$50,000





# Group Basic Term Life Insurance



## Benefits:

- Term life = pays 2 times salary
- Accidental Death = additional 4 times salary
- Dismemberment of limb = collect a portion of life
- Additional Benefit Provisions: seat belt/airbag, repatriation (\$2,000), motorcycle helmet, etc.
- Reduces at age 65 (January 1 of year employee turns 65)
- Terms when employment ends
- With 10 years of participation up to retirement date, there is a retiree policy of \$4,000 payable to beneficiaries upon retiree's death.

# Voluntary Term Life Insurance



## **Must enroll in Group Term (Basic) Life to enroll in Voluntary Term Life:**

- Effective first of month following employment date
- May be dropped at any time

## **Premiums:**

- 100% paid by employee
- Post-tax basis each month
- Cost based on salary and age - increases January 1 of the year your age will move you into a new premium age group

# Voluntary Term Life Insurance



## Benefits:

- Value: 1, 2, 3 or 4 times the budgeted annual salary
  - Minimum: Greater of 100% or \$10,000
  - Maximum: Lesser of 400% or \$500,000
- 1 or 2 times – guaranteed at initial enrollment
  - Over 70 years, not eligible for over 2 times
- 3 or 4 times – **require approved Statement of Health**
  - Applicants receive an e-mail from Principal with instructions to complete application statement of health
  - Approved – receive notice from Principal
  - Denied – remain enrolled in level 2
- Accidental death (equal to voluntary benefit amount)
- Dismemberment
- Additional benefits:
  - Repatriation, loss of limb, use/paralysis, education, career adjustment, public transportation, etc.
- Portable upon termination or retirement
- Terms at age 75

# Dependent Term Life Insurance



**Required to be enrolled in Group Basic Term Life Insurance**

## **Term Policy**

### **Eligibility:**

- Spouse or Partner or children that are benefits eligible (spouse/children not an ISU employee)
- Children only eligible to age 26
- Employees should notify ISU Benefits office if eligibility ends
- May apply during open change period
  - Underwriting approval will be required

### **Benefits:**

- \$2.40 purchases term policy paying
  - \$5,000 for the eligible covered spouse or partner and
  - \$2,500 for each eligible child
- \$4.80 purchases term policy paying
  - \$10,000 for the eligible covered spouse or partner and
  - \$5,000 for each eligible child

# Group Basic Term & Voluntary Term Life Beneficiary Designation

Principal Beneficiary form to be completed if you are taking the basic and/or voluntary life insurance

- Page 1 – Group Basic Term Life
- Page 2 – Voluntary Term Life
- Page 3 – Custodial appointment and signature
  
- Primary beneficiaries inherit all life insurance payout
- Contingent beneficiaries only inherit if Primary beneficiaries are deceased
- SSN is not required and beneficiaries may reside outside of U.S.
- Custodial appointment for minors
- Beneficiaries may be updated at any time



# **Additional Benefits & Programs**

# Individual Disability Income

Principal offers ISU employees the option of purchasing individual Disability Income (DI) insurance in addition to the group LTD.

DI works in tandem with your group long-term disability (LTD) insurance coverage to help you replace more of your income if you can't work due to a disabling illness or injury.

Plus, you can take the individual policy with you wherever your career takes you.

<https://www.hr.iastate.edu/benefits/addlbenefits/voluntary-individual-disability-income-insurance>

# Employee Assistance Program



Services through Employee and Family Resources (EFR)

When you are facing a personal problem the EAP program gives you:

Free, confidential and timely access to:

- 24/7 phone counseling
- 6 in-person sessions per incident
- ID Theft Resolution





# Employee Assistance Program



EFR EMPLOYEE & FAMILY RESOURCES

- **Benefits:**
  - Work Stress
  - Family and Personal Relationships
  - Emotional or Mental Health
  - Work and Life Balance
  - Substance Abuse
  - Financial or Legal Concerns
  - Personal Growth and Development
- **Resources:**
  - Webinars
  - On campus workshops – Learn@ISU
  - Newsletters
  - [www.efr.org/workplace/my-eap](http://www.efr.org/workplace/my-eap)
  - Phone: 800-327-4692

# Sick Leave and Vacation

- Sick leave 12 hours / month for full-time employees (pro-rated for part-time)
- Employees sick leave accruals can be used for:
  - Own personal illness or injury
  - Emergency leave
    - Care of a family member
  - Funeral leave
- Vacation leave hours are dependent on position

# Sick Leave Conversion (Vacation Credit)

- Eligible when sick leave balance reaches 240 hours
  - Faculty who do not accrue vacation are not eligible
- 12 hours of sick leave converts to 4 hours of vacation
- Conversion may occur:
  - With department approval
  - Only if no sick leave was used for that month
  - As long as total sick leave balance is above 240 hours
  - Until maximum balance of 96 hours is reached
- When eligible, you can begin or end conversion within Workday

# Possible Leave Payout


If terminating employment:

- Vacation and Vacation Credit may be paid
- Regular sick leave will be forfeited

Retirees:

- Unused sick leave
  - Maximum \$2,000 (lump sum taxes apply)

# Family Medical Leave Act (FMLA)

- ISU employees are eligible for FMLA if they:
  - Have worked for ISU for at least 12 months and
  - Have worked at least 1250 hours in the previous 12 months
- Provides eligible employees with job-protected leave for qualifying events or circumstances (family or own)
- Once eligible, employees use FMLA concurrently with paid leave such as sick leave or vacation
- Understanding FMLA on-line training available in 

**Questions? Contact [fmla@iastate.edu](mailto:fmla@iastate.edu)**

# Donated Leave For Catastrophic Leave Illness or Injury

- Available for Employee or Immediate Family Member
- Program allows Donations; must meet specific criteria
  - Review policy and guidelines on Benefit website
- At least 30 continuous work days of lost employment
  - Employee or immediate family member with certified medical condition by health care provider
  - Allowed to receive for up to 90 work days
- Employee is not receiving
  - Worker's Comp
  - Long Term Disability Income
- Allowed to receive donations from:
  - University of Iowa
  - University of Northern Iowa
  - State Department of
- ISU donors are employees who accrue vacation or converted sick leave
  - Donate ONLY:
    - Vacation time
    - Converted sick time
- **Employee Leave** - must exhaust sick leave, vacation & converted sick leave
- **Immediate Family Leave** - must exhaust emergency leave, vacation & converted

# Adventure2

As part of Iowa State's commitment to you, we welcome you to Adventure2, a holistic employee well-being program designed to support you in *living your best life* every day!

## How it works:

- Register on the ISU WellBeing website at [www.wellbeing.iastate.edu](http://www.wellbeing.iastate.edu)
- Click on the Adventure2 button
- Complete your Well-Being Assessment to earn 400 points right away.
- Join challenges and earn additional points to reach new levels.
- Qualify for great rewards like Level Up Email Signature Badges, ISU Cyclone Gear, and celebrations with ISU leaders.

# Vendor Discount Programs



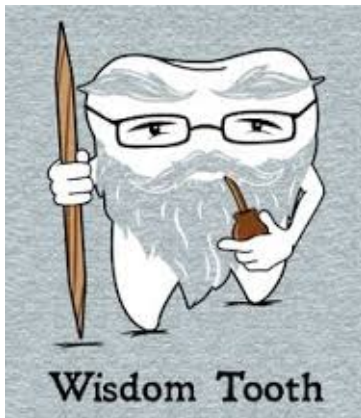
<http://www.hr.iastate.edu/benefits>, links found under **Additional Benefits**



# Vision Discount



- Delta offers an EyeMed discount program for enrolled members of any Delta Dental of Iowa plan at no cost
- Unlimited use of the discount for eyeglass frames and lenses



- Conventional contact lens benefit (not disposables)
- Lasik benefits
- See [www.deltadentalia.com](http://www.deltadentalia.com) website



Blue365

Because health is a big deal™

- As a member of a BC/BS Association health plan, you have access to health and wellness deals exclusive to Blue members.
- You get a wide range of savings in these categories
  - Fitness
  - Personal Care
  - Financial Health
  - Lifestyle
  - Wellness

Register/login at: <https://www.blue365deals.com>



# Identity Protection Services

- Enroll through myWellmark online account or call 866-486-4812
- Enrollment code: 4170999624
- Receive Benefits For:
  - Credit Monitoring
  - Cyber Monitoring
  - Fraud Detection
  - Complete Identity Recovery
  - Reimbursement Insurance



## BeWell 24/7

- A service that is available exclusively to Wellmark members.  
Call 844-842-3935
- Connect with a real person who can help with variety of health-related concerns:
  - Locate health care providers and facilities – at home or traveling
  - Estimate your costs for common medical procedures and services
  - Coordinate health care appointments
  - Discuss treatment options and answer questions
  - Make arrangements for community-based services

# Travel Assistance/Legal Documents, etc.

- If you are enrolled in Basic Term Life at ISU, you are eligible for:
  - Travel assistance provided by AXA Assistance
  - Legal documents for free from ARAG/Principal
  - Hearing Aid Program
  - Oral Health Care
  - Diabetic Living magazine



# Disclaimer

All employees are encouraged to research and compare prices and services before purchasing, signing any contract or making any arrangements. Any arrangements, services or products from any discount program are strictly between the employee, as a consumer, and the merchant, and are the sole responsibility of the individual employee.

The State of Iowa and ISU assume no responsibility for any arrangements, contracts, purchases or disputes between an individual employee and any discount merchant.

# New Hire Benefits Enrollment

- **Make new hire benefit elections when the onboarding task shows up in your Workday inbox**
  - Benefits Change – New Hire
- **Enter your Life Insurance Beneficiary Information**
  - In Workday Benefits application
    - Change Benefits
      - ✓ Update your Beneficiary Information
- **Complete either:**
  - **IPERS** Enrollment and Beneficiary Form (return form to Benefits office or send directly to IPERS), or
  - **TIAA** set up on-line account (investment allocations and beneficiary information)

# How to enroll in Workday

- Refer to the Job Aids:
  - Enrolling in Benefits as a New Hire
  - Updating Beneficiary Information



# CONTACTS



University Human Resources

Service Center

515-294-4800 or

877-477-7485

- Appointments are encouraged
- Benefits Office e-mail:  
[benefits@iastate.edu](mailto:benefits@iastate.edu)
- Benefit website:  
<http://www.hr.iastate.edu/benefits>

# QUESTIONS

