



**HUMAN RESOURCES INFORMATION DIRECTORY
BENEFITS SUMMARY**

Benefits	Paid for by		Those Eligible		Enrollment	Eligibility	What you receive	Additional Information
	Staff/ Faculty	XU	Full- Time	Part- Time				
Health Insurance	x	x	x		Must be completed within 30 days of hire	1 st of the month following date of hire. If date of hire is the 1 st of the month, then eligibility begins on the 1 st .	Comprehensive hospital and physician coverage. Prescription Drug Program. Employee portion is paid with before-tax salary dollars.	http://www.xavier.edu/hr/docs/Benefits/2008AnthemRates.pdf
Health Care Coverage while traveling	X	X	X		Health Insurance Coverage	Same as eligibility for Health Insurance	You will only pay out-of-pocket expenses with your current identification card.	Contact the Office of Human Resources (513) 745-3638 for Anthem's " Health Care Coverage While Traveling " brochure.
Employee Assistance Program	X	X	X	X	At time of employment	At time of employment	Counseling referral services, crisis assistance, legal and financial consultations 24 hours a day.	1-800-865-1044 www.AnthemEAP.com
Dental Insurance	X		X		Must be completed within 30 days of hire	1 st of the month following date of hire. If date of hire is the 1 st of the month, then eligibility begins on the 1 st .	Preventive Benefits-100% Basic Benefits-60% Major Benefits-40%	For additional information, contact Dental Care Plus at (513) 554-1100/800-367-9466 or www.dentalcareplus.com
Vision	X		X		Must be completed within 30 days of hire	1 st of the month following date of hire. If date of hire is the 1 st of the month, then eligibility begins on the 1 st .	Quality professional vision care at tremendous savings to you. Exam with co-pay. Covers a portion of glasses & contact lenses.	www.avesis.com
Group Life, Disability	X	X	X		Sun Life Financial	Full-Time active employee through your enrollment in Sun Life Assurance Company of Canada's Basic Group Life insurance program	Employee Life and Accidental Death & Dismemberment Insurance. Access to doctors, hospitals, pharmacies and certain other services	For information, call the Sun Life Group Customer Service Center toll free at 800-247-6875 Contact the Office of Human Resources (513) 745-3638 for a traveling brochure.

Benefits	Paid for by		Those Eligible		Enrollment	Eligibility	What you receive	Additional Information
	Staff/ Faculty	XU	Full- Time	Part- Time				
							when faced with medical-related emergency while traveling internationally or domestically.	
Basic Retirement	X	X	X		(See Eligibility)	Mandatory after 1 yr of regular employment; or upon employment if employee participated in an employer-sponsored retirement plan that provided contributions immediately preceding their employment at Xavier for a minimum of 1 year.	Savings for retirement through tax-deferred contributions. Initially receive 8.5% university contributions, increases based on year of service: 9% after 5 years 9.5% after 10 years 10% after 20 years	Contact the Office of Human Resources (513) 745-3638
Supplemental Retirement	X		X	X	At time of employment	At time of employment	Savings for retirement through tax-deferred contributions	Contact the Office of Human Resources (513) 745-3638
Supplemental Term Life Insurance	X		X		At time of employment	At time of employment	Opportunity to purchase additional group term life insurance coverage for you and your family.	Contact the Office of Human Resources (513) 745-3638
Flexible Spending Account	X		X			At time of employment for Dependent Care During Open Enrollment for Medical Reimbursement	Opportunity to make tax deferred contributions from pay check to be used for unreimbursed healthcare and dependent care expenses.	Contact the Office of Human Resources (513) 745-3638
Paid Leave: Holidays, Sick & Vacation		X	X	X	N/A	Holidays: At time of employment 10-13 Paid Holidays Sick: (non-exempt) Earn sick leave on an accrual basis at the rate of .040 per standard hours worked. Sick: (exempt) Refer to HR Policies and Procedures manual. Vacation: At time of employment	See Human Resources Policies and Procedures manual on the portal. http://www.xavier.edu/hr/docs/Employees/policym anual.pdf Holiday Schedule	

Benefits	Paid for by		Those Eligible		Enrollment	Eligibility	What you receive	Additional Information
	Staff/ Faculty	XU	Full- Time	Part- Time				
						Non-exempt : 0-3 yrs - .039 per standard hour 3-7 yrs - .058 per standard hour 7+ - .077 per standard hour Exempt-Administrative & Professional 0-2 yrs - 4.69hrs per pay period 2+ - 6.25hrs per pay period Exempt-Executive & Librarians 6.88hrs per pay period		
Tuition Remission	X	X	X	X	See specific details under Tuition Remission Program	See specific details under Tuition Remission Program	See specific details under Tuition Remission Program	http://www.xavier.edu/hr/docs/Employees/policym anual.pdf
O'Connor Sports Center	X		X	X	N/A	At time of employment. See website for membership information.	Gym, Pool, Hammer Strength Room, Cardio/Nautilus area, Racquetball Courts etc.	http://www.xavier.edu/recsports/OConnor/membership.cfm
Basketball & other sports team tickets	X		X	X	N/A		Free or reduced admission to some campus events.	Contact the Office of Human Resources (513) 745-3638

Tuition Remission Program – <http://www.xavier.edu/hr/docs/Employees/policymanual.pdf>

Employees participating in the tuition remission program	Waiting Period is:	Tuition Remission benefit is:	Additional Information
Full-time employee – Employees working a minimum of 37.5 hours a week	No waiting period	100%	Contact the Office of Human Resources (513) 745-3638
Part-time employee	No waiting period	Prorated based on employment hours	Contact the Office of Human Resources (513) 745-3638
Retired full-time employee	n/a	100%	Contact the Office of Human Resources (513) 745-3638
Spouse/dependent child of full-time employee	1 year waiting period	90%	Contact the Office of Human Resources (513) 745-3638
Spouse/dependent child of part-time employee	1 year waiting period	90% of prorated employment hours	Contact the Office of Human Resources (513) 745-3638
Spouse/dependent child of retired full-time employee	n/a	90%	Contact the Office of Human Resources (513) 745-3638
Spouse/dependent child of retired part-time employee	n/a	90% of prorated employment hours	Contact the Office of Human Resources (513) 745-3638

Xavier University employees may have the opportunity to participate in Tuition Exchange and FACHEX Programs. For additional information, review the policies at <http://www.xavier.edu/hr/docs/Employees/policymanual.pdf>. You may also contact Financial Aid at 513-745-2992 or Human Resources at 513-745-3638.