



# XAVIER UNIVERSITY

## OFFICE OF 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 <sup>st</sup> of the month following date of hire. If date of hire is the 1 <sup>st</sup> of the month, then eligibility begins on the 1 <sup>st</sup>	Comprehensive hospital and physician coverage. Prescription Drug Program. Employee portion is paid with before-tax salary dollars	<a href="#">2012 Medical Rates</a>
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 Humana'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	1-866-444-6556 <a href="#">Humana EAP</a>
Dental Insurance	X		X		Must be completed within 30 days of hire	1 <sup>st</sup> of the month following date of hire. If date of hire is the 1 <sup>st</sup> of the month, then eligibility begins on the 1 <sup>st</sup>	Preventive Benefits-100% Basic Benefits-60% Major Benefits-40%	For additional information, contact Dental Care Plus at (513) 554-1100/800-367-9466 or <a href="http://www.dentalcareplus.com">www.dentalcareplus.com</a> <a href="#">2012 Dental Care Plus Rates</a>
Vision	X		X		Must be completed within 30 days of hire	1 <sup>st</sup> of the month following date of hire. If date of hire is the 1 <sup>st</sup> of the month, then eligibility begins on the 1 <sup>st</sup>	Quality professional vision care at tremendous savings to you. Exam with co-pay. Covers a portion of glasses & contact lenses	<a href="#">2012 Avesis Vision Plan</a>
Group Life, Disability	X	X	X		CIGNA	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	For additional information, contact the Office of Human Resources (513) 745-3638
Basic Retirement	X	X	X		(See Eligibility)	Mandatory after 1 yr of regular employment; or	Savings for retirement through tax-deferred	Contact the Office of Human Resources: (513) 745-3638



Benefits	Paid for by		Those Eligible		Enrollment	Eligibility	What you receive	Additional Information
	Staff/ Faculty	XU	Full- Time	Part- Time				
						3-7 yrs - .058 per standard hour 7+ - .077 per standard hour <b>Exempt-Administrative &amp; Professional</b> 0-2 yrs - 4.69hrs per pay period 2+ yrs - 6.25hrs per pay period  <b>Exempt-Executive &amp; Librarians</b> 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	<a href="#">Tuition Remission Policy</a>
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.	<a href="http://www.xavier.edu/recsports/OConnor/membership.cfm">http://www.xavier.edu/recsports/OConnor/membership.cfm</a>
Basketball & other sports team tickets	X		X	X	N/A	Contact the Office of Human Resources (513) 745-3638	Free or reduced admission to some campus events	Contact the Office of Human Resources (513) 745-3638

## Tuition Remission Program – [Policy Information](#)

Employees participating in the tuition remission program	Waiting Period is:	Tuition Remission benefit is:	Additional Information
Full-time employee – <b>Employees working a minimum of 37.5 hours a week</b>	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/documents/official-policies-procedures-manual/4.03%20Tuition%20Remission.pdf>. You may also contact Financial Aid at 513-745-2992 or Human Resources at 513-745-3638.**