

BENEFITS SUMMARY

Full-Time Non-Board Approved Hotel Hourly

Must work an average of 36 or more hours per week

INSURANCE

Medical Insurance

- Wellmark Blue Cross & Blue Shield of Iowa – 3 plans available
- Employee single premium paid at 90% of the lowest premium plan option
- Option to cover eligible spouse/partner and/or children
- Coverage effective first of the month following 60 days after full-time hire date
- Employees may opt out of plan

Dental Insurance

- Delta Dental of Iowa
- Employee single premium paid at 75%
- Option to cover eligible spouse/partner and/or children
- Coverage effective first of the month following 60 days after full-time hire date
- Employee may opt out of plan

Vision Insurance

- Vision Service Plan
- Employee single premium paid at 75%
- Option to cover eligible spouse/partner and/or children
- Coverage effective first of the month following 60 days after full-time hire date
- Employee may opt out of plan

Life/AD&D Insurance

- \$50,000
- Coverage effective first of the month following 60 days after full-time hire date

Supplemental Life Insurance

- Optional for employee, eligible spouse/partner and children

Flexible Benefit Plan

- Healthcare Expense Account up to IRS limit per plan year (July – June)
- Dependent Care Expense Account up to IRS limit per plan year (July – June)
- Coverage effective first of the month following 60 days after full-time hire date

PAID TIME OFF

Paid leave accrual begins first of the month following 60 days of FT employment

PTO (Paid Time Off)

- *Year of FT continuous employment:*
 - Year 0-4 18 days per fiscal year (prorated at 1.5 day/month)
 - Year 5-9 24 days per fiscal year (prorated at 2 days/month)
 - Year 10+ 30 days per fiscal year (prorated at 2.5 days/month)
- Can bank 5 days (40 hours) of unused PTO per fiscal year to a maximum of 60 days

Holidays

- Seven (7) Paid Holidays
 - New Year's Day
 - Independence Day
 - Christmas Day
 - MLK Day
 - Labor Day
 - Memorial Day
 - Thanksgiving Day

Bereavement Leave – Family

- 5 days per fiscal year

▶ RETIREMENT

Enrollment in a retirement plan is mandatory under Iowa Code

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| Plans | ➤ One-time election of either IPERS or TIAA |
| Contribution | ➤ Employer: 9.44%
➤ Employee: 6.29% (pre-tax) |
| 403(b) Retirement Annuities | ➤ Optional benefit |
| Retirement Incentive Program | ➤ Eligibility: Age 55 with 10 years of full-time board-approved employment
➤ Cash incentive is 5% for each year of consecutive FT Hotel employment, not to exceed 100%.
➤ Single medical, dental and vision premium paid until Medicare eligible. |

▶ TUITION BENEFITS

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| Kirkwood Tuition Benefit | ➤ Six (6) credit hours per semester tuition-free for Kirkwood courses
➤ Continuing Education benefit of \$250 per session.
➤ Effective first semester/session after date of hire |
| Dependent Tuition Benefit | ➤ 50% discount on credit tuition only for dependent children and spouse/partner
➤ Effective first semester after date of hire |
| Tuition Discount/Non-Kirkwood | ➤ When applying for admission at other institutions, please inquire about any discounts available for Kirkwood employees. |

▶ OTHER BENEFITS

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| Employee Assistance Program (EAP) | ➤ Mercy EAP with a limit of six (6) visits per family member per calendar year |
| Recreation Center | ➤ Free to employee
➤ Spouse/Partner and children age 14-25 is \$25 for a six-month membership |
| Service Awards | ➤ Awarded in 5 year increments beginning with 5 years of full-time employment |