

## **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 – 4 plans available
- ▶ Employee single premium paid at 90% of the HMO Core 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*

- |                             |   |
|-----------------------------|---|
| Plans                       | ▶ One-time election of either IPERS or TIAA |
| Contribution                | ▶ Employer: 9.44%                           |
|                             | ▶ Employee: 6.29% (pre-tax)                 |
| 403(b) Retirement Annuities | ▶ Optional benefit                          |

## ▶ TUITION BENEFITS

- |                               |   |
|-------------------------------|---|
| Kirkwood Tuition Benefit      | ▶ Six (6) credit hours per semester tuition-free for Kirkwood courses   |
|                               | ▶ Continuing Education benefit of \$1000 per fiscal year.   |
|                               | ▶ Effective first semester/session after benefits eligible date   |
| Dependent Tuition Benefit     | ▶ 50% discount on credit tuition only for dependent children and spouse/partner   |
|                               | ▶ Effective first semester after benefits eligible date   |
| Tuition Discount/Non-Kirkwood | ▶ When applying for admission at other institutions, please inquire about any discounts available for Kirkwood employees. |

## ▶ OTHER BENEFITS

- |                                   |  |
|-----------------------------------|--|
| 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  |