



THE UNIVERSITY OF ARKANSAS  
AT MONTICELLO

**Benefits Summary**

*A brief guide to the benefits offered to UAM employees*

The following benefits are a valuable part of your total compensation package at the University of Arkansas at Monticello. This publication only highlights the benefits offered. It is not a guarantee of benefits. Employees should seek information from the Payroll / Human Resources Office on the third floor of Harris Hall, regarding eligibility, cost and options to make benefit changes.

Please refer to the Summary Plan Description (SPD) for a full description of each benefit plan. SPDs and insurance rates are posted on our website. Printed copies are available by request through the Personnel Office.

Employees must enroll in their benefits within 31 days of their benefits-eligible appointment date. Benefits are effective the first day of the month following the enrollment date as long as the enrollment forms are received in the Personnel Office within the 31-day enrollment eligibility window.

### Medical Plan

The University of Arkansas at Monticello's Medical Plan is self-insured and self-funded. UMR is our third party administrator and processes our medical claims. MedImpact is our pharmacy benefit manager and processes our prescription claims.

You have three plans to choose from: **Classic, Premier, and Health Savings**. All plans cover a wide range of traditional expenses such as doctor visits, surgical services, pregnancy, emergency room services, hospital stays, mental health services and diagnostic testing. With a goal of assisting you in being healthy, most preventive care performed in-network is covered in full (such as annual physicals, flu shots, cancer screenings and well-baby care).

#### Classic Plan

Classic is the primary plan. It is similar to an HMO as care can only be provided through in-network providers (exception for emergencies that arise while traveling). You should have no trouble finding an in-network provider anywhere in the United States as the network is national under UnitedHealthcare.

#### Premier Plan

This is a "gold" plan with the highest premiums. But you'll pay the least out-of-pocket of the three medical options when you receive care from in-network providers. Benefits are also available out-of-network, although at a lower rate.

#### Health Savings Plan

This plan has the lowest premiums. But until you meet the deductible, you pay for **ALL** medical expenses yourself. Once you meet the deductible, you share the cost of covered

medical and prescription drug expenses with the Plan through coinsurance. This plan includes a Health Savings Account (HSA) – a tax-advantaged account used to pay eligible medical, dental, vision and prescription expenses. Money in your HSA stays with you year after year, no "use it or lose" rule. The HSA belongs to you, which means you can take it with you if you leave the University or retire. Your HSA grows through contributions made by the University and you. You cannot enroll in this plan if you have other health coverage or are eligible for Medicare.

A side-by-side comparison of these three plans is posted to the Personnel / Payroll website. You can also view the University of Arkansas System Provider Network, which is nationwide. The website link is [www.umar.com/oss/cms/UMR/UAS/](http://www.umar.com/oss/cms/UMR/UAS/).

Free health coaching for chronic conditions such as diabetes, asthma, hypertension, high cholesterol, obesity and tobacco use is available through UMR. Copayment waivers and discounts on prescriptions and medical equipment may be available for those who participate in a disease management plan.

#### You may enroll in a medical plan at these times:

1) within your first 31 days of employment; or 2) within 31 days of a qualified event such as marriage, birth of a child, divorce, death or spouse's loss of coverage. Coverage takes effect the first day of the month following the date your written election is received by the Personnel Office.

**If plan changes are needed outside your initial enrollment or during the time of a qualifying event, you will have to wait until open enrollment. This is typically offered from**

**November 1<sup>st</sup> through December 1<sup>st</sup> for a January 1<sup>st</sup> effective date.** Please refer to the SPD for further information.

### Dental Plan

The University of Arkansas at Monticello's Dental Plan is self-insured and self-funded. Arkansas Blue Cross / Blue Shield is our third party administrator and processes our dental claims.

Our dental plan is a preventive plan. It is designed to assist you in maintaining good oral health. Twice-a-year checkups and cleanings are covered in full. The plan has a \$50 deductible for other services that are covered at either 80% (restorative care) or 50% (major care). \$1,500 is the maximum annual benefit per person, although there is a rollover benefit that could increase this to \$3,000. Starting Jan 2018, 50% coverage on orthodontia for children under age 18 will be covered, up to \$2000 lifetime maximum per child.

A schedule of benefits is posted on our web site. A link to Arkansas Blue Cross / Blue Shield's web site is also posted there.

**You may enroll in the dental plan at these times:**

1) within your first 31 days of employment; or 2) within 31 days of a qualified event such as marriage, birth of a child, divorce, death or spouse's loss of coverage.

Coverage takes effect the first day of the month following the date your written election is received by the Personnel Office.

**We do not have a guaranteed annual open enrollment period for dental.**

### Vision Plan

The vision plan, insured through Superior Vision, benefits those who have vision impairments and wear corrective eye wear. It helps lower out of pocket costs when you get an eye exam and purchase frames, lenses or contacts. There are also discounts for refractive surgery. Visit our web site for a detailed benefit description of the two vision plans, **Basic** and **Enhanced**.

You may enroll in the vision plan within your first 31 days of employment. Newly eligible family members (e.g. marriage) may also be added within 31 days. Open enrollment periods will be offered at the discretion of the carrier and are not guaranteed to be held annually.

### Life Insurance

Life insurance, insured through The Standard Insurance Company, provides payment to family or other beneficiaries in the event of death. UAM provides **Basic Life Insurance** to

you at no cost. Coverage is equal to one times your salary, up to a maximum of \$50,000, and is payable to your beneficiary in the event of your death.

You may purchase an additional one, two, three, or four times your salary (up to a maximum of \$500,000) by enrolling in **Optional Life Insurance**. Again, the benefit is payable to your beneficiary in the event of your death.

You may purchase life insurance on your spouse and dependent children by enrolling in **Dependent Life Insurance**. The benefit is payable to you in the event of their death. You may choose \$10,000, \$15,000, or \$20,000 coverage for your spouse. Children are covered at one-half of the elected spouse's coverage.

These plans are described in detail in the SPDs which are posted on our web site.

You may enroll in the Optional and/or Dependent Life Insurance plans within your first 31 days of employment. Coverage takes effect the first of the following month. After this period, you can apply for coverage through Evidence of Insurability, but the carrier reserves the right to deny coverage based on health condition.

### Accidental Death and Dismemberment

AD&D insurance, insured through The Standard Insurance Company, provides coverage for yourself, your spouse and your dependent children in the event of accidental death (full benefit) or dismemberment (partial benefit). A spouse is covered at 60% of your elected dollar coverage and children are covered at 20% of your elected dollar coverage. Coverage amounts are available in \$25,000 increments up to a maximum of \$300,000; limited to 15 x salary for coverage over \$150,000.

You may enroll in AD&D insurance at any time. This plan is described in detail in the SPD posted on our web site.

### Long Term Disability

Disability coverage, provided by The Standard Insurance Company, assists in replacing earnings in the event a long-term injury or illness prevents you from working. UAM provides **Basic Long Term Disability** to you at no cost. The benefit amount is 60% replacement of your salary, up to maximum of \$1,000 per month.

If your annual salary is over \$20,000 (in other words, 60% of your monthly income exceeds \$1,000 per month), you may enroll in **Optional Long Term Disability**. The benefit remains 60% replacement of your salary, but raises the maximum monthly benefit from \$1,000 to \$5,000.

These plans are described in detail in the SPDs posted on our web site.

Updated 4/16/2019

You may enroll within your first 31 days of employment. Employees who become eligible at a later date (when salary exceeds \$20,000) likewise have 31 days to enroll. After this period, you can apply for coverage through Evidence of Insurability, but the carrier reserves the right to deny coverage based on health condition.

### Flexible Benefit Plans

With our **Health Care Flexible Spending Account**, you may set aside up to \$2,600 annually through payroll deductions to be used for eligible out-of-pocket medical expenses, and thereby pay for these expenses with pre-tax dollars. This potentially increases your take-home pay by reducing your taxes. Many employees choose to establish an account to pay their medical insurance copays and deductible, orthodontia costs, prescribed drugs, and prescription eyewear (if not covered under our vision plan). There is a rollover benefit at the end of each calendar year of up to \$500 of unused funds. You may use these funds for the next calendar year. In order for the rollover to occur, you must have a balance of more than \$50 in your HC FSA at the end of the calendar year.

With a **Dependent Care Flexible Spending Account**, you may set aside up to \$5,000 annually through pre-tax payroll deductions to be used for daycare expenses. The account may be used to help pay for the expenses of childcare or care of other immediate family members that qualify. If you elect to participate, you may not take the childcare credit for the same expenses when you file your income tax returns.

You may elect to participate in any of these Section 125 Flexible Benefit Plan options within your first 31 days. The next opportunity to renew or change your election will be the Section 125 open enrollment period held each November, to be effective January 1 of the following year.

You may also make changes within 31 days of a qualifying event as defined by the IRS (includes marriage, birth of a child, divorce, death).

For more information or to review the SPD, visit our web site.

### Retirement Plans

UAM offers the University of Arkansas Retirement Plan (UARP)\*. The UARP is a 403(b) and 457(b) “defined contribution” plan. Retirement benefits are based upon the amount of contributions made to the plan and the growth and/or interest earnings of those contributions.

The UARP offers many investment options through one or both of the plan’s fund sponsors: **TIAA** and **Fidelity Investments**. You should consider factors such as your interest in personally contributing to a plan, your future employment plans, and your interest in participating in the management of your investment funds.

UAM automatically contributes an amount equal to 5% of your salary to the plan (upon your completion of required forms). Your contributions over 5%, up to a maximum of 10%, are matched by UAM each pay period.

Effective July 1, 2016, All UARP participants will be required to contribute per the schedule below.

Effective July 1, 2018 through June 30, 2019 –  
The employee required contribution is 3%.

Effective July 1, 2019 through June 30, 2020 –  
The employee required contribution is 4%

Effective July 1, 2020 and ongoing –  
The employee required contribution is 5%.

Because the plan is a combo 403(b) and 457(b), you can generally contribute up to two times the applicable IRS limit on tax-deferred contributions. You can also make Roth 403(b) contributions.

All benefits eligible employees participating in the UARP may, within the IRS limits, increase or decrease your contributions at any time as long as your contribution does not fall below the required contribution amount.

All non-benefits eligible employees on the University payroll are eligible to participate in an unmatched 403(b) Supplemental Retirement Account on a voluntary basis. If you are in a non-benefits eligible role you will not receive any employer contributions to your retirement plan, but you can make voluntary unmatched contributions. You may select TIAA and/or Fidelity Investments for your retirement plan vendors. Within the IRS limits, you may enroll, end, increase, decrease, or suspend your contributions at any time.

\*The University of Arkansas System no longer offers ATRS and APERS as retirement plan options for new employees.

### Voluntary Insurance Plans

The University of Arkansas offers the advantage of group discounted rates for the following benefit plans. You would contact the carrier to apply for coverage.

**Group Home/Auto Insurance** is provided through Liberty Mutual. You can apply for coverage at any time. For more information, visit [www.libertymutual.com/](http://www.libertymutual.com/).

**Critical Illness Insurance** is provided through MetLife. You may enroll within your first 60 days of employment. Coverage is available for you and your family (spouse & children). For more information, visit [www.metlife.com/mybenefits](http://www.metlife.com/mybenefits).

**Identity Theft Protection** is provided through ID Watchdog. You would be purchasing an individual policy directly through them. ID Watchdog searches billions of data points and alerts you of any changes to your credit, financial transactions, personal information, and more. Additional features include social network alerts, sex offender notifications, and a password manager.

**Pre-Paid Legal Services** is provided through LegalShield. You would be purchasing an individual policy directly through them. LegalShield gives you the ability to talk to a lawyer on any personal legal matter without worrying about high hourly costs. For one flat monthly fee, they can access legal advice, no matter how traumatic or trivial the issue.

Contact the Personnel Office for additional information about these voluntary plans.

### Leave Benefits

Full-time, twelve-month appointed employees are eligible for the following leave benefits.

- 11 paid **holidays** annually
- 12 days of annual **vacation** leave. Accrual rate increases at 3, 5, 12 and 20 years of service. (Non-classified exempt employees accrue 22.5 days annually)
- 12 days of annual **sick** leave
- Up to 12 weeks **FMLA Leave** (under the Family and Medical Leave Act) for eligible employees
- Up to 6 months paid **Catastrophic Leave** for eligible employees
- 1 day **Children's Educational Activities Leave** for eligible employees
- **Military, Educational and Jury Duty** leave

### College Tuition Discount

A full-time employee, the employee's spouse, and the employee's dependent children may receive a tuition waiver for undergraduate courses, up to 132 semester credit hours, at any of the University of Arkansas campuses.

UAM employees may take up to 132 undergraduate semester credit hours and/or up to 36 graduate semester credit hours at UAM at 10% of the cost of tuition. UAM employees will receive a 50% tuition waiver for up to 132 undergraduate semester credit hours at another University of Arkansas campus. Spouses and dependent children (as outlined by the Internal Revenue Service) of UAM employees enrolled at any University of Arkansas campus receive a discount on undergraduate courses, up to 132 semester credit hours: a 50% tuition discount at UAM, and a 40% tuition discount at any other campus within the University of Arkansas.

Effective May 1, 2017, eligibility as described above shall begin with the final day of regular registration following continuous employment in a full-time position with UAM for one complete fall or spring semester.

Tuition discount forms are available on the Personnel / Payroll website under Benefits Information, then under the General Information section.

### Miscellaneous Benefits

- Library privileges
- Discounts at area merchants
- On-site fitness center
- Unemployment Insurance
- Workers' Compensation
- UAM ID Cards for family members
- Free admission to UAM athletic events
- UAM Bookstore discount
- AT&T wireless phone discount for qualified plans and services (U of A System)

*The University of Arkansas at Monticello does not discriminate in employment or in any of its services on the basis of race, color, religion, creed, gender, ethnic or national origin, disability, age, veteran status, or any legally protected class.*