

Des Moines University - Osteopathic Medical Center

Summary of Benefits for Part-time Exempt Employees

Exempt employees who are regularly scheduled to work 20 hours per week or more, but less than 32 hours per week, are eligible for the following benefits:

Business Travel/Accident Insurance

The University provides all exempt employees with \$ 100,000 of travel and accident life insurance coverage. This coverage is effective for travel on University approved business, but does not cover travel to high risk countries.

Day Care Center

Children's Garden is located in a new facility at Wesley Acres on property adjacent to the University. In consideration for the University's support in developing the property, the Children's Garden has granted priority status for the enrollment of 20 dependents of Des Moines University students or employees. The center's hours are 6:30 a.m. to 6:00 p.m., Monday through Friday. The University does not subsidize costs in any way, and cannot guarantee availability of open slots.

Dental Insurance

Group dental insurance is available effective the first of the month following the date of employment. The premiums are shared by the University and the employee. Dependent coverage is available.

Employee Assistance Program (EAP)

Free confidential counseling is provided to employees and family members through the Assistance Centre. Each person is allowed up to 10 visits per year.

Flexible Benefit Program

Under Section 125 of the Internal Revenue Code, the University deducts health, dental and vision premiums on a pre-tax basis. Employees may elect to participate in the medical expense and dependent care reimbursement accounts. Employees are eligible effective the 1st of the month following the date of employment.

Health Insurance

Health and hospitalization insurance is available effective the first of the month following the date of employment. The University will pay 85% of the premium for single coverage, and 70% of the premium for dependent coverage (employee plus spouse, employee plus child/ren, and family coverage).

Holidays

The University is closed on the following holidays:

New Year's Day	Independence Day	Friday after Thanksgiving
Martin Luther King Day	Labor Day	Day before Christmas
Memorial Day	Thanksgiving Day	Christmas

Effective with the date of employment, part-time exempt employees are eligible for the above paid holidays. In addition, personal time in the amount of 8 hours is given on the date of employment and each January 1 thereafter. Use of personal hours must be approved by the immediate supervisor and must be used by year end or be forfeited.

Life Insurance

Group Term Life insurance is available effective the first of the month following, or coincident with, the date of employment. The coverage amount is equal to 2 times the base annual salary, calculated when first enrolled and updated as of August 1 of each year. The maximum coverage allowed is \$400,000. The premium is shared by the University and the employee. The employee cost is \$.1135 per \$ 1,000 of coverage. Voluntary Term Life coverage for the employee, spouse and/or child(ren) is available at the employee's expense, and is age-rated.

Long Term Care Insurance

Group Long Term Care Insurance through UNUM is available on January 1, following three months of service. Coverage can be purchased for the employee, spouse, parents, parents-in-law, grandparents, and grandparents-in-law. Premiums are paid by the employee or covered person.

Long Term Disability

Long term disability insurance is provided by the University and is effective the first of the month following, or coincident with, the date of employment. Benefits are payable after a 90-day elimination period and are equal to 60% of the base salary, to a maximum of \$ 7500 per month.

Payroll Direct Deposit

Payroll direct deposit is required for all University employees.

Professional Development

Professional Development funds of up to \$ 1,000 per fiscal year are available to assist employees in developing job skills. These funds may be used to pay fees for professional licenses, certifications or exams, membership in professional organizations, and to attend seminars, conferences and meetings, which are job related. Prior approval must be obtained from the employee's budget officer. (Post-doctoral trainees and positions funded by grant money are not eligible for this benefit unless provided in the grant).

Retirement Plan

The retirement plan at DMU is a 403(b) Defined Contribution Plan through TIAA-CREF. The University will match 100% of the employee's contribution up to 10% of the employee's salary, or \$1,375.00 per month, whichever is less. Employees are eligible beginning the first of the month following the date of employment and participants receive 100% full and immediate vesting in the matching funds.

Sick Leave

Beginning the first of the month following the date of employment, sick leave accrues at a rate of 6 hours per month to a maximum bank of 360 hours. Sick Leave can be used for the illness of the employee or to care for a sick family member (child, spouse, or parent). It may also be used for medical or dental appointments, including routine checkups or treatment.

Tuition Assistance Policy

After six months of regular employment, employees are eligible to request Tuition Assistance for pre-approved course work and required textbooks. Upon approval, DMU will pay 75% of eligible fees up to \$ 2500 per fiscal year. (The employee will remain responsible for 25%). Full or partial reimbursement from the employee may be required if the course is not successfully completed, if the employee does not follow the procedures in the policy, or if the employee voluntarily terminates employment within 12 months of completing a course. Tuition Assistance benefits may be taxable income to the employee. (Post-doctoral trainees and positions funded by grant money are not eligible for this benefit.)

Tuition Waiver Policy

After one year of regular employment, employees may be permitted to receive a waiver of tuition for up to nine (9) credit hours of University course work per fiscal year. Waivers are available only in programs permitting part-time study (Public Health, Health Care Administration, and Postprofessional DPT programs). The waived fee represents economic value to the employee, so the monetary equivalent is taxable to the employee. The employee may be required to reimburse DMU the cost of tuition if the course is not successfully completed or if the employee voluntarily terminates employment with DMU prior to completion of the course(s). (Post-doctoral trainees and positions funded by grant money are not eligible for this benefit).

Vacation

Beginning the first of the month following the date of employment, vacation accrues at the rate of 8 hours per month to a maximum bank of 96 hours. Vacation time can be requested as desired; however, the University reserves the right to schedule vacations to avoid unnecessary disruption of University activities. Vacation requests should be submitted to the Discipline and/or Department Head.

Vision Discount Plan

The Avesis Vision Discount plan is available for the entire family each January 1. Premiums are paid by the employee.

Wellne\$\$ Pay\$

This wellness incentive plan rewards participants for improving, achieving, or maintaining a variety of healthy lifestyle behaviors. Participants work toward a variety of goals to earn a wellness bonus including: Preventive/Educational, Physical Activity, Clinical Measures, and Emotional/Mental Wellness. The more goals achieved, the greater the rewards. In addition to improved health, rewards are in the form of gift certificates, cash bonuses and prize drawings.

Additional “Fringe” Benefits

Additional benefits or conveniences available during the course of employment at the University include:

- On-site Fitness Center and Wellness Programs
- On-site Cafeteria
- On-site Clinic
- Annual Flu Shots
- Lactation Room (Tower 613)
- Tobacco Free Environment (Smoking and use of tobacco products is not allowed anywhere on campus, including the outdoor areas).
- Free Convenient Parking
- Free Bus Pass
- Various Employee Activities held throughout the year
- In-house training for personal and professional growth including:
 - Computer classes
 - Basic Life Support Training
 - Management Development Courses
 - Leadership Skills
- Lunch & Learn Programs such as:
 - Financial Planning
 - Social Security
 - Medicare
 - Wellness Topics
- Discount Tickets such as:
 - Adventureland
 - Iowa Cubs Baseball
 - Iowa Events Center
 - Iowa State Fair
 - Movie Theaters

Notice

The above is only a summary of the benefit package available effective July 1, 2009. The employer reserves the right to modify these benefits. Plan Documents and University Policies will prevail in the event of a discrepancy. For more information regarding any of these benefits, please contact Human Resources.