

Des Moines University - Osteopathic Medical Center

Summary of Benefits for Full-time Hourly Employees

Non-exempt (hourly) employees who are regularly scheduled to work 40 hours per week or more are eligible for the following benefits:

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 University pays for employee coverage. Dependent coverage is paid for by the employee.

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 90% of the premium for single coverage, and 80% 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

Full-time employees are eligible for the above paid holidays effective with the date of employment. In addition, personal time in the amount of 16 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.

Payroll Direct Deposit

Payroll direct deposit is required for all University employees.

Professional Development

Eligible employees can request the use of professional development money to pay fees for professional licenses, certifications/exams, membership in professional organizations, and to attend seminars, conferences and meetings, which are job related. Funds are budgeted in Human Resources and must be pre-approved by the employee's supervisor and Human Resources. Approval is based upon justification and available funds. Employees shall be given sufficient leave for the purpose of attending pre-approved Professional Development activities. (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 to a maximum of \$300.00 per month. 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.

Short Term Disability

Short-term disability insurance is provided by the University and is effective on the first of the month following, or coincident with, the employee's four month anniversary. For an illness, benefits are payable after a 7-day elimination period and are equal to 2/3 of the base salary up to \$ 650 per week, for a maximum of 13 weeks. There is no elimination period for an accident.

Sick Leave

Sick leave accrues at the rate of 3.5 hours per pay period beginning with the pay period in which the 4-month anniversary date falls. It is earned and available for use beginning the first pay period following the anniversary date. It can accrue to a maximum bank of 480 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 \$ 5000 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 Discount Policy

Spouses and children of eligible employees receive a 50% reduction in the cost of tuition at the University. This tuition discount applies only to the basic tuition. There are no discounts for any academic remediation (e.g. tutorials, repeated courses, re-evals, etc.) or any other fees. To be eligible, the employee must have completed one full year of employment prior to the spouse's/child's registration for their first year of study. The waived fee (discount) represents economic value to the employee, so the monetary equivalent is taxable 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

Vacation accrues per pay period starting with the date of employment. The accrual amount is credited to the employee's bank and considered "earned" at the end of the pay period. Earned vacation may be used in subsequent pay periods. Accrual rates increase with longevity (see chart below). The change in accrual rates is effective during the pay period in which your anniversary date falls. It is earned and available for use beginning the first pay period following the anniversary date.

Years of Service	Per pay period	Total Annual Accrual	Maximum Bank Allowed
Date of hire to four (4) years	4.00 hours	104.0 hours	144 hours
Five (5) years to nine (9) years	5.75 hours	149.5 hours	189 hours
Ten (10) years to fourteen (14) years	7.25 hours	188.5 hours	229 hours
Fifteen (15) years to nineteen (19) years	7.50 hours	195.0 hours	235 hours
Twenty (20) plus years	8.00 hours	208.0 hours	248 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 immediate supervisor.

Vision Discount Plan

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

Wellness 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.

Revised July 1, 2009

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