Grant-funded faculty members 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 at 3223 University Ave., within 3 minutes of DMU. Children’s Garden gives priority status for the enrollment of dependents of DMU 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. Phone: 515-259-9880. Website: www.childrens-garden.net.

**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 fiscal 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 65% of the premium for dependent coverage (employee plus spouse, employee plus child/ren, and family coverage).

**Holidays and Personal Hours**
The University is closed on the following holidays:

<table>
<thead>
<tr>
<th>Holiday</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Year’s Day</td>
<td>January 1</td>
</tr>
<tr>
<td>Martin Luther King Day</td>
<td>January 20</td>
</tr>
<tr>
<td>Memorial Day</td>
<td>December 25</td>
</tr>
<tr>
<td>Independence Day</td>
<td>November 4</td>
</tr>
<tr>
<td>Labor Day</td>
<td>September 3</td>
</tr>
<tr>
<td>Thanksgiving Day</td>
<td>November 28</td>
</tr>
<tr>
<td>Friday after Thanksgiving</td>
<td>November 23</td>
</tr>
<tr>
<td>Day before Christmas</td>
<td>December 24</td>
</tr>
<tr>
<td>Christmas</td>
<td>December 25</td>
</tr>
<tr>
<td>Thanksgiving Day</td>
<td>December 28</td>
</tr>
</tbody>
</table>

Effective with the date of employment, part-time faculty 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 $1.185 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 the premium 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.

Malpractice Insurance
Faculty members who have direct patient contact and who would be in a position of liability for professional malpractice shall be supplied with medical liability and malpractice insurance by the University. A disclaimer is needed regarding the insurability of the faculty member as a prerequisite for implementing the contract. Malpractice insurance shall cover all professional services that the faculty member is qualified to perform.

Payroll Direct Deposit
Payroll direct deposit is required for all University employees.

Professional Development (available only if funds are provided in the grant)
Professional Development funds of up to $1,500 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
DMU offers a 403(b) Defined Contribution Plan through Principal Financial. Both Pre-tax and Roth options are available. The University will match 100% of the employee’s contribution up to 10% of eligible earnings or $1500 per month, whichever is less. Employees are eligible beginning on the first day 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.

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, it must be used during the grant period and 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. The EyeMed Vision Discount plan is included with the dental coverage.

Wellne$$ Pay$$
This wellness incentive plan rewards participants for improving, achieving, or maintaining a variety of healthy lifestyle behaviors. A bonus is earned as participants work toward a variety of goals including: Preventive/Educational, Physical Activity, Clinical Measures, and Emotional/Mental Wellness. The more goals achieved, the greater the rewards. In addition to improved health, participants are rewarded financially.
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 (SEC 170)
- Tobacco Free Environment (Smoking and use of tobacco products is not allowed anywhere on campus, including the outdoor areas).
- Nicotine Cessation Benefit
- Free Convenient Parking, including a faculty lot
- Free Bus Pass
- Various Employee Activities held throughout the year
- Paid Time Off for DMU sponsored Community Service Projects
- In-house training for personal and professional growth including:
  - Computer classes
  - Basic Life Support Training
  - Management Development Courses
  - Leadership Skills
  - Diversity and Inclusion Programs
- Lunch & Learn Programs such as:
  - Financial Planning
  - Social Security
  - Medicare
  - Wellness Topics
- Discount Tickets such as:
  - Adventureland Amusement Park
  - Iowa Cubs Baseball
  - Iowa Events Center
  - Iowa State Fair
  - Movie Theaters - Carmike

Notice
The above is only a summary of the benefit package available effective January 1, 2016. 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.