

GROUP LONG TERM DISABILITY INSURANCE

- Guardian
- ASU pays 60%
- Effective after one year of employment
- No medical exam required
- Pays 60% of basic monthly salary; up to \$5,000 monthly
- Pays additional 40% for Critical Disability; up to \$5,000
- After 180 days of non-work status

EMPLOYEE ASSISTANCE PROGRAM

- Your Confidential Employee Assistance Program (EAP)
- Available 24 hours a day, 7 days a week
- **1-800-386-7055** or www.ibhworklife.com (username: Matters, Password: wlm70101)
- ASU pays 100%
- Counseling Services (anxiety and depression; divorce and separation; drugs and alcohol; grief and loss; legal and financial, etc.)

SICK LEAVE

- Monthly employees accumulate 8 hours per month
- Bi-Weekly employees accumulate 3.69 hours per pay period
- Sick leave accumulation is unlimited
- Unused sick leave transferrable to Teachers' Retirement System (TRS) for service credit upon retirement

PERSONAL LEAVE

- Nine and ten-month faculty only
- Earn 1½ days per semester; 3 days per academic year
- Not earned during summer semester
- Non-accumulative

ANNUAL LEAVE

Twelve-month employees only; maximum is 288 hours or 36 days; any excess will be transferred to employees' sick leave balance at the end of each calendar year.

Service Years	Monthly	Bi-Weekly
5 years or less	8 hours	3.69 hours
5 to 10 years	10 hours	4.62 hours
10 to 20 years	12 hours	5.536 hours
20 years or more	16 hours	7.384 hours

BEREAVEMENT LEAVE

- All employees shall be granted up to 3 working days of bereavement leave for the death.
- The supervisor or head of the department may approve additional leave, depending on the circumstances.

OFFICIAL HOLIDAY SCHEDULE

- » New Year's Day
- » Dr. Martin Luther King's Birthday
- » Good Friday
- » Memorial Day
- » Independence Day
- » Labor Day
- » Thanksgiving & Day After
- » Christmas Eve & Christmas Day

RETIREMENT PROGRAM

- Teachers' Retirement System (TRS) mandatory
- Pre-retirement death benefits after one scholastic year of service
- Beneficiary(s) or estate eligible to receive \$15,000 in life insurance benefits, member contributions, total interest earned, plus an amount equal to member's salary (based upon years of service credit)
- Vested interest after 10 years of creditable service
- Retirement at age 60 (Tier I) and 62 (Tier II), with at least 10 years of service
- Retirement at any age with 25 years of service
- Member must notify TRS in writing regarding intent to retire.

CONTRIBUTORS	TIER I EMPLOYEES (Hired prior to Jan. 1, 2013)	TIER II EMPLOYEES (Hired on/after Jan. 1, 2013)
Alabama State University	12.01%	10.82%
Regular Members	7.50%	6.00%
Law Enforcement Officers	8.50%	7.00%

SUPPLEMENTAL RETIREMENT

- Optional program
- Contact Human Resources for administrator's information.

TUITION ASSISTANCE

- Full-time employees only
- One course is waived per semester for an employee.
- ½ tuition waived for employee's spouse and/or dependents.
- Proof of marriage and dependent status is required.
- Waiver request due prior to or at time of course registration.



ALABAMA STATE UNIVERSITY

Office of Human Resources

334-229-4667



ALABAMA STATE UNIVERSITY

FISCAL YEAR 2017-18 EMPLOYEE BENEFITS SUMMARY

GROUP HEALTH CARE PLAN

- Blue Cross Blue Shield of Alabama (BCBS)
- Provides Preferred Medical Doctors (PMD) or Preferred Outpatient Facilities
- Blue Card PPO extends your PMD benefits outside Alabama for employees who travel or out of state dependents
- BCBS will issue the new enrollment cards to your home
- Locate providers at www.bcbsal.org or **1-800-810-BLUE**

Single Coverage Cost- 427.01 month

Salary	ASU Pays	Employee Pays
Less than \$25,000	\$397.12	\$29.89
\$25,000 - \$32,500	\$375.77	\$51.24
\$32,501 - \$40,000	\$345.88	\$81.13
Above \$40,000	\$307.45	\$119.56

Family Coverage- \$1,045.20 month

Salary	ASU Pays	Employee Pays
Less than \$25,000	\$585.31	\$459.89
\$25,000 - \$32,500	\$564.41	\$480.79
\$32,501 - \$40,000	\$533.05	\$512.15
Above \$40,000	\$501.70	\$543.50

Spouse Plan

If both spouses are full-time ASU employees and are eligible for benefits, only one spouse will qualify for the plan. The other spouse will have to enroll in the single coverage plan.

Salary	ASU Pays	Employee Pays
Less than \$25,000	\$783.90	\$261.30
\$25,000 - \$32,500	\$783.90	\$261.30
\$32,501 - \$40,000	\$783.90	\$261.30
Above \$40,000	\$783.90	\$261.30

GET ACQUAINTED WITH YOUR RESOURCES AT
www.behealthy.com/ or www.bcbsal.com

GROUP HEALTH CARE PLAN

- \$100 deductible per hospital admission
- \$50 co-pay for the 2nd-6th day hospital stay
- \$35 co-pay per physician visit
- \$50 co-pay per specialist visit
- \$250 outpatient hospital co-pay
- Outpatient hospital charges for accidental injury (within 72 hours of injury) not subject to deductible

Pre-Admission Certification (PAC)

- Prior approval required for all hospital admissions
- Maternity and emergency admissions must be approved within 48 hours

Preferred Home Health Care Benefits

- See Health Booklet/BCBS Website

Preferred Hospice Benefits

- See Health Booklet/BCBS Website

Outpatient Diagnostic X-Ray and Lab Benefits

- Cap at \$300 per person each 12 consecutive months
- 100% coverage for mental health and chemical dependency (alcohol and drug abuse) services

Major Medical Benefits

- \$1,000,000 contract maximum per person
- \$200 calendar year deductible
- \$600 calendar year deductible for family
- \$1,500 calendar year out-of-pocket maximum
- \$4,500 calendar year out-of-pocket maximum for family
- Up to 30 days per calendar year for treatment of mental health disorders, chemical detoxification, and rehabilitation
- Cancer and related illnesses will be paid as any other illness, subject to co-pays or deductibles

Blue Cross Preferred Care

- Preferred Medical Doctor or Preferred Outpatient Facility
- \$35 co-pay per visit for office visits
- \$50 co-pay per visit for emergency room services by a physician
- 100% coverage for x-rays, labs, pathology, surgery, anesthesia, inpatient physician visits, chemotherapy and radiation therapy, maternity care and routine immunizations
- Non-Preferred Durable Medical Equipment network in Alabama

Comprehensive Managed Care

- Alternative benefits through individual Case Management may be available

Same Sex Coverage

- Medical and dental coverage provided
- Marriage performed in state that legally recognizes same sex marriage
- Copy of marriage certificate MUST be provided

Special Enrollments

- Special enrollments will be granted if applied for within 30 days of the qualifying life event (marriage, divorce, birth, death or loss of coverage.)

PRESCRIPTION DRUGS

- \$10 co-pay for generic brands
- \$30 co-pay for preferred brands
- \$50 co-pay for non-preferred brand; 60-day maintenance supply
- No benefits available for drugs purchased at a non-participating pharmacy

FLEXIBLE SPENDING ACCOUNT (FSA)

- Health Care account pays for medical expenses
- Dependent Care account pays for child daycare or expenses incurred for the care of an elderly dependent
- Can use one or both accounts
- Pre-taxed
- FlexCard works much like a MasterCard
- Receipts should be saved should you be asked for verification
- Check www.tasconline.com for approved merchants
- Online Access to FSA 24 hours a day, 7 days a week

AFLAC

- Optional program
- Contact Human Resources for administrator's information

GROUP DENTAL CARE PLAN

- Individual Plan - \$18.00/month; paid by ASU
- Family Plan - \$60.00/month; employee pays \$37.00/month and ASU pays \$23.00/month
- Spouse Plan - ASU pays \$39.00/month, per full time employee and one employee pays \$21.00/month

Dental Benefits

- \$1,000 maximum per person each calendar year
- \$50 deductible per person each calendar year
- Maximum of three deductibles per family each year
- Basic diagnostic and preventive services paid at 100% (no deductible)
- Basic restorative services paid at 100%
- Supplemental basic services paid at 100%
- Periodontal services paid at 80%
- Prosthetic services paid at 50%

GROUP LIFE INSURANCE

- Guardian Insurance Company
- ASU pays 100% of this coverage
- Basic Coverage— \$20,000 (Life and Accidental Death & Dismemberment)

Optional Supplemental Coverage

- May be purchased in \$10,000 increments, to a maximum of \$100,000
- Monthly cost per \$1,000 of coverage based on age
- 20,000 Spouse/Domestic Partner coverage monthly costs per \$1,000 of coverage based on age or \$10,000 Dependent Children Coverage
- Dependent children eligibility - 14 days to 26 years old if enrolled full-time in school
- Increase on plan anniversary after you enter next five-year age group (October 1st)

VISION

- Provided by Superior Vision
- Employee paid rates per month:

Employee Only	\$ 7.38
Employee + One	\$12.99
Employee + Family	\$19.88
- BCBS only covers medically necessary vision problems