

Creighton

UNIVERSITY

Human Resources Information Directory

Benefits	PAID FOR BY		THOSE ELIGIBLE		Enrollment	Eligibility	What you receive	Additional Information
	Staff/ Faculty Member	CU	Full- Time	Part- Time				
Health Insurance	X	X	X	X	Must be completed within 31 days of date of hire.	1st of the month following date of hire. If date of hire is the 1st of the month, then eligibility begins on that day.	Comprehensive hospital and physician coverage; Vision Care Benefit; Prescription Drug Program. Employee portion of premium is paid with before-tax salary dollars.	http://www2.creighton.edu/hr/benefitshome/health/factsaff/index.php
Dental Insurance	X	X	X	X	Must be completed within 31 days of date of hire.	1st of the month following date of hire. If date of hire is the 1st of the month, then eligibility begins on that day.	Comprehensive dental coverage. Employee portion of premium is paid with before-tax salary dollars.	http://www2.creighton.edu/hr/benefitshome/health/dental/index.php
Disability Insurance <small>(pre-existing condition applies)</small>	X	X	X	X	Must be completed within 31 days of employment for guaranteed issue.	1st of the month following date of hire. If date of hire is the 1st of the month, then eligibility begins on that day.	After designated elimination period disability benefits will pay 2/3 of your pre-disability salary to age 65 (based on the maximum annual salary specified in the plan). Pays your basic retirement contribution while receiving disability income benefits.	http://www2.creighton.edu/hr/benefitshome/health/ltd/index.php
Group Term Life Insurance		X	X	X	Automatic coverage. No enrollment required.	1st day following three months of employment	One times annual salary up to maximum of \$50,000.	http://www2.creighton.edu/hr/benefitshome/health/life/index.php
Supplemental Term Life Insurance	X		X	X	Must be completed within 31 days of employment for guaranteed issue amount.	1st of the month following three months of employment	Opportunity to purchase additional group term life insurance coverage for you and your family.	http://www2.creighton.edu/hr/benefitshome/health/life/index.php
Supplemental Retirement Plan	X		X	X		Immediately	Savings for retirement through tax-deferred contributions.	http://www2.creighton.edu/hr/benefitshome/403b/index.php
Basic Retirement Plan	X	X	X	X		After 2 years of regular employment; or possible waiver of 2 years if enrolled in a §403(b) or §403(b)(7) Plan or §401(a) Plan of another academic institution with 24 months of service at that institution.	Savings for retirement through tax-deferred contributions. University provides matching dollars based upon the amount of individual contribution. May receive up to 8% when employee contributes 5% of salary.	http://www2.creighton.edu/hr/benefitshome/403b/index.php
Paid Leave: Holidays Sick Vacation		X X X	X X X	X X X	N/A	Holidays: Immediately Sick: After three months of employment Vacation: After six months of employment	Refer to Staff and Faculty Handbooks for list of observed holidays and accrual rates for sick and vacation leave.	http://www2.creighton.edu/hr/benefitshome/additionalbenefits/pto/index.php
Business Travel Accident Insurance		X	X	X	Automatic coverage. No enrollment required.	1st day following three months of employment.	Worldwide coverage for injuries received while conducting authorized University business up to \$50,000 maximum.	http://www2.creighton.edu/hr/toolbox/handbook_en/info/index.php#c73567

Tuition Remission Program

Tuition Remission For employees hired <u>prior to</u> October 1, 2004: If participant in the tuition remission program is a:	Then the waiting period is:	And the tuition remission benefit is:	Your total maximum credit hour limit is:
Full-time employee	No waiting period	100%	None (See Note 1 below)
Part-time employee	5 years part-time service	33-1/3%	None (See Note 2 below)
Retired full-time employee	No waiting period	100%	None (See Note 1 below)
Spouse/dependent child of a full-time employee	3 years of equivalent full-time service	100%	136 undergraduate credit hours (See Note 4 below)
Spouse/dependent child of a Part-time employee	5 years part-time service	33-1/3%	136 undergraduate credit hours (See Note 4 below)
Spouse/dependent child of a retired full-time/part-time employee	No waiting period	100% (Full-time) 33-1/3% (Part-time)	136 undergraduate credit hours (See Note 4 below)
Spouse/dependent child of a totally disabled full-time/part-time employee	10 years service (See Note 3 below)	100% (Full-time) 33-1/3% (Part-time)	136 undergraduate credit hours (See Note 4 below)
Spouse/dependent child of a deceased full-time/part-time employee	10 years (See Note 3 below)	100% (Full-time) 33-1/3% (Part-time)	136 undergraduate credit hours (See Note 4 below)
Tuition Remission For employees hired <u>on or after</u> October 1, 2004: If participant in the tuition remission program is a:	Then the waiting period is:	And the tuition remission benefit is:	Your total maximum credit hour limit is:
Full-time employee	6 months of consecutive full-time employment	100%	None (See Note 1 below)
Part-time employee	5 years part-time service	33-1/3%	None (See Note 2 below)
Retired full-time employee	No waiting period	100%	None (See Note 1 below)
Spouse/dependent child of a full-time employee	3 years consecutive full-time service	50%	136 undergraduate credit hours (See Note 4 below)
Spouse/dependent child of a full-time employee	4 years consecutive full-time service	75%	136 undergraduate credit hours (See Note 4 below)
Spouse/dependent child of a full-time employee	5 years consecutive full-time service	100%	136 undergraduate credit hours (See Note 4 below)
Spouse/dependent child of a Part-time employee	5 years part-time service	33-1/3%	136 undergraduate credit hours (See Note 4 below)
Spouse/dependent child of a retired full-time/part-time employee	No waiting period	100% (Full-time) 33-1/3% (Part-time)	136 undergraduate credit hours (See Note 4 below)
Spouse/dependent child of a totally disabled full-time/part-time employee	10 years service (See Note 3 below)	100% (Full-time) 33-1/3% (Part-time)	136 undergraduate credit hours (See Note 4 below)
Spouse/dependent child of a deceased full-time/part-time employee	10 years service (See Note 3 below)	100% (Full-time) 33-1/3% (Part-time)	136 undergraduate credit hours (See Note 4 below)

High School Reciprocal Tuition, FACHEX and Tuition Exchange Programs

	PAID FOR BY		THOSE ELIGIBLE		Enrollment	Eligibility	What you receive
	Staff/ Faculty Member	CU	Full- Time	Part- Time			
High School Reciprocal Tuition Program (Contact Business Office at 280-2707)	X		X		After you have completed at least three years of full-time service.		May apply for a tuition discount at the following high schools: Brownell-Talbot, Creighton Prep, Daniel J. Gross, Duchesne Academy, Mercy, Mt. Michael, Roncalli, St. Albert's and Skutt. Information is published periodically in the <u>Creighton Today</u> or contact the Business Office.
FACHEX Program Registrar's Office (ext. 4020)	X	X	X			After 5 years consecutive regular full-time employment	Offers tuition remission at 26 Jesuit Colleges and Universities. However, the number of awards is limited.
Tuition Exchange Program (TEP) Registrar's Office (ext. 4020)						After 5 years consecutive regular full-time employment	Offers tuition remission at approximately 400 other schools. However, the number of scholarships is limited.

Note 1: Participation is limited to the monetary value of two courses per semester or combined Summer Sessions.

Note 2: Participation is limited to the monetary value of one course per semester or combined Summer Sessions.

Note 3: The disabling condition or death must have occurred while the individual was actively employed by the University.

Note 4: Tuition expenses beyond 136 undergraduate credit hours will be at the student's own expense. The 136 undergraduate credit hour limit includes all courses completed or attempted where the University's tuition remission budget has paid for the course(s) (e.g., withdrawals past the official "drop/add" date and course(s) re-taken due to failure, incomplete, etc.) as well as courses completed or attempted as part of the FACHEX and Tuition Exchange programs.

Review <http://www.creighton.edu/President/PresOfc/GuideToPolicies/Guide.pdf> for complete TUITION REMISSION POLICY 2.2.12

Other Benefit Programs Available

BENEFITS AND PHONE NUMBERS	PAID FOR BY		BENEFIT RECEIVED	WHEN ELIGIBLE
	YOU	CU		
Child Care Center (ext. 2460)	X		Care is available to children 6 weeks to 6 years of age. Fees are based on age of child.	Immediately
Credit Union (ext. 1709)	X		Services include: savings program, loans, share draft accounts, IRA accounts, etc.	Immediately
Campus Bookstore (ext. 2796)	X		Discount (10%)	Immediately
CUMC Outpatient Pharmacy Clinic (449-4560)	X		Discount given	
Employee Assistance Program (1-800-424-4831)		X	Confidential counseling and referral service to help you and your family successfully deal with life's problems.	Immediately
Health Flexible Compensation (ext. 2709)	X		Opportunity to use before tax salary dollars to pay for unreimbursed health expenses. Enrollment period is in the Fall of each year. You will receive information through the campus mail.	At annual enrollment.
Dependent Flexible Compensation (ext. 2709)	X		Opportunity to use before tax salary dollars to pay for unreimbursed dependent care expenses. Enrollment period is in the Fall of each year or upon birth or adoption. You will receive information through the campus mail.	At annual enrollment or 31 days from a birth or adoption.
Joslyn Art Museum		No Cost	Free admission for employee to the museum upon presentation of a valid Creighton University ID card.	Immediately
Kiewit Fitness Center (ext. 2848)	X		Recreational/Fitness Center: swimming pool, racquetball courts, jogging track, saunas and whirlpool. Payroll deduction is available.	Immediately
Parking (Public Safety) (ext. 2104)	X		To park in University lots, you must have a valid parking sticker. Payroll deduction is available and fees may be paid with pre-tax dollars.	Immediately
U.S. Savings Bonds (ext. 2769)	X		You may purchase Savings Bonds through the payroll deduction plan.	Immediately
University Libraries		No Cost	With a valid Creighton University ID card you may have use of the Reinert Alumni Memorial, Law and Health Sciences libraries.	Immediately

This summary is presented as a matter of general information. This information is not to be accepted or construed as a substitute for provisions contained in the Plan documents held by the University. All statements made on this Summary Sheet are subject to the terms and provisions of the Plan and the policies and contracts of insurance funding the plan.