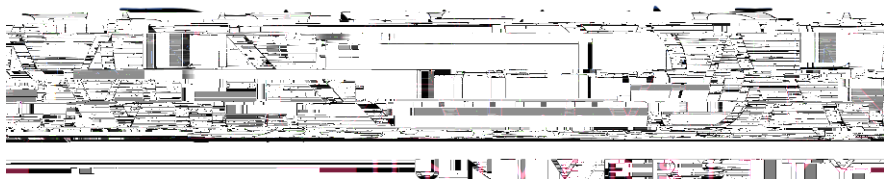


# YOUR BENEFITS GUIDE 2024 2025 PLAN YEAR



As a full-time Daemen employee, you are eligible for benefits. Benefits are effective on the first day of the month following your date of hire for staff and admin, and effective the *date* of hire for faculty. You may enroll your eligible dependents for coverage once you are eligible. Your eligible dependents include your legal spouse, domestic partner, and / or your children up to age 26 (or age 29 if you are a full-time student).

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## Daemen promotes good health!

Daemen offers medical coverage for employees, spouse and children, including coverage for prescription drugs and free preventive care services. Please remember to get your free annual wellness exam every year.



### MEDICAL COVERAGE

Daemen University offers employees health insurance through the **Univera Signature CoPay 1**. Employee share of premium is calculated annually and open enrollment takes place in April with changes effective June 1st. Dependent children may be covered until age 26 regardless of full time student status. Domestic partners are covered. The Plan requires all covered employees to select a participating primary care physician for each family member enrolled.

### PREMIUMS

The employee share of the premium is deducted from the bi-weekly paycheck, the first two paychecks of every month. If there are 3 pay periods in a month, the 3rd pay day will not include deductions for medical benefits. If an employee receives a salary increase during the plan year which results in them moving to a new tier, their contribution rate will be adjusted accordingly.

### OUT-OF-POCKET MAXIMUMS

Out-of-pocket maximums apply in-network and out-of-network. This is the maximum amount you will pay for health care costs in a calendar year. Once you have reached the out-of-pocket maximum, the plan will fully cover eligible medical expenses for the rest of the benefits plan year. If you see an out-of-network provider, you may be responsible for out-of-pocket costs that are considered above the “reasonable and customary” fees.

### HEALTHY U PROGRAM

Daemen participates in the Healthy U Program through Univera. This is a Wellness Program in which participants receive biometric health screenings and lifestyle recommendations. In addition, the Plan provides a \$250.00 wellness card to be used during the Plan year to purchase vitamins and supplements from a participating health food store; as credit towards gym membership, chiropractic co-pays or massages.









# Employee

## Assistance from a firm

We all need a little support  
every now and then

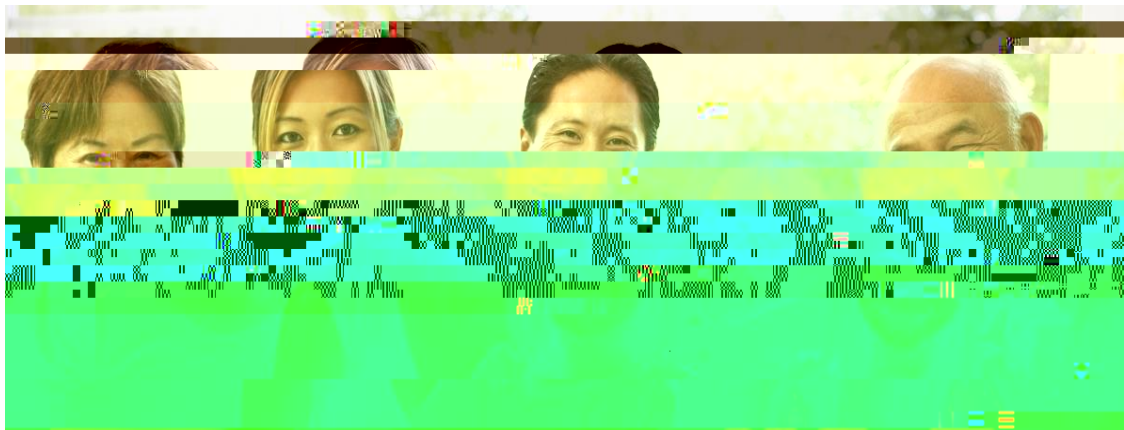
Our firm provides a range of services to help you with your business. Our services include:

- Financial assistance
- Legal and financial advice
- Access to legal and financial services
- Consultative services
- Work/life assistance

### How it can help



Life assistance — Access legal and — Consultative services — Work/life assistance — financial assistance and — are available to provide — that can help you save —







This Plan provides benefits for both domestic travel greater than one hundred miles from your legal residence as well as international travel. There is no elimination period of cost for this benefit. Travel must be business related.

Upon approval of the appropriate Dean or Vice-President, the university pays up to one-half the cost of moving normal household goods (not to exceed \$3000.00 and excluding charges for packaging, storage or insurance). Actual receipts are required; photocopies are not accepted.

All benefit-eligible employees may participate in the Retirement Plan the first of the month following their date of hire. After one year of service, the university contributes 8% for all employees that contribute 5% on a pre-tax basis. Employees may join the plan immediately after hire with match if they have completed one year of full-time service at another college or university in the twelve months prior to hire. The Teachers Insurance and Annuity Association (TIAA) administers this plan.

*\* Twelve months of full-time service in higher education immediately prior to employment at*

Daemen University provides full time employees with paid vacation time. Hours begin accruing with the first full two-week pay period and the employee may begin taking accrued time after three months of employment. Employees may accrue up to thirty days of vacation.

Full time **hourly employees** accrue two weeks vacation per year. Hourly vacation accrual increases to three weeks per year after five years of service and four weeks per year after ten years of service.

Full time **salaried employees** accrue four weeks vacation per year.

The University observes the following holidays. Most full-time employees are excused from work with pay on these days:

- New Year's Eve
- New Year's Day
- Martin Luther King Day
- President's Day
- Good Friday
- Easter Monday
- Memorial Day
- Juneteenth

- Independence Day
- Labor Day
- Indigenous People's Day
- Thanksgiving Day
- Friday after Thanksgiving
- Christmas Eve
- Christmas Day

There may be times when it becomes more advantageous for both the University and the employee to have the day AFTER Christmas and New Year's off instead of the day before. In addition, the University may occasionally change the Holiday Schedule as circumstances require. When this occurs, you will be informed accordingly.

The University typically closes during the week between Christmas and New Year's. This will be announced during the Fall of each year. If the University closes, full time employees are excused from work with pay, except for some essential staff.

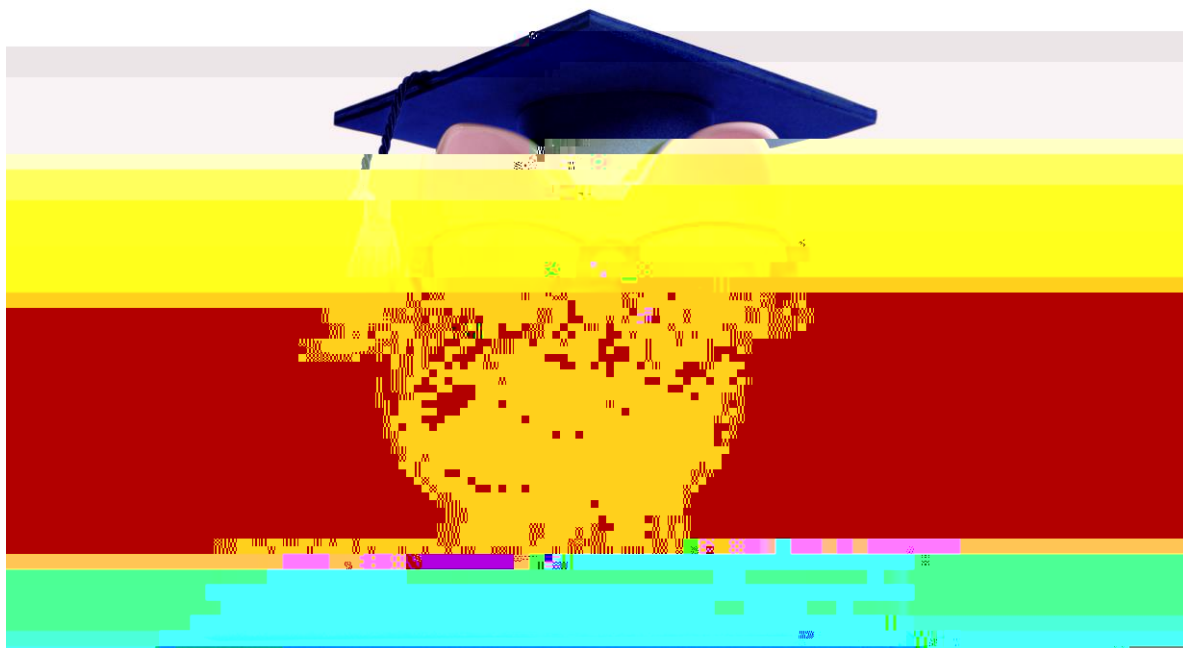
Full and part time **hourly employees** will accrue leave time at a rate of 1 hour per 30 hours worked upon hire. This benefit time rolls over each year to a maximum of 56 hours and is not paid out upon separation of employment.

Full time **salaried employees** (including Faculty) receive paid sick leave in case of any injury, illness, medical condition or any of the reasons covered by NYS Sick Leave. Sick leave will accrue at a rate of 3.5 hours per pay period to a maximum of 84 hours. Sick time will rollover each year to a maximum of 84 hours. Sick leave is not paid out upon separation of employment.

Full time employees are eligible for 100% tuition waiver for undergraduate classes at Daemen University the semester after hire. This benefit is also available to the employee's spouse/same sex domestic partner and dependent children.

100% tuition waiver for graduate level courses at Daemen University are available to full time employees and the spouse/same sex domestic partner of the employee. Dependent children of the employee are eligible for a 50% tuition waiver.

Full time employees and their dependents as defined by IRS regulations are eligible to apply for tuition benefits through the CIC networks of schools. Charges covered by this program are determined by the host institution, but generally cover full tuition. This benefit is available the semester after hire and covers undergraduate courses only.



Applications for Tuition Exchange scholarships are accepted for dependent children of full-time employees after five years of service. There are over 500 colleges and universities nationwide participating in the Tuition Exchange Program and scholarships are not guaranteed.

Plan	Contact	Phone Number	Website
Medical Plan			_____
Dental			_____
Vision			_____
Flexible Spending Accounts			_____
Health Savings Account			_____
Life & AD&D Insurance			_____
Employee Assistance Program (EAP)			_____
403(B) Retirement Plan			_____



**Please contact [hr@daemen.edu](mailto:hr@daemen.edu)  
for benefit questions.**

