Parental Leave

All employees (having been continuously employed at NNU) for the preceding two year period, are eligible for parental leave of two weeks of paid leave. This leave is to be used for the birth or adoption of their own child. Parental leave runs concurrently with FMLA leave and does not reduce annual leave or sick leave accruals.

EAP Services

United Heritage through ComPsych Services Call 1-866-511-3361
Employees may take advantage of five free face-to-face or phone assessment and counseling sessions for a variety of topics. A brochure is available on the NNU/hr website.

Jury Duty

Personnel are encouraged to serve their community when called as jurors or witnesses. In this spirit, full-time regular employees will receive their full pay while serving on a jury and may also keep their jury duty pay. Prior notice is to be given to the supervisor.

Bookstore Discount

Employees and their specified dependents receive a 20% discount at the NNU Bookstore (10% for textbook purchases), and may charge purchases as well. For your convenience, charges that have not been paid by the end of the month (see Bookstore for exact dates) will be deducted from your payroll check.

Photo ID

Photo identification cards are provided to NNU employees and dependents by the office of Technology & Media Resources. There is a fee of $2.00 per card for spouse and dependents cards to cover the cost of materials. These cards allow free admission to NNU's athletic facilities, the NNU Library, and many NNU athletic events.

Holiday Schedule 2014-2015

(Employee Holidays may differ from Student Holidays)

- Labor Day – Sept 1, Monday
- Thanksgiving Holiday – Nov 27 & 28 Thursday, Friday
- Christmas & New Year Holiday Dec 24 through Jan 1
- Martin L. King Jr. Day - January 19, Monday
- Good Friday – April 3, Friday
- Memorial Day – May 25, Monday
- Independence Day – July 3, Friday (July 4 falling on Saturday holiday is observed July 3)

www.nnu.edu
NORTHWEST NAZARENE UNIVERSITY
www.NNU.edu/hr
This benefit outline is intended to provide general information regarding NNU’s employee benefits. To the extent anything contained herein is inconsistent with actual policies, the policies shall control. All current information and full policies are available on the NNU Human Resources website.

HEALTH INSURANCE PPO -
Blue Cross of Idaho, Boise, Idaho—208-331-7347
Eligible employees* can enroll in health, dental, and vision insurance at any of the following times: Date of hire, annual open enrollment period, or when a qualifying event** occurs.

Eligible employees may elect to also cover a spouse and/or children for health, dental, and vision at an additional cost.

Deductible***
Maximum annual out-of-pocket on covered expenses ~ $4,000 per individual. Wellness Benefits are unlimited (see list of covered services on NNU/hr website)

Brand name prescriptions $30 + 20% coinsurance-30 day supply
Generic prescriptions $10 + 20% coinsurance - 30 day supply
Mail order Same-90 day supply, 1 co-pay per 30 day supply

DENTAL INSURANCE
Delta Dental (PPO) questions 1-800-660-3374
See the HR website for full benefits summaries.
Williamette Dental (HMO) - for appointment call 1-800-603-1738
Employees can choose to enroll in either Delta or Williamette. Dependent coverage can be purchased at the expense of the employee. Dependents may be enrolled on dental regardless of whether or not they are enrolled for health insurance.

VISION INSURANCE
VSP Network—208-331-7347 (Administered by Blue Cross of Idaho)
Vision insurance is available for NNU employees. Dependent coverage can be purchased at the expense of the employee. Dependents may be enrolled on vision regardless of whether or not they are enrolled for health insurance. To receive full vision benefits, use only VSP network doctors and labs.

OPTIONAL INSURANCE
AFLAC—208-559-5525—NNU Representative: Debbie Perron
Cancer, Intensive Care, Accident, Short-term Disability, Specified Health Event, and Life plans are offered through AFLAC. More information is available on the website or by contacting AFLAC directly.

RETIREMENT BENEFITS
TIAA CREF—800-842-2776 or www.tiaa-cref.org
Fidelity Investments (Pensions & Benefits USA) - 888-888-4656
An employee may enroll in the retirement benefits at any time. Participation will include a pre-taxed salary reduction contribution. Upon completion of one year of service at NNU, the employee becomes eligible for the University’s matching contribution. The one-year waiting period will be waived when the employee has completed 12 months full-time continuous service at an institution of Higher Education. Special conditions are defined in the plan document. Once eligible for the University’s matching contribution and when an employee chooses to contribute 5% or more of his/her gross salary, NNU will contribute 9%. If an employee contributes less than 5% of his/her gross salary, the university will match the contribution of the employee on a “dollar-for-dollar” basis.

FAMILY MEDICAL LEAVE ACT
FMLA is federally mandated by the Department of Labor. It provides unpaid leave for up to 12 weeks when a qualifying event exists. Employee must have been employed for at least twelve months and must have worked at least 1250 hours. Applications are available online at www.nnu.edu/hr. Regulations are outlined on the Employee Rights and Responsibilities notice found on the NNU/hr website.

COBRA
NNU’s medical and life insurance falls under regulations included in the Consolidated Omnibus Budget Reconciliation Act (COBRA) of 1986. The law provides the opportunity for continuation of certain benefits after an event has occurred that causes the employee and/or an employee’s dependents to lose the employer’s group plan coverage. Please see full description and/or plan documents on the NNU HR website.

DEFINITIONS
*Eligible Employee—an employee working in an established position for a minimum of 20 hours per week.
**Qualifying Event - Marriage, Divorce, Death, Adoption, Birth, and Job Change/Loss are examples of a “Qualifying Event” for benefit enrollments.
***Deductible Year—the specified period of time during which an insured will pay out of pocket - Our $1,000 deductible year is August 1, 2013 through July 31, 2014.

Plan year is August 1 through July 31.

www.nnu.edu
**Tuition Benefits**

Non-exempt employees are eligible for **traditional undergraduate** tuition benefits beginning the semester after the date employment begins, for not more than two classes per semester. One class may be taken during regular work hours, the other during non-work hours.

Exempt and faculty employees are eligible for **traditional undergraduate** tuition benefits beginning the semester following the date of employment.

**Traditional undergraduate** tuition benefits for spouse & dependents (up to age 24) are available. Books and fees are not included. Non-exempt employees in full-time established positions receive a 25% tuition reduction the semester following employment. Each year following, tuition benefits are increased by 25%, resulting in a 100% benefit after three years of employment.

Full-time faculty and exempt personnel are eligible for 100% tuition benefits for spouse and dependents (up to age 24) the semester following employment.

Please see online documentation (www.nnu.edu/hr) for description of when tuition benefits may be taxable to the employee.

Books and fees are the responsibility of the student. Application for tuition benefits must be made prior to the beginning of each semester. Forms are available in the Business Office or on the NNU HR website.

No tuition benefits are available for part-time non-exempt employees or their spouses and dependents. Exempt and faculty employees receive tuition benefits at a reduced pro-rated amount.

Accelerated Business degree completion may be available by special application. Please see detailed information on our HR website. Faculty, exempt and non-exempt employees may apply for graduate tuition benefits. Consideration will rely heavily on the direct correlation to the employees’ current position with the university.

**Social Security**

The Federal Insurance contributions Act (FICA) regulates Social Security and Medicare withholding for university employees. The university pays the employer portion of the tax.

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### 2014-2015 Health, Dental, and Vision costs to employee (per month)

**Blue Cross Medical**

<table>
<thead>
<tr>
<th>Dates</th>
<th>Your Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee</td>
<td>8/1/14</td>
</tr>
<tr>
<td>Employee + Spouse</td>
<td></td>
</tr>
<tr>
<td>Employee + 1 Child</td>
<td></td>
</tr>
<tr>
<td>Employee + Children</td>
<td></td>
</tr>
<tr>
<td>Employee + Family</td>
<td></td>
</tr>
</tbody>
</table>

**VSP Vision (BCI)**

<table>
<thead>
<tr>
<th>Your Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee</td>
</tr>
<tr>
<td>Employee + Spouse</td>
</tr>
<tr>
<td>Employee + 1 Child</td>
</tr>
<tr>
<td>Employee + Children</td>
</tr>
<tr>
<td>Employee + Family</td>
</tr>
</tbody>
</table>

**Delta Dental**

(Attach Enrollment Form)

<table>
<thead>
<tr>
<th>Your Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee</td>
</tr>
<tr>
<td>Employee + Spouse</td>
</tr>
<tr>
<td>Employee + 1 Child</td>
</tr>
<tr>
<td>Employee + Children</td>
</tr>
<tr>
<td>Employee + Family</td>
</tr>
</tbody>
</table>

**Willamette Dental**

(Attach Enrollment Form)

<table>
<thead>
<tr>
<th>Your Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee</td>
</tr>
<tr>
<td>Employee + Spouse</td>
</tr>
<tr>
<td>Employee + 1 Child</td>
</tr>
<tr>
<td>Employee + Children</td>
</tr>
<tr>
<td>Employee + Family</td>
</tr>
</tbody>
</table>

**Worker’s Compensation**

All employees are covered under worker’s compensation and all premiums are paid by the University. For non-emergency injuries, go to St. Luke’s Occupational Health Services at 9850 W. St. Luke’s Drive (second level Suite #207) Nampa, ID, and then report to the NNU Human Resources office immediately. Employees seriously injured at work should go directly to the Emergency Room at the nearest hospital.

www.nnu.edu
**LIFE INSURANCE**
United Heritage Life Insurance Company  
$25,000 term life coverage is provided to all employees working .75FTE or more at no cost to the employee. Supplemental Life Insurance is available to the employee, the employee’s spouse and children at varying rates depending on age. Employees over the age of 65 years of age will have reduced coverage. Check the HR website for specifics. Employees can enroll anytime. No qualification necessary if enrolling when hired.

**LONG TERM DISABILITY**
United Heritage Life Insurance Company  
Call 1-866-511-3361 Company ID: EAP4UH  
Long-term disability coverage is required. Premium amounts are included in monthly gross pay and subtracted as after-tax deductions. Pre-tax deductions are available via the Flexible Benefits Programs, but will result in taxable benefits, should long-term disability occur.

**PAYROLL CHECKS**
Payroll checks and direct deposit statements are issued monthly on the last business day of the month. They are distributed through campus mail on pay day. Direct deposit of your payroll check to your financial institution is available. Two payroll cycles are necessary to initiate direct deposit. An authorization form is provided in your benefit packet or is available online. Authorization form should be submitted to the Payroll office.

**MOVING EXPENSES**
Faculty and Exempt Personnel are eligible for moving expense reimbursement. A formula is used to calculate the reimbursement. Original receipts for all expenses are required. Reimbursements paid to the employee are reported on your W-2 form and some expenses are subject to payroll withholding tax. Any faculty leaving of their own volition prior to the completion of three year’s service, will be required to repay the reimbursed moving expenses as follows: one-third of the amount will be forgiven for each year served. For example, if a faculty member leaves after two years of service, moving expenses paid on his or her behalf will be forgiven at 2/3 and the remaining 1/3 will be reimbursed to NNU prior to the faulty member’s last day of employment. Moving expenses include expenses actually incurred to move an employee and his or her immediate family from their current location directly to Nampa. If driving personal vehicle(s), NNU reimburses for fuel cost and receipts are required. Items not covered include: moving insurance, permanent storage containers, luggage rack/storage, side trips, multiple trips, meals for movers, flights or trips for house hunting, rent, etc.

**FLEXIBLE BENEFITS**
Flores and Associates—1-800-532-3327 or www.flores247.com  
Continued participation requires annual enrollment. There are three (3) ways to participate:

**Unreimbursed Medical Expenses:**  
Funds can be set aside from your paycheck, pre-taxed, to reimburse you for qualified expenses. A complete list of qualified expenses can be found at www.Flores247.com. Expenses not incurred within the plan year, will result in a loss of funds.

**Dependent Care Expenses:**  
Funds can be set aside for childcare to pre-school, before and after school care, and day camps, pre-taxed, for dependents under the age of 13.

**Insurance Premium pre-tax:** Insurance premiums are automatically deducted from payroll checks as pre-tax deductions. To decline this benefit, written notice must be sent to the HR office. The flexible benefits plan year is August 1 through July 31. Expenses incurred during a plan year must be submitted for reimbursement by October 15 of the following plan year.

**LEAVE POLICIES**  
- Non-exempt and exempt University Staff, who serve in established (non-temporary) positions only. University Staff employed .75 FTE or more will accrue the following leave on a pro-rated basis.

**Annual Leave**

<table>
<thead>
<tr>
<th>Period</th>
<th>Days Per Year</th>
<th>Hours Per Month</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 through 60 months</td>
<td>10</td>
<td>(6,667 hrs/month)</td>
</tr>
<tr>
<td>61 through 120 months</td>
<td>15</td>
<td>(10 hrs/month)</td>
</tr>
<tr>
<td>121 or more months</td>
<td>20</td>
<td>(13.33 hrs/month)</td>
</tr>
</tbody>
</table>

Annual leave time may be accrued to a maximum of two years accrual (i.e., for someone serving in their 70th month, they can accrue up to 30 days of annual leave). Accruals will be assessed monthly. Once the maximum is reached, leave will no longer accrue until some leave is used. It is encouraged that University Staff use their leave. Annual leave will be paid in full at separation of employment.

**Sick Leave**
Full-time University Staff employees, who serve in established positions, accrue ten (10) work days of sick leave (6,667 hours per month) per year. The maximum sick leave accrual is 85 work days (to coincide with the waiting period for long-term disability). Sick leave uses are limited to the following: Health care appointments, compassionate and funeral leave, illness of dependent children still living at home, illness of spouse, and up to five consecutive days for adult children and parents who are in the hospital or are recuperating from a serious illness or pregnancy. Additional time, if requested, must be approved by the supervisor and the Director of Human Resources.