

Benefits Overview for Part-Time Staff

For staff member employee positions classified as .53 full time equivalent or higher based on 1,950 annual hours, or .50 full time equivalent or higher based on 2,080 annual hours.

Loyola University Chicago strives to promote a holistic lifestyle for faculty and staff—which includes good health and personal welfare to promote a healthy balance of work, life, and family. Loyola provides a wide array of benefits to meet your needs both at and outside of work. These benefits can help you enjoy increased well-being, build and protect your financial security, advance your career, balance your personal and professional life, better manage an unexpected illness or accident, and meet everyday needs. These benefits are affordable, comprehensive, and competitive. We encourage you to take a few moments to review the benefit programs available to you. You can find more detailed information about all of these benefits at www.luc.edu/hr and click “Faculty & Staff Benefits.”

Health and Welfare Benefits <i>To help you manage your health and protect you from the unexpected</i>	Retirement/Income Protection Benefits <i>To help you build and protect your financial security</i>	Work/Life Benefits <i>For your personal development and lifestyle</i>
<ul style="list-style-type: none"> ➤ Medical Plan Options (including Prescription Drug Coverage) ➤ Wellness Programs ➤ Dental Insurance ➤ Vision Insurance ➤ Health Savings Account 	<ul style="list-style-type: none"> ➤ 403(b) Defined Contribution Retirement Plan ➤ University Paid Parental Leave ➤ Long-Term Care Insurance ➤ University Paid Basic Life Insurance ➤ University Paid Parental Leave ➤ Supplemental Life Insurance for you and your dependents ➤ AD&D Insurance for you and your dependents ➤ Long-Term Care Insurance ➤ Group Legal Plan 	<ul style="list-style-type: none"> ➤ Adoption Assistance ➤ Employees’ Federal Credit Union ➤ Employee Assistance Program ➤ Paid Time-off ➤ Pet Insurance ➤ Health & Fitness Membership Opportunities ➤ Professional Development

Note: These programs are available in 2024 for benefit-eligible Loyola staff.

Benefits Enrollment – General Information

Your benefits become effective on your first day of employment if your date of hire is the first day of the month. Otherwise, your benefits become effective on the first day of the month following your date of hire. You have 31 days from your date of hire to enroll in your benefits. Loyola also offers coverage to your spouse/Legally Domiciled Adult (LDA) and child(ren).

Get more information on all your benefits by talking to ALEX, your interactive benefits counselor. When you are ready to get your personalized, confidential guidance, talk to ALEX at www.myalex.com/loyola.

Medical Plan Options

Loyola offers you three medical plan options through Aetna. These plans provide services to help you stay well and provide access to quality care.

- **PPO 1:** Traditional PPO medical plan option with the lowest deductible, but you pay the most in monthly premium rates.
- **PPO 2:** Traditional PPO medical plan option with a deductible higher than PPO 1, but you pay less in monthly premium rates than PPO 1.
- **PPO 3 HSA:** PPO medical plan option compatible with a Health Savings Account (HSA). You pay the lowest in monthly premium rates. However, this plan option has the highest deductible and out-of-pocket maximum. If you enroll in the PPO 3 HSA medical plan, Loyola automatically enrolls you in Accident employee-only coverage, and Critical Illness (up to \$10,000) employee-only coverage at no cost to you. If you choose this plan option, Loyola also helps cover eligible health care expenses by funding your HSA with \$600 (Employee Only) or \$1,200 (Employee + 1 or More). *This amount is prorated for new hires based on the month your coverage begins.*

How the Plan Options Compare

Feature	PPO 1		PPO 2		PPO 3 HSA	
	In-network	Out-of-network	In-network	Out-of-network	In-network	Out-of-network
Deductible (You/You + 1 or More)	\$750/ \$1,500	\$1,250/ \$3,000	\$1,200/ \$2,400	\$2,400/ \$4,800	\$3,200/ \$6,400	\$6,400/ \$12,800
Out of Pocket Max (You/You + 1 or More)	\$3,500/ \$7,000	\$7,000/ \$14,000	\$4,000/ \$8,000	\$8,000/ \$16,000	\$5,500/ \$11,000	\$11,000/ \$22,000
Coinsurance	Covered at 80%*, after deductible	Covered at 50%, after deductible	Covered at 80%*, after deductible	Covered at 50%, after deductible	Covered at 80%*, after deductible	Covered at 50%, after deductible
Incentive Funds from Loyola (You/You + 1 or More)	N/A		N/A		HSA: \$600/ \$1,200	
Office Visit	Covered at 80%* after deductible	Covered at 50% after deductible	Covered at 80%* after deductible	Covered at 50% after deductible	Covered at 80%* after deductible	Covered at 50% after deductible
Specialist	Covered at 80%* after deductible	Covered at 50% after deductible	Covered at 80%* after deductible	Covered at 50% after deductible	Covered at 80%* after deductible	Covered at 50% after deductible
Wellness Visits	Covered at 100%	Covered at 50% after deductible	Covered at 100%	Covered at 50% after deductible	Covered at 100%	Covered at 50% after deductible
Emergency Health Services	Covered 90% after deductible		Covered 90% after deductible		Covered at 80% after deductible	
Hospital - Inpatient	Covered at 80% after \$250 per admission fee and deductible**	Covered at 50% after \$500 per admission fee and deductible	Covered at 80% after \$250 per admission fee and deductible**	Covered at 50% after \$500 per admission fee and deductible	Covered at 80%* after deductible	Covered at 50% after deductible
Hospital - Outpatient	Covered at 80%* after deductible	Covered at 50% after deductible	Covered at 80%* after deductible	Covered at 50% after deductible	Covered at 80%* after deductible	Covered at 50% after deductible

*Covered at 90%, if Home Hospital

** Covered at 90% after \$100 per admission fee and deductible

Monthly Premium Rates

Monthly premium rates deducted from your paycheck are based on your annual salary: Under \$50,000, \$50,001 - \$80,000, \$80,001 - \$150,000 and \$150,001 and above. If newly hired you will automatically receive a \$50 Wellness reduction on premiums per month.

Prescription Drug Coverage

Loyola medical plan options include prescription drug coverage through CVS Caremark, which provides in-network pharmacy coverage for generic and brand name medications. The chart below compares coverage.

PPO 1 & PPO 2		PPO 3 HSA	
Retail Pharmacy (up to 30 day supply)	Mail Order (90 day supply)	Retail Pharmacy (up to 30 day supply)	Mail Order (90 day supply)
Generic Drugs			
Deductible does not apply to generic drugs		Your annual medical and RX deductible is combined; until this amount is met, you pay 100%* for your prescriptions	
Covered at 85%, you pay 15% to a maximum of \$200 per script	Covered at 95%, you pay 5% to a maximum of \$400 per script	Once deductible has been met, RX is covered at 80%; you pay 20%	
Preferred Brand & Specialty Drugs			
Annual deductible applies: \$100 – Employee; \$200 – Employee + 1 or More	Deductible does not apply to mail order drugs	Your annual medical and RX deductible is combined. Until this amount is met, you pay 100% for your prescriptions	
Covered at 70%, you pay 30% to a maximum of \$200 per script	Covered at 85%, you pay 15% to a maximum of \$400 per script	Once deductible has been met, RX is covered at 80%; you pay 20%	
Non Preferred Brand & Specialty Drugs			
Annual deductible applies: \$100 – Employee; \$200 – Employee + 1 or More	Deductible does not apply to mail order drugs	Your annual medical and RX deductible is combined. Until this amount is met, you pay 100% for your prescriptions	
Covered at 55%, you pay 45% to a maximum of \$400 per script	Covered at 75%, you pay 25% to a maximum of \$400 per script	Once deductible has been met, RX is covered at 80%; you pay 20%	
Annual Out-of-Pocket Maximum			
\$3,000 Employee / \$6,000 Employee + 1 or More		\$3,200 Employee / 6,400 Employee + 1 or More (included in combined Medical/RX OOP Max)	

Wellness Programs

Wellness activities give you the opportunity to earn quarterly wellness cash incentives. By completing wellness challenges, events, preventive doctor visits and physical activities, you can earn cash rewards every quarter. You do not have to be enrolled in a Loyola medical plan to earn the \$75 quarterly reward. The Wellness Program is administered by Empower Health.

Simple Steps to a Healthier Life®

Aetna offers an online program which starts with a simple health assessment of your health history and habits. Personalized results help you understand where you may be at risk, and what you can do to improve your health in many areas. Available personalized online health programs focus on a variety of topics, including relieving stress, eating healthy, sleeping better, quitting tobacco, living well with asthma, and increasing physical activity.

Smoking Cessation Resources

Loyola offers a variety of smoking cessation advocacy programs and resources to support a healthier lifestyle for all employees.

Dental Insurance

Loyola offers two dental plan options: Delta Dental (a dental PPO plan) and Guardian/First Commonwealth (a managed-care dental plan, or HMO).

Vision Insurance

Loyola offers vision insurance through Vision Service Plan (VSP). VSP offers eye care services through the VSP Signature Network of service providers and access to national eye care chains.

If you elect medical coverage through a Loyola medical plan through Aetna, you are also eligible for a basic vision exam and discounts on hardware through an EyeMed provider.

Health Savings Account (HSA)

To help you save money on eligible health care expenses throughout the year, Loyola offers opportunities for you to save with a Health Savings Account, if enrolled in PPO 3 HSA medical plan option.

Account	Eligibility	2024 Contribution Limit	Catch-up Contribution	Eligible Expenses	Year-End Remaining Balance
Health Savings Account (HSA)	If enrolled in PPO 3 and not enrolled in Medicare	\$4,150 (You)/ \$8,300 (You + 1 or More)	Up to \$1,000	Health care (including dental, vision, and RX)	Balance rolls over each year

Defined Contribution Retirement Plan (DCRP)/403(b) Plan

You may enroll in and make elective contributions to the Defined Contribution Retirement Plan (DCRP) 403(b) Plan beginning with your date of hire. After one year of employment, benefit-eligible employees will receive University contributions of 5% of their salary each pay period to the DCRP. After one year of employment, employees can also receive additional matching contributions (up to a maximum of 5% of salary) each pay period from the University. Employees are 50% vested in the University's contributions between their first and second work anniversary. After two years of employment, employees are 100% vested in the University's contributions.

2024 IRS Limits	
Maximum amount you can contribute (does not include University contributions)	\$23,000
Catch-up contribution maximum amount (for participants age 50 and older)	\$7,500

Paid Time-off

The University provides generous paid time off to Loyola employees to rest and recharge throughout the year:

Hours/Week Worked	Years of Service	Annual Vacation Accrual	Annual Family Friendly Days	Annual Sick Days	Parental Leave
Staff (Working 30 hours/week or more; 0.80 FTE up to 0.99 FTE)	1 year	8 days	2 days	7 days	See schedule in policy: LUC.edu/hr/parentalleave/
	5 years	12 days			
	10 years	16 days			
	20 years	20 days			
Staff (Working 24 hours/week or less than 30; 0.64 based on 1,950 annual hours (0.60 if based on 2,080 annual hours) up to 0.79 FTE)	1 year	6 days	2 days	6 days	
	5 years	8 days			
	10 years	10 days			
	20 years	15 days			
Staff (Working 20 hours/week or less than 24; 0.53 up to 0.63 FTE based on 1,950 annual hours (0.50 up to 0.59 FTE if based on 2,080 annual hours))	1 year	5 days	2 days	5 days	
	20 or more years	10 days			

Vacation: *New hires begin accruing vacation time immediately, but are not eligible to use it until you have completed 90 days of employment. Paid vacation time is accrued bi-weekly. The maximum vacation accrual carryover is one times (1X) the annual accrual. This means that if you accrue 10 days of vacation per year, once you have 10 days of vacation accrued in your “bank,” you will stop accruing additional vacation until you use vacation time.

Personal/Family-Friendly Days: *Newly hired staff employees are eligible after you have completed 90 days of employment. The amount of Personal/Family Friendly Days may be prorated based on date of hire:

- Hire period January 1 — June 30: One (1) day
- Hire period on or after July 1 are not eligible for Personal/Family-Friendly Days for that year

University Holidays: *The University provides 13 holidays to full-time employees only. Regular part-time employees may be given a holiday off without pay; if they work on the holiday and are paid hourly, they will receive Holiday Premium pay at 1.5 times their current rate for all hours worked on the holiday. The holiday calendar can be viewed at <https://luc.edu/hr/holiday-calendar>.

Sick Leave: *Sick leave is accrued based on your regularly scheduled hours of work. Up to two and a half (2.5) of these days may be used for the care of ill family members. Sick leave may be carried over from year to year, up to a maximum of 30 days for regular part-time employees. *Employees who work less than 20 hours per week accrue 40 hours per year, up to a maximum of 60 hours.*

Parental Leave: Part-time staff employees can receive paid parental leave due to the birth, adoption, or foster placement of a child. The benefit will be available to employees with at least one year of service, and must be taken as one consecutive period within the first year of the birth or placement.

Funeral Leave: The University allows three (3) consecutive paid days off to a staff member (after 30 days of employment) experiencing a death in the immediate family, or one (1) day if the death is in the extended family.

Jury Duty: The University supports the judicial system by paying full salary to employees (after 30 days of employment) who serve on jury duty.

Life Insurance

The University provides you with Basic Term Life Insurance equal to one-and-one-half (1½) times your annual salary, up to \$500,000. You may also purchase supplemental coverage:

- **Supplemental Life Insurance – Employee:** Up to five (5) times your annual earnings rounded to the next higher \$10,000, up to a maximum of \$500,000. You may purchase coverage for your dependents only if you purchase Supplemental Life for yourself.
- **Supplemental Life Insurance – Spouse:** Up to \$100,000 (coverage may be purchased in \$5,000 increments up to \$50,000, and thereafter, in \$10,000 increments up to a maximum of \$100,000) but no more than 100% of your Supplemental Life Insurance election. The maximum coverage for your spouse without Evidence of Insurability (EOI) is \$25,000, for new hires only.
- **Supplemental Life Insurance – Child(ren):** \$5,000 per child (\$1,000 from birth to age 6 months).
- **Accidental Death & Dismemberment (AD&D) Insurance:** Choose from four amounts of coverage for you and/or your family: \$50,000, \$100,000, \$200,000, or \$300,000.

Long-term Care Insurance

The Long-term Care insurance program is designed to protect you when you are no longer able to perform some Activities of Daily Living (ADLs) by yourself due to an illness, disability, or severe cognitive impairment. This optional benefit is provided by LifeSecure, to whom payments are made directly.

Professional Development

- **EMERGE Training & Development:** A series of training programs and resources are provided to enhance personal and professional development on many topics at no cost to you.

Adoption Assistance

Loyola's adoption assistance benefit is provided to you at no cost. This program will reimburse you at 90% for covered adoption expenses, up to a maximum of \$5,000 (or \$6,000 if the child has special needs).

KinderCare

When you enroll your child(ren) at a participating KinderCare Learning Center or Champions Before- and After-School Program, you'll save 10% on the cost of full-time, part-time, and drop-in tuition as a Loyola University Chicago employee. Child care programs are available for children ages six weeks to 12 years old.

Loyola Preschool

The Loyola University Chicago Preschool located on the Lake Shore Campus provides a safe and secure environment for young children. Full-day preschool is open year-round from 7:30AM – 6:00PM, Monday through Friday, for children ages two through five.

Pet Insurance

Loyola offers comprehensive pet insurance options to cover veterinary expenses and more for your covered dog, cat, bird, rabbit, reptile, or other exotic pet. You receive the group Loyola discount, and are billed directly from Nationwide. You can receive a 5% multiple pet discount by insuring two or three pets, or a 10% discount on each policy for four or more pets.

Fitness Centers

Fitness Centers are located at our Lake Shore and Health Sciences Campuses, and a fitness center membership is available for purchase at each. At our Water Tower Campus, there is a smaller Fitness Studio available for use and a membership is also available for purchase.

Group Legal

For \$15 a month, the MetLife Group Legal Services Plan provides employees and their families with access to a network of participating attorneys who can provide a wide range of professional legal services.

Employee Assistance Program (EAP)

The University offers an Employee Assistance Program (EAP) to help solve issues and difficulties of daily life. This useful program includes 24/7 counseling, online trainings/seminars, and referrals to care resources. This confidential program is offered at no cost, and is available to all employees and their families.

Employee Discounts

As a Loyola staff employee, you will be eligible to receive discounts and perks from a variety of programs.

Discounts & Perks (Find the complete list at www.luc.edu/hr/discounts)	
➤	Loyola Federal Credit Union (Discounts on Great America Tickets)
➤	WW® (Weight Watchers Reimagined) Program Reimbursement
➤	AAA Membership and Travel Services Discounts
➤	Cellular Service Discounts (AT&T, Sprint, and Verizon)
➤	Rental Car and Divvy Bike Discounts
➤	Fitness Membership Discounts
➤	Personal Computer Hardware and Software Discounts
➤	Florist, Restaurants, Office Products, and Invitations/Correspondence Discounts
➤	National Seminars Training

Please visit www.luc.edu/hr for detailed information on Loyola University Chicago benefits.

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