



## 2021 Benefit Summary for Part-Time Non-Exempt Staff

	WHO PAYS	EFFECTIVE	DESCRIPTION
<b>UND 403(b) Retirement Plan (Mandatory Contributions)</b>	<i>University/Employee</i> You contribute 5% of your annual salary on a before-tax basis. The University contributes 10% of your annual salary.	Participation is mandatory after reaching 1,000 hours worked within one year of service.	Fidelity Investments is the provider of recordkeeping services. There are 14 investment options including Target Date Funds, core and specialty funds. You are immediately vested in all contributions to the plan.
<b>UND 403(b) Retirement Plan (Voluntary Contributions)</b>	<i>Employee</i> The amount of contributions permitted is determined by IRS regulations. Contributions are made by employee through payroll deduction.	Eligible to participate at the time you are employed (or any other time during your active employment).	Fidelity Investments is the provider of recordkeeping services. There are 14 investment options including Target Date Funds, core and specialty funds. Contributions can be made on a pre-tax or Roth post-tax basis.  Participation is voluntary but encouraged as an opportunity to save for retirement.
<b>Holidays</b>	<i>University</i>	Upon employment.	Holiday pay for the following days/time not worked: Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving and the day after, Christmas Celebration, and New Year's Day Celebration (Annual total of twelve to fifteen days).  Employees who work less than 12 months in a calendar year are eligible for all holidays, falling in their work period, except for those that fall during the time they are not scheduled to work. Holiday pay for part-time employees is prorated according to the total hours worked per week.

BENEFIT	WHO PAYS	EFFECTIVE	DESCRIPTION
<b>Travel/Accident Insurance</b>	<i>University</i>	Upon employment.	Provides \$500,000 of coverage in the event of accidental death or dismemberment resulting from injuries you sustain while traveling on University business. Your spouse is eligible for \$100,000 coverage in the event of accidental death or dismemberment resulting from injuries sustained if traveling with you on University business. Refer to the Travel and Entertainment Policies and Procedures handbook on the website <a href="http://controller.nd.edu">http://controller.nd.edu</a> for specific guidelines pertaining to this benefit. Administered by AIG Life Insurance Company.
<b>Vacation</b>	<i>University</i>	Accrual begins immediately upon hire. 90 day waiting period before using.	Two weeks up to seven years, three weeks after seven years, four weeks after twelve years, and five weeks after twenty years. Vacation is prorated based on actual hours worked.
<b>Incidental Days</b>	<i>University</i>	Upon employment.	Ten (10) paid leave days allotted per calendar year which may be used in days or incremental hours for personal illness or injury or that of a qualifying family member (spouse, child, or parent). Two of the 10 days may be used for personal. Prorated for staff working less than 40 hours per week or less than a 12 month schedule.
<b>Short Term Income Replacement (STIR)</b>	<i>University</i>	Upon completion of one year of continuous employment at the University of Notre Dame.	100% regular pay in the event of an extended work absence due to a non-work related qualifying personal illness or injury. There is a one calendar week waiting period. STIR is subject to a medical review and determination by Sedgwick. The University pays through the Office of Payroll Services.

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<b>Long-Term Disability</b>	<i>University</i>	Upon completion of one year of continuous employment at the University of Notre Dame.*	Pays 60% of your salary up to a maximum of \$12,000 per month after six months of total disability, reduced by other payments, such as Social Security and pension benefits. The program is administered by The Standard.  * The waiting period may be waived if you were enrolled in Long-Term Disability with your previous employer.
<b>Funeral Leave</b>	<i>University</i>	Upon employment.	Funeral Leave is provided as follows: <ul style="list-style-type: none"> <li>- Five paid work days for spouse, child, parent, or parent-in-law.</li> <li>- Three paid work days for sibling, grandparent or grandchild.</li> <li>- One paid work day for aunt, uncle, niece, nephew.</li> <li>- One-half paid work day for cousin, brother-in-law, sister-in-law.</li> </ul>
<b>Leave of Absence</b>	<i>Employee</i>	Defined by policy.	Leave of absences may be extended for the following University policies: <ul style="list-style-type: none"> <li>- Family and Medical Leave(FMLA)</li> <li>- Personal</li> <li>- Military</li> </ul>
<b>Availability of Athletic Facilities</b>	<i>University</i>	Upon employment.	These include handball, squash, basketball and tennis courts, running track, swimming pool, fitness and weight rooms.
<b>Health Advocate</b>	<i>University</i>	Upon employment.	The program provides assistance navigating healthcare and insurance issues for you, your spouse, dependent children, parents, and parents-in-law. Please contact Health Advocate at 1-866-695-8633.
<b>Calm App Premium Subscription</b>	<i>University</i>	The first day of the month following your date of hire.	Calm is an app that provides tools to help users relax, focus and rest, offering guided sessions on sleep, meditation and relaxation.

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<b>Bookstore, Joyce Center Varsity Shop, and Golf Pro Shop</b>	<i>University</i>		Upon employment.	Discount (20%) on most items.
<b>Golf Courses</b>	<i>University</i>		Upon employment.	Discount on greens fees.
<b>University Libraries</b>	<i>University</i>		Upon employment.	Books and materials may be borrowed upon presentation of your University identification card.
<b>Parking</b>	<i>University</i>		Upon employment.	Free parking is available to all University employees. A parking pass may be obtained at University Parking Services located in Hammes Mowbray Hall.
<b>Automobile Discount Program</b>	<i>Employee</i>		Upon Employment	Ford Motor Company, General Motors Corporation, Nissan and BMW have extended their supplier discount program to University faculty, administrators, and staff who reside in the United States. With the supplier discount, you pay a small percentage over the price paid by employees of these vendors for most new and unused vehicles. You may lease or purchase up to two eligible vehicles per year.
<b>Pet, Auto &amp; Homeowners Insurance Discount Program</b>	<i>Employee</i>		Upon employment	<p>As an employee or retiree of the University, you may save up to 20% on pet, auto and home insurance through Liberty Mutual's Group Savings Plus program. You may also receive:</p> <ul style="list-style-type: none"> <li>• Competitive rates, guaranteed for 12 months</li> <li>• Convenient payment plans</li> <li>• Round-the-clock claims service</li> <li>• 24-Hour Emergency Roadside Assistance</li> </ul>
<b>Social Security Benefits</b>	<i>University/Employee</i>	Upon employment.	Social Security coverage provides you with retirement benefits and medical insurance (Medicare) benefits. The University contributes 6.2% of your pay up to IRS compensation limits for Social Security and 1.45% of your pay for Medicare. Employees with income over \$200,000 pay an additional .9% Medicare tax.	

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<b>Workers Compensation</b>	<i>University</i>	Upon employment.	All employees are covered under the Workers Compensation Act and the Occupational Disease Act providing protection from loss of income attributable to job-related injury. All incidents must be reported to the supervisor immediately.
<b>Unemployment Compensation</b>	<i>University</i>	Upon employment.	Employees are covered under the Federal Unemployment Tax Act and Indiana laws.

This is a general summary of benefits. Specific information may be obtained from the Office of Human Resources or by visiting our website at [hr.nd.edu](http://hr.nd.edu).

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