



2023 Benefit Summary for Part-Time Non-Exempt Staff

BENEFIT	WHO PAYS	EFFECTIVE	DESCRIPTION
UND 403(b) Retirement Plan (Mandatory Contributions)	<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 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. *The one-year eligibility period may be waived if you have a year of prior service at another accredited college or university or a not-for-profit research laboratory or governmental research laboratory.
UND 403(b) Retirement Plan (Voluntary Contributions)	<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.
Holidays	<i>University</i>	Upon employment.	Holiday pay for the following days/time not worked, provided the holiday falls on a day you are scheduled to work: <ul style="list-style-type: none"> • Martin Luther King, Jr. Day • Good Friday • Memorial Day • Independence Day • Labor Day • Thanksgiving and the day after • Christmas Celebration • New Year's Day Celebration Pay is based on work schedule.

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Travel/Accident Insurance	<i>University</i>	Upon employment.	Provides \$500,000 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 http://controller.nd.edu for specific guidelines pertaining to this benefit. Offered by AIG Life Insurance Company.
Vacation	<i>University</i>	Accrual begins immediately upon hire. 90 day waiting period before using.	<p>Vacation is accrued based on actual hours worked. You will receive vacation pay for any time off you take when you otherwise would be scheduled to work. You will accrue based on your length of service:</p> <ul style="list-style-type: none"> • Up to seven (7) - 2 Weeks • Seven (7) years or more - 3 Weeks • Twelve (12) years or more - 4 Weeks • Twenty (20) years or more - 5 Weeks
Incidental Days	<i>University</i>	90 days following date of 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. Incidental days will only be applied to days you otherwise would be scheduled to work.
Short Term Income Replacement (STIR)	<i>University</i>	Upon completion of one year of continuous employment at the University of Notre Dame.	You will be paid for days you are normally scheduled to work, for up to six months in the event of an absence due to a non-work related qualifying personal illness or injury. Program administered by Sedgwick.
Long-Term Disability	<i>University</i>	Upon completion of one year of continuous employment at the University of Notre Dame.*	<p>Pays 60% of your salary up to a maximum of \$12,000 per month after six months of total disability and integrates with other government disability benefits, such as Social Security. Contributions to the Defined Contribution Retirement Plan For Faculty and Exempt Staff continue on your behalf. The program is offered by The Standard.</p> <p>* The waiting period may be waived if you were enrolled in Long-Term Disability with your previous employer within the last 3 months.</p>
Funeral Leave	<i>University</i>	Upon employment.	<p>Funeral Leave is provided as follows, for days you are normally scheduled to work:</p> <ul style="list-style-type: none"> • Five paid work days for spouse, child, parent, or parent-in-law • Three paid work days for sibling, grandparent or grandchild • One paid work day for aunt, uncle, niece, nephew • One-half paid work day for cousin, brother-in-law, sister- in-law

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Leave of Absence	<i>Employee</i>	Defined by policy.	Leave of absences may be extended for the following University policies: <ul style="list-style-type: none"> • Family and Medical Leave (FMLA) • Personal • Military
Availability of Athletic Facilities	<i>University</i>	Upon employment.	These include handball, squash, basketball and tennis courts, running track, swimming pool, fitness and weight rooms.
Health Advocate	<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 (866) 695-8633.
Calm App Premium Subscription	<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.
Bookstore, Joyce Center Varsity Shop, and Golf Pro Shop	<i>University</i>	Upon employment.	Discount (20%) on most items.
Golf Courses	<i>University</i>	Upon employment.	Discount on greens fees.
University Libraries	<i>University</i>	Upon employment.	Books and materials may be borrowed upon presentation of your University identification card.
Parking	<i>University</i> Reserved parking is available.	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.
Automobile Discount Program	<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.
Pet, Auto & Homeowners Insurance Discount Program	<i>Employee</i>	Upon employment.	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: <ul style="list-style-type: none"> • Competitive rates, guaranteed for 12 months • Convenient payment plans • Round-the-clock claims service • 24-Hour Emergency Roadside Assistance
Social Security Benefits	<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 will pay an additional .9% Medicare tax.

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Workers Compensation	<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.
Unemployment Compensation	<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.

S4, S6 = PN

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