HEALTH CARE
The University of Rochester offers two Health Care Plan options:

- YOUR PPO Plan
- YOUR HSA-Eligible Plan

Coverage options include employee only, employee and children, employee and spouse/domestic partner, or family. Your Plan is administered by Excellus BlueCross BlueShield (BCBS). Health care coverage will be effective on the 1st day of the month following your date of hire, or on your date of hire if that occurs on the 1st of the month.

Find additional information at rochester.edu/totalrewards/health.

FLEXIBLE SPENDING ACCOUNTS (FSA)
FSA options include:

- Health Care FSA
- Limited Purpose Health Care FSA (must be enrolled in the HSA Health Plan)
- Dependent Care FSA

FSA elections will be effective on the 1st day of the month following your date of hire, or on your date of hire if that occurs on the 1st of the month.

Find additional information at rochester.edu/totalrewards/fsa.

HEALTH SAVINGS ACCOUNT (HSA)
If you are enrolled in the YOUR HSA-Eligible Plan you may choose to contribute to an HSA. HSA elections will be effective on the 1st day of the month following your date of hire, or on your date of hire if that occurs on the 1st of the month.

Find additional information at rochester.edu/totalrewards/hsa.

DENTAL
The University of Rochester offers two Dental Plan options:

- Traditional Dental Plan
- Medallion Dental Plan

Coverage plan options include employee only or family and is administered by Excellus BCBS. Dental coverage will be effective on the 1st day of the month following your date of hire, or on your date of hire if that occurs on the 1st of the month.

Find additional information at rochester.edu/totalrewards/dental.

METLIFE LEGAL PLAN
Receive legal advice and representation on a wide range of legal matters such as wills, estate planning, financial matters, etc.

Find additional information at YOURBenefitsextras.com.

VSP VISION CARE
Voluntary vision benefits through the VSP Vision Care Plan can help you and your family with the cost of eye exams, glasses, contact lenses, and more.

University health care plans do not include routine vision coverage (annual eye exam and eye wear), therefore eligible employees have two options through VSP Vision Care: UR Vision Basic and UR Vision Plus.

Find additional information at YOURBenefitsextras.com.
LONG-TERM DISABILITY PLAN

Provides a monthly income benefit at 60% of your covered salary when you become totally disabled for more than six months. Coverage options include:

- Limited Long-Term Disability Insurance
- Full Long-Term Disability Insurance

Select coverage begins after 1 year of service with the University.

If you wish to enroll or increase Long-Term Disability Insurance after your initial 30-day enrollment period, you must submit a statement of health for approval by the insurance carrier.

RETIREMENT PROGRAM

Voluntary Contributions

Begin making Voluntary Contributions to the Retirement Program at any time.

Automatic Voluntary Contributions:

After 60 days, newly hired or rehired full- and part-time staff members will be automatically enrolled to make pre-tax Voluntary Contributions to the 403(b) Retirement Program each pay period at 3%. Effective July 1, 2020

your salary deferral election will increase 1% annually on the anniversary of your hire date to a maximum of 15%. You may choose to contribute more, less, or not to contribute at all at any time. Opt out within 60 days of becoming eligible and no contributions will be deducted from your paycheck.

University Contributions

Staff become eligible for University Contributions after 2 years of service. The University Direct Contribution is 6.2% of your eligible compensation, and beneficiaries.

ELIGIBLE EMPLOYEES

- Eligible employees not actively employed after March 31, 2021:
The University will provide a 6.2% contribution of eligible compensation up to a maximum compensation amount of $140,000.

- Eligible employees actively employed on or after March 31, 2021:
The University will provide a 6.2% contribution of eligible compensation up to a maximum compensation amount of $61,300, then 10.5% of eligible compensation in excess of the breakpoint, up to a maximum compensation amount of $140,000.

To receive credit for service completed at another eligible institution, you must submit the Retirement Service Credit Form on HRMS (rochester.edu/people) by following the path Staff Service > Benefits > Retirement Service Credit, within 90 days of your hire date for retroactive service.

Find additional information at rochester.edu/totalrewards/retirement.

Tuition Benefits

Employee Tuition Waivers for Courses at the University of Rochester:

Receive a 80-95% waiver on tuition costs.

Full-time Staff: Up to 2 credit-bearing courses per semester/quarter upon completion of 1 year of full-time service.

Part-time Staff: Up to 1 credit-bearing course per semester/quarter upon completion of 2 years of part-time service.

Employee Tuition Reimbursement for Courses at Other Universities:

Upon completion of 1 year of full-time service, full-time staff members may receive a 70% reimbursement on tuition costs for up to 2 credit-bearing courses per semester/quarter taken at other Universities.

Part-time staff are not eligible for tuition reimbursement benefits.

Dependent Children Tuition Benefits:

Dependent children of University of Rochester staff members may receive a partial tuition waiver to use for up to 4 years of undergraduate study at the University of Rochester.

- Dependent children of regular part-time staff are eligible upon the employee’s completion of either the 5- or 10-year service requirement.

- Dependent children of regular part-time staff are eligible upon the employee’s completion of 6 years of part-time service.

Find additional information at rochester.edu/totalrewards/tuition.

HOME OWNERSHIP INCENTIVE PROGRAM

Receive $9,000 towards the purchase of a primary residence in qualifying city neighborhoods. New homeowners purchasing within these neighborhoods may receive $3000 from the University, $3000 from the City, and $3000 from a participating bank/credit union.

Find additional information at rochester.edu/totalrewards/housing.

WELL-U

The University’s wellness program, WELL-U, provides staff members with programs such as:

- Personal Health Assessment (including a biometric screening)
- Lifestyle management programs
- Condition management coaching
- Emotional & mental health resources
- Physical fitness development opportunities
- Food & nutrition support

Find additional information, including eligibility requirements, at rochester.edu/well-u.

UR MEDICINE EAP

Professional & confidential guidance provided at no cost for employees and their immediately family members. UR Medicine EAP will help assess issues and provide short-term counseling and referrals as needed with life events.

Find additional information at urmc.rochester.edu/eap.
**GROUP AUTO & HOME INSURANCE**
Receive special group discounted rates on auto and home insurance, plus the convenient option of paying your premiums through automatic payroll deduction.
Find additional information at [YOURBenefitsExtras.com](http://YOURBenefitsExtras.com).

**FAMILY CARE PROGRAM**
Supporting the diverse care needs of you and your family, the University’s Family Care Program offers:
• Free Premium Care.com Membership - Find providers for child care, pet care, household tasks, elder care, and much more.
• The Children’s School at URMC - Priority placement and 10% discount
• Child Care Select - 10% discount at any KinderCare location
Find additional information at [rochester.edu/totalrewards/family/](http://rochester.edu/totalrewards/family/).

**LONG-TERM CARE**
Long-term care (LTC) insurance pays for home health care, assisted living and nursing home care to help people with the functions of day-to-day living when it becomes too difficult to do it on your own.

**BUSINESS TRAVEL INSURANCE PLAN**
The University provides benefits in case of accidental death, dismemberment, or paralysis while traveling on approved University business away from the principal place of employment for periods of 365 days or less. The travel assistance card is available online at [rochester.edu/benefits/health/healthcare_traveling](http://rochester.edu/benefits/health/healthcare_traveling) and should be printed and carried with participants.

**PAID TIME OFF (PTO)**
The PTO Plan provides eligible employees with up to 56 hours of PTO time during a Plan Year. Eligibility for PTO includes regular full- and part-time staff in non-exempt positions (not including hourly paid PAS2 staff) whose primary appointment is in divisions:

- 40 (School of Medicine and Dentistry)
- 50 (Strong Memorial Hospital)
- 60 (School of Nursing)
- 90 (Health Sciences)
- 91 (Medical Faculty Group)
- 92 (Eastman Institute for Oral Health)

PTO hours for new employees are prorated based on start date.

**SHORT-TERM DISABILITY**
Regular full-time, non-exempt staff with less than 6 months of service:
Statutory pay (pay required by NYS) begins on the 8th consecutive day of disability absence.

Regular full-time, non-exempt staff with 6+ months of service:
On the 8th consecutive day of disability absence, up to 26 weeks of full or half pay is provided, based on length of service.

Regular full- and part-time PAS2 staff:
On the 8th consecutive day of disability absence, up to 6 months of full or half pay is provided, based on length of service.

**LONG-TERM DISABILITY (LTD) PLAN**
Regular full- and part-time staff are eligible for Long-Term Disability Insurance upon completion of one year of service with the University. LTD Plan options include:
• Limited LTD
• Full LTD

**VACATION**
Regular full- and part-time staff earn vacation beginning on their date of appointment and continue to earn a portion of the annual vacation entitlement each pay period.

**HOLIDAYS**
Regular full- and part-time staff are eligible for 8 University paid holidays: New Year’s Day, Martin Luther King Jr. Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Friday after Thanksgiving, and Christmas Day.

**SICK TIME**
10 days of sick pay protection are provided each year to full- and part-time staff in non-exempt positions whose primary appointment is in divisions:

- 10 (Central Administration)
- 20 (River Campus)
- 21 (College of Arts and Sciences)
- 22 (College of Engineering and Applied Science)
- 23 (Simon School)
- 24 (Graduate School of Education and Applied Sciences)
- 30 (Eastman School of Music)
- 70 (Memorial Art Gallery)

Up to a maximum accumulation of 20 days. A “day” of sick pay means one-fifth of the staff member’s standard weekly work hours.

**LEAVE, DISABILITY, AND VACATION**
Find information about your job classification, standard work hours, etc. using the Benefits Eligibility Key found on HRMS ([rochester.edu/people](http://rochester.edu/people)) by following the path Main Menu > Self Service > Benefits > Benefits Eligibility Key.

**ENROLLMENT DETAILS**
Enroll online at [YOURBenefitsExtras.com](http://YOURBenefitsExtras.com).

**ENROLLMENT DETAILS**
Visit [rochester.edu/totalrewards/family/](http://rochester.edu/totalrewards/family).

**ENROLLMENT DETAILS**
To learn more or to enroll, contact Legacy Services at:
Phone: 1-800-230-339
Email: custsvc@4groupltci.com

Employees are automatically enrolled upon hire.

The University reserves the right to modify, amend, or terminate these plans at any time. This document provides only a summary of the main features of the plan. Detailed information on the benefit plans is available on the Total Rewards website at [rochester.edu/totalrewards](http://rochester.edu/totalrewards).

Additional information about leave, disability, and vacation can be found on [rochester.edu/working/hr/leave](http://rochester.edu/working/hr/leave).