



Fringe Benefits

Averett University

420 West Main Street, Danville, VA 24541

1-800-AVERETT

www.averett.edu

Flexible Spending Account (FSA) - <http://www.discoverybenefits.com> Medical and Dependent Care — Open enrollment in November. Plan begins the first day of the next month after hire date.

Health Insurance - Averett University Employee Health Plan is a self insured health plan administered by Primary PhysicianCare www.primarypc.com. The University shares cost with the employee: annual enrollment in December.

Cost to Employee:	\$76.66 per month	Cost to Averett:	\$434.42 per month
Cost to Employee/1 Child:	\$171.21 per month	Cost to Averett:	\$513.64 per month
Cost to Employee/Family:	\$372.07 per month	Cost to Averett:	\$690.99 per month

Life Insurance Guardian Life - <http://guardianlife.com> Averett pays total cost of premium - Additional insurance can be purchased. Policy value is two times employee's annual salary - (limit \$100,000) - Amount over \$50,000 is taxable income on the premium.

Long Term Disability Guardian Life - <http://guardianlife.com> Averett pays total cost of premium. Provides disability coverage after 6 months of disability.

Payroll - Salary paycheck deposits are posted on the 25th day of each month. Hourly paychecks are issued semi monthly (the 10th and the 25th of each month.) Direct deposit is required. Direct deposit enrollment form is available online at www.averett.edu.

Piedmont Credit Union - <http://www.piedmontcu.org> — 366 Piney Forest Road, Danville, VA 24540 434-797-1954. Averett University employees are eligible and welcome to join the credit union.

Reach EAP (Employee Assistance Program) & Workplace Solutions - www.reach-eap.com 1-800-950-3434

Retirement 403b - Employee contributes 1% - 5% of his/her annual salary and Averett will match up to 5%. Additional tax-free unmatched contributions may also be made. Contribution changes can be made quarterly to the plan.

There are three companies to choose from:

• **GuideStone Financial Resources** <http://www.guidestone.org> • **TIAA-CREF** <http://www.tiaa-cref.org> • **VALIC** matt.rose@valic.com

Sick leave - Eligible employees earn 8 hours per month to a maximum of 1040 hrs. Earned sick leave may be used for sickness for the employee or sickness/death of an immediate family member.

Shared Leave Pool - Voluntary system of donated sick leave hours to a pool for use by employees who have exhausted sick leave hours. Form and information online at www.averett.edu.

Tuition benefits - Full-time employees and eligible members of immediate family may take classes free of charge at Averett University. Tuition benefit request forms may be picked up in the Human Resources or Payroll/Benefits offices and online.

Averett University is a member of the Consortium of Independent Colleges (CIC) <http://www.cic.org/tep/index.asp>. The CIC Tuition Exchange Program (CIC-TEP) is a network of CIC colleges and universities willing to accept, tuition-free, students from families of full-time employees of other CIC-TEP institutions. Applications are available on their website or in the Averett HR office.

Vacation - Eligible staff members earn the following paid leave based on length of employment.

1-5 years:	10 days or 6.667 hours per month	6-10 years:	12 days or 8 hours per month
11-19 years:	15 days or 10 hours per month	20 + years:	20 days or 13.33 hours per month

VOLUNTARY PLANS AVAILABLE

Aflac - <http://www.aflac.com> Contact Lewis Giles 434.728.4924 Insurance for daily living. Additional fees apply.

Delta Dental - <http://www.deltadental.com> Employee pays total cost: Rates effective 1/1/2012 to 12/31/2012.

Employee: \$30.01 per month Employee/Spouse: \$60.04 per month Employee/Child(ren): \$63.01 per month Employee/Family: \$77.01 per month

Vision - <http://www.vsp.com> Cost is per month is Employee: \$5.04 Employee /Child: \$8.82 Employee/Family: \$14.11

Handbook/Faculty - The Faculty Handbook is available online at <http://www.averett.edu/fac-staff>. Please read the faculty handbook and sign the form at the end of the handbook and return to the Payroll/Benefits Coordinator.

Handbook/Staff - The Staff Handbook is available online at <http://www.averett.edu/fac-staff/forms/hr/staff-handbook-revised-062409.pdf>. Please sign the two forms at the end of the staff handbook and return to the Payroll/Benefits Coordinator.

I have been given the appropriate information, forms, and resources to enroll in Averett University's benefit plans.

Signed _____ Date _____

Additional information is available in the Human Resources Office and online at www.averett.edu/fac-staff/forms/index.html

HR 11/21/11 form/sig