



Benefit Highlights

2025

Faculty and Administrative Members Exempt/Biweekly

The following benefits are available to regular full-time employees working on at least a 75% academic or fiscal year schedule. Contact Human Resources for information on these benefits applicable by 4/30/26 (year 31.4) or 6/30/26 (year 26.7) (r

The medical, dental and vision insurance may be effective on the first day of the month



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Faculty and Administrative Members **Temp/Biweekly**

GROUP LIFE AND ACCIDENTAL DEATH AND DISMEMBERMENT

The benefit provides a policy in the amount of 1.5 times annual salary with a maximum coverage of \$100,000. The University pays 100% of this premium.

VOLUNTARY TERM LIFE AND ACCIDENTAL DEATH AND DISMEMBERMENT INSURANCE

This voluntary benefit is available to regular (nontemporary) full-time employees. Employees have the option to elect the benefit in increments of \$10,000 up to a maximum of \$500,000. New hires may elect up to \$250,000 on themselves, \$50,000 on spouse and \$100,000 on dependent children without answering medical questions, provided they elect coverage within 30 days of hire.

VOLUNTARY SHORT TERM DISABILITY

This voluntary benefit is available to regular (nontemporary) full-time employees. This voluntary plan provides a weekly benefit of 60% of your weekly earnings. Benefits pay for accidents and sicknesses for up to 26 weeks. Benefits may begin on the 15th calendar day.

LONG TERM DISABILITY

This benefit is available to regular (nontemporary) full-time employees after three years of continuous employment. Subject to certain requirements, the waiting period may be waived with required documentation received within 60 days of employment. This plan provides a monthly benefit of 60% of monthly earnings. This benefit is available to temporary employees in 75% or greater appointments starting at beginning of the fourth year. The University pays 100% of this premium.

FLEXIBLE SPENDING ACCOUNTS (FSA) AND DEPENDENT CARE (DCFSA)

Regular (nontemporary) employees may enroll in flexible spending accounts which allow employees to obtain reimbursement for unreimbursed health care expenses and/or dependent care expenses. The annual maximum for HFSA is \$3,300. The annual maximum for DCFSA is \$5,000.

VOLUNTARY HOSPITAL INDEMNITY COVERAGE

This voluntary benefit is available to regular (nontemporary) full-time employees. Hospital Indemnity coverage pays a benefit when an employee or their covered dependents are admitted to the hospital for a covered stay.

VOLUNTARY ACCIDENT COVERAGE

This voluntary benefit is available to regular (nontemporary) full-time employees. Accident coverage applies to nonwork related accidents only. If an employee elects to purchase accident coverage, this plan pays a benefit directly to the employee to help offset unexpected expenses associated with an accident for the employee or their covered dependents.

VOLUNTARY CRITICAL ILLNESS

This voluntary benefit is available to regular (nontemporary) full-time employees. A critical illness plan pays a lump sum benefit to the member for many conditions. Employees may also cover their spouse and dependent children.

EMPLOYEE ASSISTANCE PROGRAM

For regular employees on a 50% or greater assignment, the University offers an Employee Assistance Program to aid employees' mental health. The program, through TimelyCare, offers TalkNow on demand mental and emotional support, scheduled counseling, health coaching and digital self care. All services are completely confidential.

RETIREMENT PLAN

This benefit is available to regular (nontemporary) employees on a 50% or greater assignment after a one-year waiting period. If the employee has participated in another university sponsored retirement plan, with employer contributions, the waiting period may be waived provided such proof is given to HR within 60 calendar days of hire. The University makes the total contribution of the equivalent of 1% of annual appointment salary. This is a 403(b) qualified plan with employee contributions. Employees are immediately 100% vested in these funds. The University makes 100% of the contribution.

SUPPLEMENTAL RETIREMENT PLAN



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FEE WAIVER ON CLASSES

- Employees receive a full waiver of tuition for undergraduate and graduate courses; a maximum benefit of six credit hours and spring semesters and up to six credit hours during the summer session with a maximum of 15 hours per academic year.
- Spouses and eligible dependents (see policy) of employees receive a waiver of 75% of student tuition for undergraduate courses. A maximum of 132 semester credit hours is eligible for the fee waiver.
- Employees also may receive a waiver of fees for noncredit courses held on campus through the Outreach and Engagement Department.
- See University handbook for full policy and guidelines USI.edu/hr/policy.

RECREATION, FITNESS AND WELLNESS CENTER

The Recreation, Fitness and Wellness Center, located south of the Screaming Eagles Arena, is available at no cost to employees. The facility includes three courts, a fitness center area with cardiovascular equipment, free weights, an elevated track, game room, lounge, center and group exercise rooms. The facility offers a variety of activities including basketball, volleyball, badminton, tennis, billiards, foosball, board games, step, spin, stability ball, kickboxing, Tai Chi, Yoga, dance classes and personal training.

AQUATIC CENTER

The Aquatic Center, located between the Screaming Eagles Arena and the Recreation, Fitness and Wellness Center, is available to employees. Features include an indoor, 25meter by 25yard pool and diving well. Seating for 190 and professional timing and scoreboard displays make the Aquatic Center an ideal host for dual and regional meets. Outside of competition, the Aquatic Center is available for open swim to the USI community six hours a day during the week.

VACATION

Chief administrative personnel (president, vice presidents, deans and directors (including senior staff designated by the president of the University), professional librarians and fiscal faculty will accrue vacation at the rate of 20 working days per fiscal year. Administrative staff will accrue vacation at the rate of 15 working days per fiscal year. Upon the completion of five years of service administrative staff will accrue vacation at the rate of 20 days per fiscal year. Academic year appointments are not eligible for vacation. The maximum accrual at any time is twice the annual allowance.

SICK TIME WITH PAY

Faculty and Administrative Members can earn up to 12 working days of sick time each fiscal year. Sick time will be available for use upon accrual. Up to 20 days per fiscal year may be used for illness of immediate family members and domestic partners.

PARENTAL LEAVE POLICY

Full



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Faculty and Administrative Members **Empty/Biweekly**

JURY DUTY OR WITNESS IN COURT

Time off with pay with required documentation.

PARKING

On-campus parking is available at no cost to the employees.

SOCIAL SECURITY

Social Security is administered by the federal government through the Social Security Administration and provides survivorship and retirement benefits. The cost is shared by the University and the employee.

WORKER'S COMPENSATION

Benefits are dependent upon circumstances. Work-related injuries and illnesses must be reported immediately to the employee's supervisor. The University pays 100% of premium.

PAYDAY

Faculty and Administrative Members are paid biweekly on Fridays. Wages are directly deposited at the financial institution of the employees' choice.

USI DEACONESS CLINIC

The USI Deaconess Clinic, located in the Recreation, Fitness and Wellness Center, is a full clinic offering medical services and health related information to employees.

DENTAL HYGIENE CLINIC

This facility is located on the main level of the Health Professions Center. Employees may take advantage of the discount for the following services performed by the dental hygiene students: adult and child hygiene treatments, full mouth series, x-rays, and sealants.

ATHLETIC TICKETS

Season tickets for athletic events are available. Contact the Athletic Office for schedules and rates **465-7265**.

THEATRE

Season tickets for University theatre productions are available. Contact the Theatre Office for additional information **465-1635**.

PUBLIC SAFETY