



NON-EXEMPT STAFF Benefits Overview Effective April 1, 2022

This document is a summary of benefits. It does not take the place of a specific vendor Summary Plan Description (SPD) or the Employee Handbook for benefit or eligibility details.

Eligibility: As a staff member, if you are hired on the 1st day of the month, your benefits will be effective immediately, otherwise, your benefits will begin on the 1st day of the following month of your hire date. Most benefits require enrollment within 31 days of your eligibility. Part-time staff with an FTE between 0.50 – 0.82 receive a percentage of benefits based upon their FTE. Information specific to each benefit regarding coverage options, eligibility and monthly premiums will be provided during enrollment in the Benefit Portal.

Insurance Options:

Please refer to the attached 2022-23 Medical Benefits and Rates Comparisons for a summary of the different plan provisions.

Medical Regence Blue Cross Blue Shield (www.regence.com)

- **Option #1:** PPO Deductible
- **Option #2:** High Deductible Health Plan (PPO) with Health Saving Account (HSA) Option

Medical Kaiser Permanente (www.kp.org)

- **Option #1:** HMO No Deductible
- **Option #2:** HMO Deductible

Vision Plan:

- **VSP Network** (www.vsp.com)

Dental Plans:

- **Principal Network:** PPO Plan (self-insured plan)
- **Willamette Dental:** HMO Plan (www.willamettedental.com)

Insurance Premium Allowance

- Employees will receive a flat amount monthly based on their medical insurance election to purchase medical, dental & vision coverage for themselves and/or their eligible dependents. This amount is prorated for employees with an FTE between 0.50 – 0.82.
 - ✓ Employee Only: \$755.00
 - ✓ Employee & Spouse: \$945.00
 - ✓ Employee & Child: \$875.00
 - ✓ Employee & Family: \$1350.00
- Employee is responsible for insurance premium after their flat amount is exhausted.
 - Additional insurance premium will be deducted pre-tax from the employee's monthly paycheck.
 - Any unused premium allowance not used for medical, dental, or vision will be forfeited.
- Your Medical election can be different from Dental & Vision.
 - **For Example:** Employee Only medical coverage; Employee & Family for dental and Employee Only for vision.
- **Opting Out of Medical Coverage**
 - \$100 monthly amount. Amount is considered earned income and is taxable.
 - This amount is prorated for employees with an FTE between 0.50 – 0.82.



- You are still eligible to enroll into Dental & Vision coverage, but not eligible for a premium allowance. Employee fully responsible for these premiums. Premium would be a payroll pre-tax deduction.

Flexible Spending Account: This program allows employees to set aside a portion of pre-tax dollars from their monthly paycheck for eligible Health Care (HCFSA), Dependent Care (DCFSA), and Transportation (TRFSA) related expenses. Expenses can be paid for by using a debit card, submitted through the Accrue CMS website, or online reimbursement form. The 2022 HCFSA IRS maximum contribution limit is \$2,850. The 2022 DCFSA IRS maximum contribution limit is \$5,000 for individuals or married couples filing jointly, or \$2,500 married filing separately. The HCFSA has a maximum \$570 carryover of any remaining FSA funds not reimbursed. Any amounts above \$570 will be forfeited.

Health Saving Account: You must be enrolled in the Regence Blue Cross Blue Shield High Deductible Health Plan (HDHP) to be eligible to contribute into a Health Savings Account (HSA). Contribution limits for 2022 HSA Plan are \$3,650 if enrolled as an individual and \$7,300 if enrolled with 1 or more dependents. There is also a Catch-Up Contribution of \$1,000 if you are 55 or older. Employee will never lose access to HSA even if they leave Linfield. These funds are never forfeited.

Life & Voluntary Insurance: All eligible employees receive \$50,000 of group life insurance paid 100% by Linfield. This plan has an age reduction schedule that starts at age 65 (35% reduction) and an additional reduction of 15% at age 70. Everyone starts at \$50,000 and then the reductions are applied. Employees may purchase additional voluntary life insurance for themselves, spouse/ domestic partner or children via payroll deduction. The same age reduction schedule is applied to the voluntary life plan as well.

Other Voluntary Insurance options: Employees have three supplemental voluntary benefit plans that they can choose to participate in:

- Critical Illness (1) and/or Accident (2) Plans. These plans would pay the member flat dollar amounts for specific illnesses and accidents. These are non-taxable payments to the member that they can use toward their medical deductibles and co-pays, as well as any other out-of-pocket expenses.
- Legal and/or Identity Protection Plan (3).

Short-Term Disability Insurance (STD): 100% paid by Linfield with no cost to the employee. Following a fourteen day (14) waiting period paid at 100% of base wages by Linfield, on day 15 STD pays at 66 2/3% of the employee's base wages, up to a weekly maximum of \$1,500. Short-term disability, not including the 14-day waiting period, may continue up to 24 weeks. All employer paid benefits coverage will continue for up to 6 months during the time-period the employee is approved for short-term disability coverage.

Long-Term Disability Insurance (LTD): Linfield pays 100% of the cost of LTD for eligible employees. The waiting period is the first 180 days of disability. Long-term disability is paid at 66 2/3% of the employee's base wages, up to a monthly maximum of \$6,000.



Retirement Account Plan: Linfield University will contribute 3% of your eligible gross wages into your 403(b) retirement plan the pay period following your one (1) year anniversary with the University. Employer contributions to the 403(b) retirement account are subject to a 5-year vesting schedule, 20% per year beginning from date of hire. All employees hired before July 1, 2019, are exempt from the vesting schedule. Personal retirement contributions can begin at any time and are immediately 100% vested. Linfield offers both pre-tax and post-tax options for contributions.

Employees shall receive credit for service performed for an institution of higher education immediately prior to hire by Linfield University, providing the Employee received Employer Contributions under the prior Employer's retirement plan in the twelve-month period immediately preceding the Employee's hire by Linfield University.

****NOTE:** At this time, employer contributions are approved through June 30, 2023.

Payroll: The pay date for all employees is on the 5th of the month for the prior months' work. If the 5th falls on a Saturday or Sunday, the pay date will be the Friday before. Linfield strongly encourages all employees to enroll in direct deposit as their payment method. Employees have the ability to direct deposit funds to multiple accounts.

Holidays: Linfield University provides eight (8) paid holidays: New Year's Day, Martin Luther King Jr. Day, Memorial Day, July 4th, Labor Day, Thanksgiving Day and the following Friday, and Christmas Day. Benefit eligible employees between .50 FTE - .83 FTE earn pro-rated holiday based on the FTE percentage.

Summer Hours: Every summer, Linfield institutes a scheduling change that shortens the work day during summer break. Linfield offices close for business at 4:30pm instead of 5:00pm starting the Monday following commencement. This schedule continues through the second Friday in August, with regular office hours resuming the following Monday. During Summer Hours, the lunch break is 30 minutes vs. 60 minutes. Some offices, due to the nature of their work, may not follow Summer Hours.

Winter Break: Linfield University will be closed from December 25 through January 1. The total number of winter break days varies from year to year. The University pays regular status employees their regular rate of pay during this campus closure.

Paid Time Off (PTO): Regular, full-time status non-exempt employees at 1.0 FTE accrue PTO at the rate of 11.33 hours per month. Employees who are between a .50 and .99 FTE will accrue at a pro-ration of FTE. Regular, full-time status non-exempt employees accrue PTO depending on the employee's length of continuous service. If your initial day of hire is between the 1st and the 15th you will receive a full PTO accrual of 11.33 hours (pro-rated based on FTE) for that month. If your initial day of hire is between the 16th and the end of the month you will receive a half PTO accrual of 5.66 hours (pro-rated based on FTE) for that month. Thereafter, you would receive a full accrual. After the employee has completed 90 days of continuous employment, earned PTO may be used with the approval of the employee's supervisor. Unpaid time off must be used during the first 90 days. No more than 120 hours can be carried forward after June 30th (from one fiscal year to the next). Full and Part-time employees .50 - .99 FTE earn pro-rated PTO based on the FTE percentage, and their PTO carryover maximum amount is pro-rated.

Years of Service	Time Off Earned Hours/Days
0+ years of service	11.33 hours/month or 17 days a year
2+ years of service	12.00 hours/month or 18 days a year
3+ years of service	15.33 hours/month or 23 days a year
7+ years of service	16.66 hours/month or 25 days a year
10+ years of service	18.66 hours/month or 28 days a year

Tuition Remission: All regular (qualifying) status employees .50 FTE and above, and their eligible dependents, spouse/legal domestic partner are eligible for full or partial Tuition Remission commencing with the semester or term after the one (1) year anniversary of the employee's effective (qualifying) date of hire.

Visiting faculty with 2 years of continuous service that are .50 FTE and above, and their eligible dependents, spouse/legal domestic partner are eligible for full or partial Tuition Remission commencing with the semester or term after the second (2nd) year anniversary of the employee's effective (qualifying) date of hire.

Adjunct faculty, temporary employees and employees on special contracts do not qualify for tuition remission.

See full tuition remission policy for details at [Tuition Remission](#).

Tuition Exchange: All regular (qualifying) status employees .83 FTE and above, and eligible dependents, spouse/legal domestic partner are eligible for Tuition Exchange commencing with the semester or term after the three (3) year anniversary of the employee's effective (qualifying) date of hire.

Visiting faculty with 3 years of continuous service that are .83 FTE and above eligible dependents, spouse/legal domestic partner are eligible for Tuition Exchange commencing with the semester or term after the third (3rd) year anniversary of the employee's effective (qualifying) date of hire.

Adjunct faculty, temporary employees and employees on special contracts do not qualify for tuition exchange.

See full tuition exchange policy for details at [Tuition Exchange](#).

Graduate Program Tuition Discount: All regular (qualifying) status employees .50 FTE and above are eligible for full or partial tuition discount commencing with the term after the one (1) year anniversary of the employee's effective (qualifying) date of hire on a space-available basis.

Visiting faculty with 2 years of continuous service .50 and above are eligible for full or partial tuition discount commencing with the semester or term after the second (2nd) year anniversary of the employee's effective (qualifying) date of hire on a space-available basis.



Adjunct faculty, temporary employees, employees on special contracts, dependents and spouse/legal domestic partners do not qualify for tuition discount.

See full Graduate Program Tuition Discount policy for details at [Graduate Program Discount](#).

Other Benefits:

- Employee Assistance Program
- Travel Assistance
- The athletics complex is available to Linfield employees and their families.
- Employees receive a 20% discount on general merchandise and clothing purchases at the Barnes & Noble University Bookstore.
- Employees and their families may use the library facilities to borrow books, documents, and various media.
- Employees receive a \$2 discount each on two tickets for theatrical events with their Linfield ID.
- Employees and their eligible family members, as defined in the Employee Handbook, with Linfield ID may enter for free all Linfield Athletic events on the McMinnville Campus, except Linfield NCAA playoffs.
- Employees may be eligible to request a subscription to Microsoft Office 365 and/or Adobe Creative Cloud on their personal devices.

This is an overview of benefits currently offered by Linfield University, and may be changed, modified, or revoked at any time, with or without advance notice. This summary does not imply an employment contract.