

## **V. BENEFITS**

### **Health Insurance**

Full-time employees are eligible to participate in the group health insurance plan, which includes basic health, prescription drug, and dental coverages for single or family protection. For information about the health plan coverages, please contact the Human Resources Office.

An employee is eligible to participate in the health insurance plan the first day of the month following a two (2) month waiting period. Enrollment forms are available in the Human Resources Office. Coverage is effective the first of the month after the health provider receives the application for enrollment.

Employees who participate in the health insurance plan will pay a premium for the coverage they receive. The premium amount which is withheld from an employee's paycheck pays for that pay period's coverage. The Unions contribute a portion of the total premium cost of each insured employee's coverages.

Employees who retire from employment (must be 55 years of age), who have left employment due to permanent disability, or those who are the widow or widower of an employee in one of these categories are eligible to retain or obtain health insurance through the Unions' Health Insurance Plan providing he or she pays the entire premium. Premium amounts for such coverage must be forwarded to the Union Business Office on or before the first of the month for which coverage is desired.

Employees are required to report to the Human Resources Office any changes in their personal status which would affect their health insurance coverage such as change of name, address, death of any covered persons, marriage of covered children, or change of marital status. New membership cards are sent to each employee when changes are made in coverage.

The Unions' Health Insurance Plan Contract covers the period November 1st through October 31st each year. Adjustments in premiums may occur November 1st each year.

### **COBRA**

Employees who leave employment with the Unions that participate in the health insurance plan may elect, through the Federal COBRA Plan, to continue such coverage for a specified period of time by paying the entire cost of the coverage. For more information about COBRA, please refer to Appendix B.

### **Effects of Leave Without Pay on Health Benefits**

Employees on authorized leaves of absence without pay will continue to be carried in the group health insurance plan, but the full premium including the employer's share must be paid by the employee. An employee on leave without pay must receive a paycheck, which is sufficient to cover his or her share of the premium in order to receive the benefit of the employer's share.

### **Pre-Tax Premium Option**

Employees have the option of paying health and dental insurance premiums with before or after tax dollars. This option is part of the Flexible Compensation Plan, a government program that allows employees to use pretax dollars to cover specified benefits such as health care. Pretax dollars means that the amount withheld each pay period for health and dental insurance from an employee's paycheck will not be subject to federal, state, and Social Security taxes.

### **Group Life Insurance and Long Term Disability Plan**

All full-time employees are provided group life insurance, accidental death and dismemberment benefits, dependents' life insurance and long-term disability income benefits by the Unions at no cost to the employee. Eligible employees are enrolled in the plans upon initial employment but the coverages do not become effective until the first of the month after being employed for 30 calendar days. Coverages under these plans expires on the first of the month after employees leave employment.

### **Optional Group Life Insurance Programs**

A group life plan is offered by the University's Teachers and Employees Association. Underwritten by an outside company, it includes life insurance, dependent life insurance and disability insurance. The premium is based on age and amount of coverage and the benefit is based on the employee's need up to five times annual salary or \$200,000, whichever is less. No medical examination is required if the employee joins the group within 31 days of initial employment with the University (The Unions).

### **Meal Policy**

The Unions provide meals to some of its employees for its own convenience, which are not included in the employees' income, because such meals are provided at the employer's own subsidized food facilities which operate at or above a break-even point. Other employees may receive a specified discount on meals consumed within the established guidelines but must then pay for the discounted value of meals consumed. See Appendix 12.

### **Uniforms**

Some Unions' departments require that their employees wear specified uniforms and/or safety shoes as a condition of employment.

1. KU Dining Services Employees. All employees working in the KU Dining Services Departments are furnished standard uniforms at no cost to them to wear while on duty. A sufficient quantity of uniforms is available to each employee to allow reasonable laundry time. Uniforms or items of clothing furnished, which are ordinarily not worn home, remain the property of the Unions or its supplier and will be laundered at the expense of the employer. Sufficient time is allowed to each employee to change to and from his or her uniform on The Unions' time. Employees may wear their uniforms to and from work unless the uniform is the property of the Unions or a vendor in which case it may be requested that the uniform be left on the premises of the Unions at all times.

2. Maintenance and Custodial Services Employees. All full-time employees working in Maintenance and Custodial Services are provided a reasonable quantity of standard uniforms to

wear on the job and will be purchased upon satisfactory completion of an employee's newly hired period of employment at no cost to the employee through a retail clothing firm using a Clothing Purchase Authorization signed by the appropriate department manager. The uniforms become the employee's property, and employees are expected to maintain their uniforms in a clean and proper manner at their own expense. Sufficient time is allowed for each employee to change to and from his or her uniform on The Unions' time. Employees may wear their uniforms to and from work.

Maintenance full-time employees are provided safety shoes at no cost, which they are required to wear. These shoes will be purchased upon the supervisor's authorization from designated vendors, cannot exceed \$100.00 in cost per pair, and are limited to no more than one pair of shoes per employee per year.

3. Other Employees. Other employees may be required to wear selected clothing on occasion. Such articles of clothing would be provided at no cost to the employee and would remain the property of the employer. Guidelines for such a program will be specified at the time of implementation.

### **Bookstore Charge Accounts**

All full-time employees of the Unions' may apply for a charge account in the KU Bookstores after being employed in a full-time position for six months. Employees must provide prompt payment of their monthly statements. Any account past due over 90 days will be withheld in full as a payroll deduction from the employee's paycheck. Employees whose employment is terminated or upon resignation will have any outstanding charge accounts withheld from their last paycheck. Purchases that are charged to their accounts are to be made only by individual employees or members of their families.

### **Use of Unions' Vehicles**

The Unions maintain a fleet of vehicles for use in the various departments at no expense to employees. Each department is responsible for the maintenance and care of the vehicles assigned to it. Only authorized drivers are allowed to use company owned vehicles. Vehicles may be used only by an employee after proper supervisory authorization has been given and are to be used only in the conduct of official Unions' business. Vehicles shall not be driven to and from an employee's home or for any personal use unless authorized by The Unions Management. All employees driving company owned vehicles for any purpose are expected to exercise reasonable and proper care of all vehicles.

All employees driving company owned vehicles must possess a valid Kansas Drivers' license, be qualified drivers, and exercise good judgment in the use of each vehicle. All operators must have their name and drivers' license number on file with the Director of Finance and Administration. Failure to notify Unions' management of any change in license status will result in disciplinary action, which may include suspension without pay or termination of employment.

The operator of a company owned vehicle is responsible for safe operation and security of the vehicle. If damage results through negligence, misuse or abuse, the operator may be held responsible for this damage and/or be subject to disciplinary action. No passenger who is a non-employee may ride with a driver of a company owned vehicle or no non-employee may drive a vehicle without written authorization of The Unions Management.

## **Employee Purchases**

The retail operations KU Dining Services and KU Bookstores--may allow full-time employees to make purchases of certain designated merchandise in their respective departments at a discount. Selections and discount amounts may vary in the several departments. Employees should obtain information from his/her supervisor regarding those types of purchases. Any merchandise purchased by a Union' employee at a discount must not be resold. The resale of such merchandise may result in disciplinary action.

## **Lost & Found**

In general, employees are requested not to bring personal articles to their workplace. There is no insurance coverage for personal property, which may be brought to the Unions, and the employer assumes no responsibility for such property. Any personal article, which is lost in the Unions, should be reported to an employee's immediate supervisor and as appropriate to the KU Police Department. If an article or item is found which does not belong to the employee, it should be reported to the immediate supervisor and, if appropriate, taken to the Hawk Shop located on Level 4, Kansas Union, or to the Bookstore Customer Service, Level 2, Burge Union, where general lost and found items are stored. Items of large value (monies, jewelry, billfolds) require more attention and may be stored at the Unions' Banking Center for security.

## **Collections**

Collections for the purchase of flowers or gifts for an employee who is ill, who may be celebrating a special occasion, or who has experienced a serious loss or disaster because of accident or illness will be allowed on company premises. Persons conducting the collections should notify their supervisors. Employees are under no obligation to contribute to any such collections.

The Unions support and promote the Douglas County United Way Program as handled by the University of Kansas. Full-time employees are provided information regarding the program and how voluntary pledges can be made each fall semester. This is the sole collection effort allowed with our operations in keeping with institutional policies.

## **Textbook Refund Program\***

This textbook refund program, subject to the rules listed below, is available to employees who are scheduled to work a minimum of 10 hours per week, who remain employed throughout the term of a semester, are enrolled at KU and purchase their textbooks from the KU Bookstore. Dining Service employees are not eligible for this textbook refund program due to meal discounts provided to them.

Employees must enroll in this textbook refund program by the end of the third week of classes. A class schedule and KU Bookstore purchase receipt must be attached to an Employee Textbook Refund Enrollment Form available in the KU Bookstore. Only those textbooks required for a class will be eligible. Recommended texts are not eligible. Used textbooks must be purchased whenever possible. Only those books classified as textbooks by the KU Bookstore will be eligible. Workbooks, consignment or custom published articles are not eligible. Any discounts on purchases will be deducted from the refund.

Revised: August 1, 2006

In order to get their refund, employees must bring their textbooks to the KU Bookstore Customer Service area (which is where completed Textbook Refund Enrollment forms are kept on file) no later than 2 weeks after the last day of the semester.

**Flexible Spending Accounts Plan-** Effective January 1, 2007

This Plan works like a personal expense account and is available to Full Time employees the first of the month following two (2) months of full time employment. Employees set aside a portion of their salary—before taxes. The money is used to pay certain childcare and medical expenses not covered by insurance, including prescription drug co-pays, doctor office visit co-pays, deductibles and many over-the-counter medicines. Since the money is set aside pre-tax, employees save on Federal, State, Social Security & Medicare taxes and thus increase their take-home pay.

Employees have access to their Spending Accounts 24/7 through [www.DiscoveryBenefits.com](http://www.DiscoveryBenefits.com). Employees will also receive a benefits debit card and can pay a provider directly from their Spending Account. Employees can also submit expenses online, through a toll-free fax or through the mail. Within two business days, Discovery Benefits will mail you a check, or have the money deposited directly into your bank account with free direct deposit.

For more information regarding the Unions Flexible Spending Accounts, contact the Human Resources Office.