



## DICKINSON STATE UNIVERSITY SUMMARY of BENEFITS for ADMINISTRATORS AND STAFF

Benefit	Who Pays	When You Are Eligible	What You Receive		
<a href="#">Health Insurance</a>	DSU pays for single or family coverage	Coverage begins the first day of the month after employment date	Enrollment must take place within 31 days of hire date to receive waiver of existing medical condition Provides group insurance, surgical, medical protection and prescription coverage		
<a href="#">Employee Assistance Program</a>	DSU	Upon Employment	Provides short-term counseling services to assist employees and their eligible dependents in dealing with personal problems. Assistance is CONFIDENTIAL.		
<a href="#">Annual Leave</a>	DSU	After completion of one month of service	Yrs of Service	Hrs/Month	Days/Year
			0-3	8	12
			4-7	10	15
			8-12	12	18
			13-18	14	21
Over 18	16	24			
<a href="#">Sick Leave</a>	DSU	After completion of one month of service	Accrues at a rate of 8 hours/month, 12 days/year with no limit		
<a href="#">Holidays</a>	DSU	Upon Employment	10 paid holidays: New Year's Day, Martin Luther King Day, President's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving and Christmas In addition, offices close at noon on Christmas Eve day when it falls on Monday-Thursday.		
<a href="#">Funeral Leave</a>	DSU	Upon Employment	Up to 24 hours of paid leave is provided for a death in the employee or spouse's immediate family		
<a href="#">Family Medical Leave</a>		After at least 12 months of employment	Unpaid leave of absence with health insurance continued by DSU, for the birth, adoption or foster placement of a child or for the serious health condition of the employee, the employee's spouse, child, or parent.		
<a href="#">Shared Leave</a>	DSU	After at least six months of continuous employment	After exhausting all applicable paid time off, faculty and staff on 12-month appointments may receive leave donated by co-workers if the employee meets criteria and is approved by the administration.		
<a href="#">Jury Duty</a>	DSU	Upon Employment	Paid time for jury duty		
<a href="#">Military Leave</a>	DSU	Upon Employment	Paid time for the first 20 days of annual military duty		
<a href="#">NDPERS Retirement Plan</a>	DSU contributes 9.26% of your salary to the Public Employees Retirement Plan.	Upon Employment	The University contributes the following based on your monthly salary: 4.26% employer contribution; 4% employee contribution and 1% for the retiree health credit program. Retirement benefit is based on years of service, final average salary, and the benefit multiplier as established by the North Dakota Legislature.		

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<a href="#">TIAA-CREF Retirement Plan</a>	You contribute .5%, 1.5% or 2.0% depending on years employed. It is matched by the University at 4.5%, 9.5% or 10%.	Upon Employment	<b>Class I</b> – Teaching and research faculty with ranks of professor or associate professor, research personnel with equivalent and executive and administrative staff.																
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			<b>Class II</b> – Teaching and research faculty with ranks of assistant professor or instructor, research personnel and lecturers with equivalent rank, and professional staff.																
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Contributions are vested and belong to you the day your institution begins making them.																			
Supplemental Retirement Annuities	You through payroll deduction	Upon Employment	Allows employees to make pre-tax contributions into investments with eligible providers																
<a href="#">Social Security</a>	You and DSU	Upon Employment	Retirement benefits at age 65, 66 or 67 depending upon date of birth.																
<a href="#">Life Insurance</a>	DSU pays for the basic benefit. You pay for additional coverage.	Coverage begins the first day of the month after employment date	The University provides \$1,300 term insurance. You may purchase additional term life insurance for yourself, spouse and dependents.																
Cancer, Intensive Care And Short Term Disability Insurance	You through payroll deduction	Upon Employment	Cancer and/or intensive care coverage for you and your family (if desired)																
<a href="#">Long-Term Care Insurance</a>	You through payroll deduction	Upon Employment	Helps pay for the cost of long-term care in a nursing home, home health care or other facilities (if desired)																
<a href="#">Dental Insurance</a>	You through payroll deduction	Coverage begins the first day of the month after the employment date	Dental coverage for you and your family (if desired)																
<a href="#">Vision Insurance</a>	You through payroll deduction	Coverage begins the first day of the month after the employment date	Vision coverage for you and your family (if desired)																
<a href="#">Long-Term Disability Insurance (NDPERS)</a>	DSU	Upon Employment	Provides income (25% of final average salary) for disabilities lasting 12 months or longer. Not reduced by other disability payments.																

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Long-Term Disability Insurance (TIAA-CREF/Standard)	DSU	Upon Employment	Provides income (60-70% of annual salary up to a maximum of \$10,000 per month) for disabilities lasting 6 months or longer. Income will be reduced by other disability payments.
<a href="#">Workforce Safety Insurance (WSI)</a>	DSU	Upon Employment	Compensation for job related injury or death; provides medical expense coverage for job related injury or illness
<a href="#">Educational Opportunities</a>	You and DSU	After completion of probationary period	Tuition waiver for three academic classes per calendar year.
<a href="#">Educational Opportunities</a> <a href="#">DSU Tuition Waiver</a>	DSU pays tuition; spouse and dependents pay fees	Upon Employment with qualifying documentation	Full tuition waiver for your spouse and dependents
University sponsored events	DSU	Upon Employment	Free admission for you and your family to most athletic events, fine arts events, performances, conferences and symposiums.
<a href="#">Wellness Program</a>	DSU	Upon Employment	Free access for you and your family to the DSU Fitness Center swimming pool and Wellness Program exercise classes and events.
<a href="#">Stoxen Library</a>	DSU	Upon Employment	Use of University library authorized upon presentation of DSU staff identification card
Flex Comp Plan	DSU pays administrative costs	Upon Employment	Allows you to pay certain eligible expenses with dollars you contribute before payroll taxes are deducted. Eligible expenses include certain insurance premiums and medical and dependent care expenses.
Optional Deductions	You through payroll deduction	Upon Employment	You can choose to participate in the following deductions: DSU Foundation donations, savings bonds deductions, union/association dues and United Way donations