

UNIVERSITY OF RICHMOND

2024 BENEFITS: FULL-TIME STAFF & LIBRARIANS

HEALTH INSURANCE

The University provides three Cigna medical insurance plans for employees to choose from.

Base High Deductible		
\$4,000	Monthly Premium	Bi-Weekly Premium
Employee	\$38.57	\$19.29
Employee/Child	\$131.07	\$65.54
Employee/Spouse	\$191.83	\$95.92
Employee/Spouse w/ Surcharge*	\$291.83*	\$145.92*
Employee/Children	\$195.01	\$97.51
Employee/Family	\$338.45	\$169.23
Employee/Family w/ Surcharge*	\$438.45*	\$219.23*
Value High Deductible		
\$2,500	Monthly Premium	Bi-Weekly Premium
Employee	\$92.08	\$46.04
Employee/Child	\$175.66	\$87.83
Employee/Spouse	\$269.89	\$134.95
Employee/Spouse w/ Surcharge*	\$369.89*	\$184.95*
Employee/Children	\$296.78	\$148.39
Employee/Family	\$504.39	\$252.20
Employee/Family w/ Surcharge*	\$604.39*	\$352.20*
Choice Open Access		
	Monthly Premium	Bi-Weekly Premium
Employee	\$103.62	\$51.81
Employee/Child	\$228.63	\$114.32
Employee/Spouse	\$378.42	\$189.21
Employee/Spouse w/ Surcharge*	\$478.32*	\$289.21*
Employee/Children	\$396.44	\$198.22
Employee/Family	\$596.91	\$298.46
Employee/Family w/ Surcharge*	\$696.91	\$398.46*

*A \$100 per month surcharge will be assessed to employees who elect to cover spouses who are eligible for group medical coverage through their own employer.

It is the responsibility of the employee to enroll in one of the University's medical insurance plans or waive coverage no later than 30 calendar days after his or her employment start date in the WEX Benefits Portal. If an employee fails to comply with this requirement, the University will understand this to mean the employee is declining medical insurance coverage and may not enroll until Open Enrollment unless there is an eligible status change. Staff who waive University health insurance may receive 5 additional vacation days or \$500. These are pro-rated for new employees.

HEALTH SAVINGS ACCOUNT (HSA)

If electing the High Deductible Health Plans (HDHPs), the University will contribute once you attest to your eligibility in the WEX Benefits Portal. Employees may also contribute.

DENTAL INSURANCE

100% EMPLOYEE-PAID

The University provides two Delta Dental insurance plan options.

Base Plan	Monthly	Biweekly
Employee Only	\$22.23	\$11.12
Employee/Spouse	\$40.27	\$20.14
Employee/Child	\$40.27	\$20.14
Family	\$68.95	\$34.48
Enhanced Plan	Monthly	Biweekly
Employee Only	\$32.85	\$16.43
Employee/Spouse	\$59.51	\$29.76
Employee/Child	\$59.51	\$29.76
Family	\$101.89	\$50.95

VISION INSURANCE

100% EMPLOYEE-PAID

Administered through Anthem's BlueView Vision

	Monthly	Biweekly
Employee Only	\$4.83	\$2.42
Employee/Child	\$8.45	\$4.23
Employee/Spouse	\$8.45	\$4.23
Employee/Children	\$9.66	\$4.83
Employee/Family	\$14.06	\$7.03

RETIREMENT PLAN

All employees are eligible to make pre-and/ or post-tax contributions (whole percentage) to the University's 403(b) retirement plan.

After one year of employment, 1000 hours of service, and reaching age 18, the University will contribute the equivalent of 5% of an employee's salary to their retirement plan. The University will also match every 1% contribution made by the employee, up to a maximum of an additional 5%.

If, prior to being hired at the University, an employee has served the previous immediate twelve (12) months at an institution of higher education, the one year waiting period for University contributions will be waived. For more information regarding the University's retirement plan, visit our website.

For additional information, please see the Benefits Guide on our website.

LIFE INSURANCE

100% EMPLOYER-PAID

- Life Insurance (2x employee's salary up to \$100,000. Benefit decreases at age 65.)
- Long Term Disability Insurance
- Short Term Disability Insurance

EDUCATIONAL BENEFITS

Full-time Employees may take one for-credit course per semester, provided the employee is academically qualified to enroll and accepted through the normal admission procedures. After one year of employment, two for-credit courses may be taken per semester. Employees may also take five non-credit classes per calendar year.

Dependent children may attend the University tuition-free after the full-time staff member has been continuously employed for three years. The child must be academically qualified and be accepted through the normal admission procedures. For dependent tuition benefits at other institutions See tuitionexchange.org.

Spouses, without an undergraduate degree, of full-time staff may attend the University tuition free after the employee has been continuously employed for three years. The spouse must be academically qualified and be accepted through the normal admission procedures. Applicable taxes will apply.

Dependent children and spouses of eligible employees may immediately take a maximum of five non-credit classes each calendar year.

For more information, please visit our website.

VACATION & SICK LEAVE

Vacation Accrual Rates

Years of Service	Annual accrual
1 month - 9 years	15 days
10 - 14 years	18 days
Over 15 years	20 days

Sick leave is accrued at the rate of one (1) day per month, with a maximum accrual of 65 days. Sick leave will be available as soon as it is earned. 10 and 11-month staff accrue leave during the pay periods they work. They do not accrue during the months they do not work and do not receive a paycheck or are receiving their deferred payout (if applicable).

The information in this Benefits Summary is presented for illustrative purposes and is based on information provided by the employer. The text contained in this summary was taken from various summary plan descriptions and benefit information. While every effort was taken to accurately report benefits, discrepancies or errors are always possible. In case of discrepancy between this summary and the actual plan documents the actual plan documents will prevail. If you have questions about your benefits, contact Human Resources or the Plan Document.

PARENTAL LEAVE

The university offers eligible staff eight weeks of paid parental leave. See website for more information.

PAID HOLIDAYS

New Year's Day
Martin Luther King, Jr. Day
Memorial Day
Juneteenth
Fourth of July
Labor Day
Wednesday before Thanksgiving
Thanksgiving Day
Friday after Thanksgiving
Winter Break (6 days)

OPTIONAL BENEFITS

100% EMPLOYEE-PAID

- Medical & Dependent Care Flexible Spending Accounts (FSAs)
- Pre-paid legal care plans through Legal Resources of Virginia
- Voluntary Life Insurance, Voluntary Hospital Insurance, and Voluntary Accident Insurance through Cigna

ADDITIONAL BENEFITS

- Employee Assistance Program (EAP) to help maintain a work/life balance
- Health Advocate
- Membership to Weinstein Center for Recreation
- Summer Camps for eligible children of employees
- Free parking
- Discounted tickets at the Modlin Center for the Arts and campus athletic events
- Employee appreciation events throughout the year
- Professional development opportunities

PAY SCHEDULE

Hourly (non-exempt) employees are paid biweekly on Friday. Salaried (exempt) employees are paid on the first of each month.