

Health Insurance

The University provides two plans for employees to choose from:

- High Deductible Health Plan (HDHP)
- Traditional Plan

HDHP	<i>Monthly Premium</i>	<i>Biweekly Premium</i>
Employee Only	0	0
Employee plus Child	93.67	46.84
Employee plus Spouse*	206.08	103.04
Employee plus Children	224.81	112.41
Employee plus Family	349.41	174.71
Traditional	<i>Monthly Premium</i>	<i>Biweekly Premium</i>
Employee Only	46.95	23.48
Employee plus Child	152.61	76.31
Employee plus Spouse*	279.39	139.70
Employee plus Children	300.51	150.26
Employee plus Family	441.04	220.52

*SSDP-Same Sex Domestic Partner

Your health insurance will be effective the first day of the month following your employment, unless your start date falls on the first of the month. If you fail to complete the required application for enrollment within 31 days, then the effective date of your insurance will be delayed until the first of the month following our receipt of your completed application.

Health Savings Account (HSA)

If electing the HDHP the University will contribute to the HSA. Employees may also contribute.

Health Advocate

This is a free benefit which helps employees, their spouses, same sex domestic partners, dependent children, parents, and parents-in-law navigate the health care system.

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 21, 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, go to: www.tiaa-cref.org/richmond.

Life Insurance & Disability Insurance
(100% Employer Paid)

- Life Insurance - (Two times employee’s salary up to \$100,000- benefit decreases at age 65)
- Long Term Disability Insurance
- Short Term Disability Insurance

Optional Benefits

100% Employee Paid

- **Flexible Spending Accounts** (Medical and Dependent Care)
- **Pre-Paid Legal Care** through Legal Resources of Virginia
- **Voluntary Life Insurance** for full time employees, their spouses/same sex domestic partners, and dependent children through CIGNA. (Benefit decreases at age 65)
- **Dental Insurance**
Anthem Blue Cross/Blue Shield provides in-network and out-of-network dental benefits.

	<i>Monthly</i>	<i>Biweekly</i>
Employee Only	27.81	13.91
Employee/Child	50.38	25.19
Employee/Spouse*	50.38	25.19
Employee/Family	86.28	43.14

- **Vision Plan**
Administered through Anthem Blue Cross/Blue Shield’s UniView Vision

	<i>Monthly</i>	<i>Biweekly</i>
Employee Only	5.52	2.76
Employee/Child	9.66	4.83
Employee/Spouse*	9.66	4.83
Employee/Children	11.04	5.52
Employee/Family	16.06	8.03

Educational Benefits

Senior Professionals may take five non-credit classes per calendar year. They may also take three credit classes per year (one per semester), including graduate level course, two per session. The employee must be academically qualified to enroll. After one year of employment, six credit classes may be taken per year, two per semester.

Dependent children may attend the University tuition free. The child must be academically

qualified and be accepted through the normal admission procedures.

Spouses/Same Sex Domestic Partners may attend the University tuition free, including graduate level study. They must be academically qualified and be accepted through the normal admission procedures.

Dependent children and spouses/same sex domestic partners of eligible employees may take a maximum of five non-credit classes during each calendar year, with no limit on the amount of classes taken per semester.

Vacation

<i>Years of Service</i>	<i>Annual Accrual</i>
1-9 years	15 days
10-14 years	18 days
Over 15 years	20 days

Sick Leave

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 earned.

Paid Holidays

Martin Luther King Day
Memorial Day
Fourth of July
Labor Day
Wednesday before
Thanksgiving
Thanksgiving
Friday after Thanksgiving
Winter Break*
Personal Leave**

*The number of days may vary according to the day of the week of the traditional holiday.

**The number of days may vary according to the Winter Break calendar. You must be employed by the first work day of the year in order to receive the personal leave for that year.

Additional Benefits:

- Free family membership in Weinstein Recreation & Wellness Center
- Free parking
- Discounted tickets for cultural and athletic events
- GRTC Bus Pass

Pay Schedule

Salaried employees are paid on the first of each month.



Human Resources
Weinstein Hall, 1st Floor
University of Richmond, VA 23173
Benefit Inquiries:
<http://hr.richmond.edu/benefits>
804-289-8747
Apply online at <http://www.urjobs.org>

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University of Richmond



Senior Professional Benefits Summary