The descriptions below are brief and intended to give an overview of the University of Richmond's benefit plans. Information to help you determine your benefits selections is available at hr.richmond.edu and in the links below.

**Benefits Election Response Form**

This form must be completed and returned to Human Resources along with all benefit elections. You may find this form and all other benefits enrollment forms at [https://hr.richmond.edu/forms/index.html](https://hr.richmond.edu/forms/index.html).

**Benefit Guide**

Check out your eligibility for other benefits offered by the University in the [Benefits Guide](https://hr.richmond.edu/forms/index.html).

**Retirement Plan**

TIAA is the sole record keeper for the University’s retirement plan.

The University contributes the equivalent of 5% of an eligible employee’s base salary to the retirement fund of his/her choice on a monthly basis. There is a one-year waiting period before the University will contribute to the retirement plan. If the employee has been employed at an institution of higher education for the full academic year immediately preceding appointment to the University, the 12-month eligibility period will be waived. In addition to the University’s 5% basic contribution, if the employee wishes to contribute to the plan (which we strongly encourage), he/she may do so on a tax-deferred basis in increments of whole percentages of the employee’s base salary. The University will match 100% of every 1% of base salary the employee contributes to the Plan up to a maximum of 5% of base salary.

All employees are eligible to make salary reduction contributions to the retirement plan as soon as they become an employee and complete a salary reduction agreement. The Plan Administrator must receive your signed salary reduction agreement by the 15th of the month in order for the pre- and/or post-tax Employee Deferral contributions to be effective the following payday. Employees must work 1,000 hours during a 12-month period and complete enrollment materials before they are eligible to participate in the University contribution portion of the
retirement plan. Participants are at all times 100% vested in salary reduction contributions and University contributions. Summary Plan Description and the Salary Reduction Agreement may be found online at [http://hr.richmond.edu/benefits/retirement/plan.html](http://hr.richmond.edu/benefits/retirement/plan.html). If you are paid on a monthly basis, Human Resources must receive your signed salary reduction agreement by the 15th of the month in order for the Deferral contributions to be effective for the next payday. If your salary reduction agreement is received after the 15th of the month, the salary reduction agreement will be effective for the payday following the next payday.

Learn more at [https://hr.richmond.edu/benefits/retirement/index.html](https://hr.richmond.edu/benefits/retirement/index.html)

### Health Insurance & Savings Accounts

#### Medical Insurance

The University offers three medical insurance plans through Cigna: two High Deductible Health Plans (HDHPs) and the Traditional Plan. Detailed descriptions of these plans may be found on the HR website at [http://hr.richmond.edu/benefits/insurance/medical-plans/index.html](http://hr.richmond.edu/benefits/insurance/medical-plans/index.html).

Coverage will be effective the first day of the month following employment. If employment begins on the first of the month, coverage will begin that day. If an employee has health insurance elsewhere they may waive their University coverage and receive $500 prorated taxable income. It is the employee’s responsibility to complete the Benefit Enrollment/Change Form for one of the University's health insurance plans or the waiver no later than 31 calendar days after their employment start date. If the 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 or waive until Open Enrollment unless there is an eligible status change.

Coverage ends on the last day of the month in which the faculty member is employed on a full-time basis (usually Dec 31 or May 31).

Learn more at [https://hr.richmond.edu/benefits/insurance/index.html](https://hr.richmond.edu/benefits/insurance/index.html)

#### Voluntary Dental Insurance

The University offers a voluntary, employee-paid, dental plan through Anthem BC/BS. Detailed descriptions of this plan can be found by visiting [http://hr.richmond.edu/benefits/insurance/dental.html](http://hr.richmond.edu/benefits/insurance/dental.html). Coverage will be effective the first day of the month following employment. If employment begins on the first of the month, coverage will begin that day. Employees wishing to enroll must complete the Benefit Enrollment/Change Form and return to Human Resources within the first 31 days of employment. If the employee fails to comply with this requirement, the University will understand this to mean the employee is declining dental insurance coverage and may not enroll until Open Enrollment unless there is an eligible status change.
Voluntary Vision Insurance

The University offers a voluntary, employee-paid, vision plan through UniView Vision. Detailed descriptions of this plan can be found by visiting http://hr.richmond.edu/benefits/insurance/vision.html. Coverage will be effective the first day of the month following employment. If employment begins on the first of the month, coverage will begin that day. Employees wishing to enroll must complete the Benefit Enrollment/Change Form and return to Human Resources within the first 31 days of employment. If the employee fails to comply with this requirement, the University will understand this to mean the employee is declining vision insurance coverage and may not enroll until Open Enrollment unless there is an eligible status change.

Learn more at https://hr.richmond.edu/benefits/insurance/vision.html

Flexible Spending Accounts (FSAs)

The University offers two flexible spending accounts (health care & dependent care) through Flores EZ-Flex. Information about the benefits of having a flex plan can be found at http://hr.richmond.edu/benefits/work-life/flexible-spending.html and information about Flores is available by visiting http://www.flores247.com. Coverage begins on the first day of the month following your employment date and receipt of a completed enrollment form. You may find this form at http://hr.richmond.edu/benefits/common/mfsa-form.pdf. Employees wishing to enroll must complete and return the enrollment form to Human Resources within the first 31 days of employment.

Learn more at https://hr.richmond.edu/benefits/work-life/flexible-spending/index.html

Health Savings Account (HSAs)

The University offers a health savings account (HSA) through Health Savings Administrators for employees that participate in the HDHP plan. The University contributes to each HSA depending on your health plan and income level. Employees may also contribute their pre-tax dollars to the account up to the IRS mandated maximums.

Learn more at https://hr.richmond.edu/benefits/insurance/medical-plans/hdhp/health-savings-account.html

Life Insurance & Disability

Basic Life Insurance

The University provides all full time employees with a term life insurance policy on the first day of the month following employment. This policy is provided by the University of Richmond at no cost to the employee. Coverage begins on the first day of employment. The coverage
is twice your annual salary up to a $100,000 maximum. A certificate of coverage can be found at http://hr.richmond.edu/benefits/insurance/life/basic.html. All employees must complete a beneficiary response form to indicate their beneficiary. This form is located at http://hr.richmond.edu/benefits/common/life-beneficiary.pdf. Learn more at https://hr.richmond.edu/benefits/insurance/life/basic.html

Voluntary Life Insurance

The University offers a voluntary life insurance plan for full time employees, their spouses, and dependent children through Cigna. Employees may purchase coverage in $10,000 increments for themselves and their spouse. Guaranteed coverage (up to 2 X salary or $500,000 with no medical underwriting) is offered to new employees who enroll within their first 31 days of employment. To enroll in this plan please visit http://hr.richmond.edu/benefits/common/insurance-application.pdf. A certificate of coverage can be found at http://hr.richmond.edu/benefits/insurance/life/voluntary.html.

Long-Term Disability

The University provides all full time employees with a long-term disability policy at no cost to the employee. Coverage begins on the first day of employment. If an employee should become disabled, and is eligible, they have a six-month elimination period, after which the monthly benefit is 66 2/3% of their monthly salary, not to exceed $10,000 per month. A certificate of coverage can be found at http://hr.richmond.edu/benefits/insurance/disability/long-term.html.

Short-term disability

The University offers an employer-paid short term disability program through Cigna. If approved for short-term disability you will continue to receive 100% of base salary for up to six months. Additional plan information can be found at http://hr.richmond.edu/benefits/insurance/disability/short-term.html.

Additional Employee-Paid Benefits

Voluntary Accident Insurance

Cigna Voluntary Accident Insurance pays a benefit directly to you for treatments or injuries resulting from a covered accident. It can help you pay for expenses such as rehabilitation, transportation, child care, travel or other out-of-pocket expenses. Learn more at https://hr.richmond.edu/benefits/insurance/accident.html.
**Voluntary Hospital Insurance**

Cigna Voluntary Hospital Insurance pays a benefit directly to you with a check after a qualified hospitalization resulting from a covered injury or illness. You can use the money however you’d like. For example, it can help you pay for expenses related to child care, travel, or other out-of-pocket expenses. Learn more at [https://hr.richmond.edu/benefits/insurance/hospital.html](https://hr.richmond.edu/benefits/insurance/hospital.html).

**Legal Resources**

The University offers pre-paid legal services through Legal Resources. The Pre-Paid Legal Care Plan provides a variety of legal services with the cost of the attorney fees fully covered by the Employee’s monthly premium. There are no additional fees for those basic covered services. In addition to the basic services, other legal consultations and services are covered at a discount to the Employee. For plan information please visit www.legalresources.com. If you wish to Enroll you may do so on the Legal Resources Plan website by clicking on the Online Company Enrollment link, clicking the New Hire link and then entering in the Company ID and password. The Company ID for the University of Richmond is 264 and the password is nhlegal. Learn more at [https://hr.richmond.edu/benefits/work-life/legal.html](https://hr.richmond.edu/benefits/work-life/legal.html).

**Additional Employer-Paid Benefits**

**Health Advocate**

Health Advocate is a free service extended to full time employees, their spouses, parents, parents-in-law, and children. Health Advocate helps participants understand and navigate the healthcare system by providing assistance with benefit explanation, medical billing assistance, and provider searches, and more. Information about Health Advocate can be found at [http://members.healthadvocate.com/Login.aspx](http://members.healthadvocate.com/Login.aspx). Employees may call Health Advocate at 1-866-695-8622 for service. Employees must be active before services are available. Learn more at [https://hr.richmond.edu/benefits/work-life/health-advocate.html](https://hr.richmond.edu/benefits/work-life/health-advocate.html).

**Employee Assistance Program**

The Employee Assistance Program (EAP) is administered through Cigna. This program offers all employees the opportunity to speak with a counselor on a number of subjects including stress, financial issues, relationship issues, elder care, and more. The service offers 4 free sessions to employees and anyone living in their household for free each calendar year. Learn more at [https://hr.richmond.edu/benefits/work-life/employee-assistance/index.html](https://hr.richmond.edu/benefits/work-life/employee-assistance/index.html).

**GRTC Bus Pass**

The University offers a free GRTC (Greater Richmond Transit Company System) bus pass for all employees to commute from their home to the University.
Learn more at https://transportation.richmond.edu/other-services/grtc/bus-pass.html.

**Educational Benefits**

You may take one credit class per semester free with a limit of three per academic year as well as five non-credit classes each calendar year. Your spouse and/or dependent child may receive tuition remission benefits, provided certain conditions are met. Please consult the Faculty Handbook for more information at https://facultyhandbook.richmond.edu/ and learn more at https://hr.richmond.edu/benefits/education/index.html.

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