

**Health Insurance**

The University provides two Cigna plans for employees to choose from:

- High Deductible Health Plan (HDHP)
- Traditional Plan

<b>HDHP</b>	<b>Monthly Premium</b>	<b>Biweekly Premium</b>
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
<b>Traditional</b>	<b>Monthly Premium</b>	<b>Biweekly Premium</b>
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

It is the responsibility of the employee to complete an enrollment application for one of the University's medical insurance plans or waive coverage no later than 31 calendar days after his or her employment start date. 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.

**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 and help pinpoint and reach their wellness goals.

**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](http://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

- **Flexible Spending Accounts** (Medical, Dependent Care and Qualified Transportation Expense)
- **Pre-Paid Legal Care** through Legal Resources of Virginia (enrollment in January and July)
- **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.

	<b>Monthly</b>	<b>Biweekly</b>
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

	<b>Monthly</b>	<b>Biweekly</b>
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**

**Librarians** may take five non-credit classes per calendar year. They may also take three credit classes per year (one per semester), including graduate level courses, one 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** without an undergraduate degree 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** without an undergrad degree may attend the University tuition free; with a degree they may take 1 free class per semester and additional courses are offered at a discount. 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.

#### **Vacation**

Librarians receive 20 days of vacation per year. The accrual rate is equal to 12.92 hours per month.

#### **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  
Thanksgiving  
Wednesday before  
Thanksgiving  
Friday after Thanksgiving  
Winter Break\*  
Personal Leave \*\*

\*The number of days will 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 Buss Pass

#### **Pay Schedule**

Salaried employees are paid on the first of each month.



Human Resources  
Weinstein Hall  
University of Richmond, VA  
23173 804-289-8747

Benefit Inquiries:  
<http://hr.richmond.edu/benefits>  
Apply online at:  
<http://jobs.richmond.edu>

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## **University of Richmond**



## **Librarian Benefits Summary**