



BENEFITS OVERVIEW

LAPU offers a full range of benefits that support you and eligible family members. These benefits include health care coverage, ways to save for the future, and other resources to advance your education and improve your well-being.

INSURANCE

Health Insurance: Medical and vision coverage is offered through Kaiser Permanente (HMO) and Anthem Blue Cross HMO, PPO, HSA and VSP. Delta Dental provides group dental coverage. You are eligible for coverage the first day of the month following your employment date. The University will pay approximately 75 percent of the employee's medical coverage.

Life, AD&D, LTD: Cigna Life Insurance Company underwrites LAPU'S Basic life, Accidental death, and Dismemberment, and Long Term Disability policies covering employees. In addition, there are optional Supplemental life policies that are available to the employee, the employee's spouse, and dependent children from the age of 6 months to 26 years. LAPU provides a Basic Life Policy of \$50,000 and a Long Term Disability Policy at no cost to the employee. Premiums for Employee or Spousal/Dependent Supplemental Life are based on age.

Voluntary Supplemental Insurance Program: AFLAC administers various non-contributory voluntary supplemental insurance plans such as: Accident indemnity, Disability income protection, Cancer indemnity plan and Hospital protection.

Flexible Spending Accounts: Wage Works administers our flexible spending plans, through which you may set aside up to \$2,550 per year for health care expenses and/or \$5,000 per year for dependent care expenses at "pre-tax" rates.

RETIREMENT

A Defined Contribution Retirement Plan is offered through TIAA. New employees are eligible to contribute a portion of their pay to the plan as a pre-tax or Roth deferral 30 days from the 1st of the month after their hire date. After a one-year waiting period, employees become eligible for the plan's employer matching feature in which eligible employees must contribute a minimum of 3% of their gross base earnings to a pre-tax or after tax basis to the plan to receive the employer "match" of 5%. The match is subject to change/adjustment. Contributions to the plan are immediately vested. Retirement plan enrollment is not automatic.

PAID TIME OFF (PTO) / PAID SICK LEAVE (PSL)

A generous paid time off (PTO) program provides **full time** employees with flexibility and supports work-life balance. The PTO benefit combines vacation, sick time and personal time into a bank that an employee may use. PTO hours are credited every pay period with accrual rates increasing accordingly by years of service. Accrual is 30 to 40 days per year according to years of service and prorated for those who work less than 40 hours per week. Part time and temporary employees are eligible for 24 hours of "paid sick leave" at the beginning of each calendar year. Carry over is not allowed.

HOLIDAYS

LAPU observes 8.5 fixed holidays for which full-time employees are paid. Holidays are subject to change/adjustment.

TUITION ASSISTANCE

Tuition Assistance is available for undergraduate and graduate programs are available for full time employees at LAPU. To be eligible, the employee must have completed 180 days of continuous service on or prior to the course start date. Dependents and spouses of eligible employees can also receive a tuition discount after the employee has been employed at LAPU for one year. Other eligibility requirements apply.

EMPLOYEE ASSISTANCE PROGRAM

The Employee Assistance Program (EAP) is provided by Cigna's Life Assistance Program. This is a telephonic counseling service provided at no cost to eligible employees. Employees and dependents will receive confidential support and service specifically designed with issues that may arise personally or professionally. An EAP Counselor is available around the clock for emergency and crisis situations at (800) 538-3543.

TRAVEL ASSISTANCE

Travel assistance is available 24 hours a day through On-Call, also provided through Cigna. This coverage assists employees during emergencies while traveling. You can reach them at (888) 226-4567.

Please contact Human Resources for more information • careers@lapu.edu • 626-701-2767