

**OFFICE OF HUMAN RESOURCES**

*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 and dependent's medical coverage.

**Life, AD&D, LTD:** Anthem 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 birth 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:** IGOE administers our flexible spending plans, through which you may set aside up to \$2,750 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 automatic and you have an opt out option within 30 days of eligibility.

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

LAPU offers PTO and FPTO to eligible employees. This combines vacation, sick time and personal time off giving employees flexibility while supporting work life balance.

**Paid Time Off:** PTO is accrued every pay period with an accrual rate of 30 days per year. *Eligible employee groups:* Regular full time employees in individual contributor or management roles.

**Flexible Paid Time Off:** Under the FPTO Program, compensation is not reduced for taking time off. Eligible employees' ability to take paid time off is not a form of additional wages for services performed, but part of LAPU's effort to provide a flexible work schedule. Under this policy, LAPU will forego implementation of a leave accrual or bank system of any sort. *Eligible employee groups:* Regular full time employees in Director-level and above positions (Director, Associate Dean, Associate VP, VP, EVP, President, etc.) and full-time faculty.

**Paid Sick Leave:** Part time and temporary employees are eligible for 24 hours of Paid Sick Leave (PSL) at the beginning of the calendar year. Carry over is not allowed.

**HOLIDAYS**

LAPU observes 9 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 Anthem's Resource Advisor. 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. A resource advisor is available around the clock for emergency and crisis situations at (888) 209-7840.

**TRAVEL ASSISTANCE**

Travel assistance is available 24 hours a day through On-Call, also provided through Anthem. This coverage assists employees during emergencies while traveling. You can reach them at (888) 295-4890 (US and Canada) and for other locations, call collect 1-202-296-7482.

**Please contact Human Resources for more information**  
**[hr@lapu.edu](mailto:hr@lapu.edu) • (626) 701-2767 ext. 5052**