

NOVA SOUTHEASTERN UNIVERSITY

SUMMARY OF EMPLOYEE BENEFITS

Benefits	Who pays	When eligible	What you receive
Accidental Death	NSU	3 Months	Coverage for one time employee's annual salary for accidental death; dismemberment coverage offered as a percentage of the employee's annual salary.
Bereavement	NSU	Immediately	Full-time employees receive up to 3 days for death in immediate family or near relative. Consult employee policy manual for details.
Bookstore Discount	N/A	Immediately	15% discount is extended for clothing and select supplies with employee I. D. card.
Cellular Phone Discount	Employee	3 Months	Various discounts are offered for phone purchases and rate plans Telecommunications extension 28829
Dental Coverage	Employee	Immediately	Three (3) dental plans available DHMO CS250 , PPO Low, and PPO High
Direct Deposit	N/A	Immediately	Paycheck is deposited directly into checking or savings account at a variety of financial institutions.
Employee Tuition Waiver	NSU	3-12 Months	Consult Tuition Waiver Policy online.
Eye Examinations	Employee	Immediately	Comprehensive eye examinations including the treatment of eye disease are available at The Eye Care Institute. Also available are a wide selection of eyeglasses and contact lenses.
Family Medical Leave	NSU &/or Employee	After 1 year of service	Up to 12 weeks during any 12-month period and 1,250 hours worked for birth, adoption, foster care of child, to care for ill spouse/child/parent.
Financial Aid	NSU	3 Months	Financial assistance to qualified individuals to assist with the cost of books, laboratory fees, etc. while attending the university.
Flexible Benefits Program	NSU pays administrative fees	1 st of the Month Following 1 Month	Pre-tax deductions for insurance premiums, Health Care and Dependent Care Spending Accounts.
Holidays	NSU	Immediately	Employees generally receive 12 paid holidays per year.
Inservice/Training Programs	NSU	Immediately	Employees are encouraged to participate in University-sponsored programs related to their careers and/or positions.
Leave of Absence	NSU &/or Employee	3 Months	Leave of absence for medical, military or personal reasons with approval of supervisor.
Legal	Employee	Immediately	Pre-paid legal coverage offered to employees and their dependents.
Life Insurance	NSU	3 Months	One times annual salary up to \$300,000 for employees who are regularly scheduled to work 20 hours or more per week.
Living Benefit Option	N/A	3 Months	Terminally ill employees may opt to cash in 50% of their life insurance policy.
Long Term Disability	NSU	3 Months	Income replaced at 50% of monthly salary after 90 days of total disability.
Medical Insurance	NSU & Employee	Immediately	PPO 70, PPO Risk/Reward, and PPO BlueOptions NSU pays a portion of the premium.
Orientation	NSU	Immediately	Employees receive a comprehensive overview of the university's programs, benefits, safety program, and relevant information regarding services offered.

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Overtime	NSU	Immediately	Employees in a nonexempt position receive time and a half for hours worked in excess of 40 per week.
Personal Days	NSU	Immediately	Two days per calendar year are granted for personal leave (prorated during first year based on date of hire).
Pharmacy	NSU/Employee	Immediately	Convenient, on-site Pharmacy is available for employees and families for dispensing of prescriptions at a reasonable cost.
Reinstatement	N/A	Immediately	Benefits will be reinstated without a waiting period for employees who resign and are rehired within ninety (90) calendar days. Reinstatement does not waive any pre-existing condition exclusion that may apply to employees who do not have medical coverage for a period of time greater than sixty-three (63) consecutive days.
Retirement Savings Plan	(1) Employee	Immediately	Employees are able to tax defer contributions into the 403(b) retirement plan during first year of employment.
	(2) NSU & Employee	After 1 year of service and 1,000 hours worked	Enables employees to tax defer contributions in a before-tax retirement plan enjoying an employer contribution from the University of 2%. Depending on the employee contribution, the University will contribute as much as 10%. Employees become fully vested after three years of service.
Sabbatical Leave	NSU	Varied	Eligible faculty receives one semester at full salary or one year at half salary for research, professional development and/or production of scholarly works.
Sick Leave	NSU	3 Months	Employees accrue 11 paid sick days the first year and 12 days per year thereafter.
Speech, Language & Hearing Evaluation/Therapy	Employee	Immediately	Evaluation and/or therapy are offered to employees and immediate family at NSU's clinic for speech, language, and communication.
Summer Camp	NSU	3 Months	Eligible dependents are welcome to attend Camp Nova at a 30% discount.
Travel Insurance	NSU	Immediately	Life Insurance coverage up to \$500,000 while traveling on business for the University. Employee spouse coverage carried up to \$200,000 for death while traveling with employee on University business.
Tuition Dependent Waiver	NSU	3 Months	Varied tuition waivers are available to dependents of eligible employees. Consult employee policy manual for details.
University/Family School(s) Discount	NSU	3 Months	Applicable discount for children of employees in NSU's infant to high school programs.
Vacation	NSU	After 6 months of continuous service	Various levels of vacation provided, depending on the job classification.
Worker's Compensation	NSU	Immediately	Medical expenses and income replacement for an on-the-job injury or illness.
Vision Care Plan	Employee	Immediately	Vision program offering exams, discounts on frames, lenses and contact lenses for employees and dependents.

The Board of Trustees will determine all employee benefits and the contribution levels each fiscal year. Specific policies are provided in the Employee Handbook and summary plan descriptions are available in the Office of Human Resources. All benefits are subject to change. Consult the online policy manual or contact the Office of Human Resources for verification.