

Summary of Employee Resources and Benefits at NSU

What type of benefit is it?	Who pays for it?	When am I eligible for it?	What does it provide?
Dental Care Clinic ICUBA PPO Dental Plan Accepted	Employee	Immediately	NSU's Dental Health Care center provides comprehensive and specialty care within a university setting. The ICUBA Dental PPO plans are accepted at the faculty practice.
Dental Insurance	Employee	Immediately	Three dental plans available, a dental HMO plan, a preventive services PPO plan, and a PPO plan providing major dental coverage.
Direct Deposit	NSU	Immediately	Paycheck is deposited directly into checking or savings account.
Disability Benefits Long Term Disability	NSU	3 Months	Income replaced at 60% of monthly salary after 180 days of total disability for covered employees.
Disability Benefits Short Term Disability Program	NSU	3 months	Income replacement at 60% following a 7 calendar day waiting period and exhaustion of accrued time before program benefits begin.
Emergency Travel Assistance (24 Hour)	NSU	Immediately	When traveling more than 100 miles from home, you and your dependents are eligible for Pre-trip Assistance, Emergency Personal Services, Emergency Medical Transportation, and Emergency Medical Services.
Employee Assistance Program	NSU	Immediately	The EAP is a confidential, free resource that can help you, and every member of your household, deal with problems that seem overwhelming! No issue is too large or too small.
Employee Discount Program	NSU	Immediately	Discounts offered for a variety of services and products through Abenity. NSU sponsors the program, employees pay discounted rates for products and services.
Employee Wellness Incentives BlueRewards powered by Rally	NSU	Immediately for employees enrolled in health care coverage	ICUBA provides Wellbeing Incentives to employees enrolled in health care coverage. Incentives are redeemable for gift cards through the ICUBA/Rally portal.
Employee Wellness Program	NSU	With enrollment into a NSU medical plan	Robust wellness program provides well-being education, counseling and opportunity to earn wellness incentives through Rally.
Family Medical Leave	N/A	After 12 months and 1250 hours of service	Up to 12 weeks for birth, adoption, foster care of child, to care for self, ill spouse/child/parent. Consult FMLA policy online.
Financial Aid	NSU	N/A	Financial assistance to qualified individuals to assist with the cost of books, laboratory fees, etc. while attending the university.
Flexible Spending Account - Health Care - Dependent Care	Employee	Immediately	Enrollment in a health care plan is not required, but employees must be eligible for health care to elect Flexible Spending. Flexible Spending Account elections are deducted pre-tax.
Health Care Insurance	NSU & Employee	Immediately	Eligible employees have 2 PPO plan options to choose from. NSU pays a portion of the premium and the employee premium is deducted pre-tax.
Health Care ICUBA health care coverage accepted	Employee	Immediately	NSU's Employee Health and Wellness Center provides full primary care services to NSU employee and their families.
Health Care Speech -Language Pathology	Employee	Immediately	Evaluation and treatment services for speech, language, and communication delays and disorders.
Health Reimbursement Arrangement (HRA)	NSU	After 2 months of enrollment in a health care plan	HRA is funded by NSU and available through the ICUBA MasterCard. HRA contributions start at the end of the second month of participation in health care coverage at NSU.

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In-service/Training Programs	NSU	Immediately	Employees are encouraged to participate in University-sponsored programs related to their careers and/or positions. Consult policy online.
Leaves of Absence	Unpaid unless using available paid time	3 Months	Leave of absence for medical, military or personal reasons with approval of supervisor. Consult leave policy online. All leaves at NSU are unpaid unless using available paid time.
LegalShield & IDShield	Employee	Immediately	Legal and Identity protection coverage offered to eligible employees and their dependents.
Life Insurance Accidental Death & Dismemberment	NSU	3 Months	Coverage equivalent to the base annual salary for accidental death; dismemberment coverage is a percentage of eligible employee's annual salary.
Life Insurance Basic Life	NSU	3 Months	Coverage equivalent to the base annual salary up to \$350,000 for eligible employees.
Life Insurance Living Benefit	N/A	3 Months	Terminally ill employees may opt to cash in 50% of their life insurance policy.
Life Insurance Optional Group Term Life	Employee	3 Months	Voluntary life insurance available for purchase with guaranteed issue. Coverage options for spouse and children are available.
Life Insurance Optional Group Whole Life	Employee	Immediately	Voluntary life insurance available for purchase with guaranteed issue. Coverage options for spouse and children are available.
Mobile Device Discounts	Employee	3 Months	Various discounts are offered for phone purchases and rate plans. Call Telecommunications ext. 28829.
NSU Bookstore	Employee	Immediately	15% discount is extended for clothing and select supplies with employee I.D. card.
Orientation for New Employees	NSU	Immediately	Employees receive an overview of the university's programs, benefits, safety program, and relevant information regarding services offered.
Overtime pay for non-exempt employees	NSU	Immediately	Employees in a nonexempt position receive time and a half for hours worked in excess of 40 hours per week.
Paid Time Off 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.
Paid Time Off Holidays	NSU	Immediately	Employees receive approximately 8 paid holidays per year, additional days paid if holiday closure authorized. Consult holiday calendar online.
Paid Time Off Personal	NSU	Immediately	Up to three days per calendar year are granted for personal leave (prorated during first year based on date of hire).
Paid Time Off Sick	NSU	3 months	Employees accrue 11 paid sick days the first year and 12 days per year thereafter.
Paid Time Off Vacation	NSU	After 6 months of continuous service	Eligible employees receive accrued or advanced vacation days. Consult employee policy manual for details.
Paid Time Off Winter Closure	NSU	Immediately	Winter Closure is a special benefit that is authorized annually by President Hanbury in addition to the 8 paid holidays. Winter Closure information is generally announced during every April or May for the current year.

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Personal Insurance - Hospitalization - Cancer - Disability	Employee	Immediately	Aflac personal insurance coverage is available to complement your current benefits and fill gaps in coverage. Full policy benefits are payable regardless of other coverage at NSU.
Pharmacy ICUBA pharmacy coverage accepted	Employee	Immediately	Convenient, on-site pharmacy is available for families for dispensing of prescriptions at a reasonable cost. Generics dispensed for free to employees covered by the University medical plan.
RecPlex Membership (Gym)	Employee	Immediately	Employee discounts and payroll deduction available. Convenient main-campus access to world class gym facilities, classes and pool.
Reinstatement	N/A	Immediately	Benefits will be reinstated without a waiting period for employees who resign and are rehired within ninety (90) calendar days.
Retirement Savings 401(k) Safe Harbor MATCHED	NSU & Employee	First of the month following one-year anniversary	Employees working 19.2 hours or more per week who are at least 21 years of age are able to make tax deferred contributions into the 401 (k) MATCHED plan beginning the first of the month following their one-year anniversary. NSU automatically contributes 2% and matches employee contributions made in the MATCHED plan up to 4%.
Retirement Savings 401(k) Safe Harbor NON MATCHED	Employee	First of the month following date of hire	Employees working 19.2 hours or more per week who are at least 21 years of age are able to make tax deferred contributions into the 401 (k) NON MATCHED plan on the first of the month following their date of hire.
Sabbatical Leave	N/A	Varied	Sabbatical leave is subject to approval from the Provost and may be partially paid or unpaid.
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 Waiver Degree Seeking Programs	NSU & Employee	6 months	Varied tuition waivers are available to eligible employees and dependents of eligible employees. Consult employee policy manual for details.
Tuition Waiver Mailman Segal Center for Early Child Care	NSU & Employee	6 months	Applicable discount for children of employees at NSU's Mailman Segal Center for Early Child Care (pre-school education). Dependent Care Flexible Spending can be used to pay for some services.
Tuition Waiver Summer Camp	Employee	6 months	Eligible dependents are welcome to attend Camp Nova at a 30% discount. Dependent Care Flexible Spending can be used to pay for some services
Tuition Waiver University School K-12	NSU & Employee	6 months	Applicable discount for children of employees at NSU's University School for K-12 Education.
Vision Care (NSU Eye Care Institute) ICUBA vision coverage accepted	Employee	Immediately	NSU's Eye Care Institute provide personalized eye care services that include primary eye care, pediatric and binocular vision, cornea and contact lens, glaucoma, low vision rehabilitation, specialty testing, and complete optical centers.
Vision Insurance	Employee	Immediately	Coverage for prescription glasses and contact lenses. Coverage for health of the eyes is provided under health care coverage.

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Worker's Compensation	NSU	Immediately	Medical expenses and income replacement for an on-the-job injury or illness.
This information is a summary of the benefits available to Nova Southeastern University, for more information visit the Benefits and Wellness webpage at www.nova.edu/hr/benefits .			