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Faculty Benefits Summary

Welcome to National Louis University! As a National Louis University faculty member, you are eligible to participate in a comprehensive set of benefit programs. The Office of Human Resources supports National Louis University faculty in their service to the University. We accomplish this through our commitment to attract, retain, motivate, educate, and develop members of the University community to their fullest potential. This mission statement is a touchstone that guides Human Resources staff members through their primary functions and numerous activities in support of the University's greatest resource—its staff and faculty.

This benefits summary includes a brief overview of the plans offered by National Louis University for its faculty. Detailed information can be found in the individual plan booklets and resources available on the NLU Community website.

For further information, please contact the Office of Human Resources at (847) 947-5275.

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TABLE OF CONTENTS

Insurance

A group insurance program is offered to employees and their families of National Louis University who carry a 75% or higher class load.

Enrollment in the benefits programs described in this section must be completed within 30 days of beginning full-time employment with National Louis University to be accepted without proof of insurability. If an employee enrolls at a later date, they may be asked to provide evidence of insurability, and may be refused coverage by the insurance company.

All benefits, except where noted, are effective the first of the following month unless hired on the first of the month, in which case coverage is effective that day. Insurance premium deductions are taken in the current month of coverage.

The University reserves the right to make any material modifications to the plan, to change the insurance carrier, to change the level of benefits provided or to terminate the coverage at any time.

Group Life and Accidental Death and Dismemberment Insurance

Effective on the hire date, the University provides a Life and Accidental Death and Dismemberment policy that is equal to an employee's annualized gross base salary, to a maximum of $100,000, at no cost to the employees. A supplemental policy is also available, at the employee's expense, in increments of $10,000 up to $150,000 without an Evidence of Insurability (EOI) Form or up to $650,000 with Evidence of Insurability and upon approval by the insurance carrier. Premiums are computed on a graduated scale according to the age of the full-time employee.

Life insurance coverage is also available for the employees' spouse and/or dependent(s).

Supplemental Accidental Death and Dismemberment Insurance

In addition to Group Life and Accidental Death and Dismemberment Insurance, a supplemental Accidental Death and Dismemberment policy is available for either the full-time employee or the full-time employee plus family. Benefits range from $10,000 to $250,000 in $10,000 increments. Premiums are based on plan type and the amount of coverage elected.

Group Health Insurance

National Louis University's health insurance plans offer coverage for the full-time employee, spouse, domestic partner, civil union partner and dependents. The University and employee share annual premium payments. The employee contributions for health coverage are dependent upon the plan and type of coverage chosen. Changes in an employee's health insurance plan are permitted only during the annual open enrollment period or if a qualifying event happens during the plan year.

A choice between four health plans is available to all full-time employees:

Blue Cross/Blue Shield PPO Plan – When receiving service from participating physicians and hospitals, the benefit is subject to an annual calendar year $1,250 per person deductible and 20% coinsurance and then provides 80% coverage for most medical needs. Most physician visits cost the employee $40 for the office visit co-pay. When accessing non-participating physicians and hospitals, the benefit is subject to a larger deductible and coinsurance and then provides 60% coverage for most medical needs. Vision care discounts and prescription drugs are also included.

Blue Cross/Blue Shield High Deductible Health Plan (HDHP) with a Health Savings Account (HSA) – This plan option uses the same participating physicians and hospitals network as the PPO plan above. The benefit coverage is subject to an annual calendar year high deductible of $2,000 per person and 20% coinsurance and then provides 80% coverage for most medical needs. Prescription drugs are also included and count towards the deductible like other medical services. When accessing non-participating physicians and hospitals, the benefit is subject to a larger deductible and coinsurance and then provides 60% coverage for most medical needs.

Blue Cross/Blue Shield HMO Illinois — This is an HMO plan that serves medical needs through a network of independent physicians who practice out of their own offices in the area. It provides for 100% coverage with a $20 office visit co-pay for most medical needs. A medical group and primary care physician must be chosen at time of enrollment. Vision care and prescription drugs are also included.

Blue Cross/Blue Shield Blue Advantage HMO — This plan has the same level of benefits as the HMO Illinois plan, but has a smaller nested network of independent physicians. It provides for 100% coverage with a $20 office visit co-pay for most medical needs. A medical group and primary care physician must be chosen at time of enrollment. Vision care and prescription drugs are also included.

Group Dental Insurance

Dental insurance is provided through MetLife (PPO High & PPO Low plans) for full-time employees who carry a 75% or higher class load.

MetLife (PPO Low) — This plan has a $1,000 annual benefit and benefits are paid based on the predetermined dental co-payment schedule. To receive the best coverage, the chosen dentist should be in the MetLife Dental Network. Out-of-network benefits are available at a reduced coverage level.

MetLife (PPO High) — Employees can select any dentist of their choice. However, there is a list of dentists in the network to choose from as well that have pre-negotiated rates with MetLife that may save the employee some out-of-pocket costs. Deductibles and co-insurance apply for some services and the annual benefit is $1,500 per person. This option provides Orthodontic services for dependents.

Group Vision Insurance

Vision insurance is provided through EyeMed for full-time employees who carry a 75% or higher class load. The vision plan covers one eye exam per year with a small co-payment and coverage for basic lenses and frames or contacts every 12 months at a participating EyeMed provider.

Flexible Spending Reimbursement Accounts

The healthcare and dependent care reimbursement accounts are offered to full-time employees who carry a 75% or higher class load. The healthcare plan allows an employee to set aside up to $3,050 per plan year on a pre-tax basis to be used for medical expenses the employee is responsible for paying per the plan guidelines (co-pays, deductibles, over-the-counter medications, dental care, vision care, etc.). Participants may carry over up to $610 into the next plan year for the healthcare account. The dependent care plan allows an employee to set aside up to $5,000 per plan year on a pre-tax basis for qualified daycare and other services while the employee is working.

The mass transit and parking reimbursement accounts are offered to full-time employees who carry a 75% or higher class load. These commuter plans allow an employee to set aside up to $300 per month on a pre-tax basis to be used to mass transit and/or parking expenses incurred on their commute to/from their home campus.

Voluntary Short-Term Disability (STD) Insurance

Full-time employees who carry a 75% or higher class load have the option of enrolling in a voluntary STD policy that would provide 60% of their annualized gross base salary, up to a benefit of $2,000 per month for up to 13 weeks. Employee will pay 100% of the premium with after-tax dollars, as such benefits will be non-taxable should an employee become disabled. A disabled employee is eligible to receive benefits after being unable to work for 0 days for an accident or 7 days for an illness or injury. Initial enrollment in the STD plan has a 3/12 pre-existing condition limitation imposed on conditions that the employee received care, treatment, consultation, diagnostic measures and/or prescription medication for in the 3 months preceding their effective date. In those instances, a claim for disability related to that condition would not be approved for 12 months.

Group Long-Term Disability (LTD) Insurance

A policy providing 60% of a full-time employee's annualized gross base salary, up to a benefit of $1,000 per month, is provided by the University at no cost to the employee. The employee may choose to purchase additional coverage to provide 66 2/3% of their annual gross base salary, up to a benefit of $7,500 per month. The monthly premium is based on the employee's age and salary and is deducted from wages on an after-tax basis. A disabled employee is entitled to receive benefits after being unable to work for 90 days.

Accident Insurance

Accident insurance pays out a lump sum if you incur an injury as a result of an accident. This is a voluntary plan that can supplement health and disability insurance.

Critical Illness Insurance

Critical illness coverage can help safeguard your finances by providing a lump-sum payment upon diagnosis of a covered critical illness, such as cancer, kidney failure, heart attack and stroke. Coverage is available to full-time employees who carry a 75% or higher class load as well as their eligible family members.

Hospital Indemnity Insurance

Hospital indemnity coverage provides a direct lump-sum payment if you or a covered family member become hospitalized.

Employee Assistance Program (EAP)

Employees and any of their family members may contact the EAP directly for a confidential counseling session by calling the toll free number 1-800-456-6327. A self-referred meeting is entirely confidential, and no member of National Louis University would be informed of any visit. Managers may also request that an employee call the EAP.

Retiree Benefits

National Louis University employees who separate from the University and are age 65 or older and retire with 10 years of continuous full-time employment have the option of continuing their health insurance coverage at the retiree’s expense, in a Medicare Supplement Plan.

TIAA Retirement Plan

In keeping with University efforts to offer a full and comprehensive benefits plan, a 403(b) Retirement Plan is offered to all employees who carry a 75% or higher class load the opportunity to participate in the 403(b) Retirement Plan. The 403(b) Retirement Plan is administered by TIAA on behalf of National Louis University.

The Retirement Choice (RC) is the matching portion of the 403(b) Retirement Plan. When an employee has achieved one year of service to the University or to another educational institution immediately preceding their employment at the University, s/he can begin to contribute to the RC portion of the plan. Employees who participate in the plan can elect to defer 4% of their annualized gross base salary and the University will contribute an amount equal to 4% of the employee's annualized gross base salary. Contributions are made on a pre-tax basis and the employee can voluntarily choose to elect additional contributions beyond the 4% into this plan. Participants can choose to invest their contributions in a variety of different investment selections.

The Retirement Choice Plus (RCP) is an unmatched, tax-deferred plan that employees can begin making contributing immediately upon hire. Contributions are made on a pre-tax basis based upon a percentage or a flat dollar amount. Participants can choose to invest their contributions in a variety of different investment selections.

The total contributions made by the employee and for the employee by the University in any calendar year cannot exceed the amount permitted under section 415 of the Code. An employee is immediately fully vested in this plan. Most funds (with the exception of the TIAA Traditional Annuity Fund) are fully portable, transferable, cashable, and subject to IRS regulations, upon leaving employment with National Louis University.

Group Legal Plan

National Louis University offers full-time employees the opportunity to participate in a pre-paid legal plan through payroll deductions. The Legal Plan provides legal advice and assistance for most personal legal matters.

Tuition Waiver Policy

National Louis University encourages its employees to pursue continuing education and degree programs.

Participation in the Tuition Waiver program has a six-month-waiting period and eligible dependents include spouse, domestic partner and children. Tuition waivers can be used for undergraduate and graduate study, including on-campus, field and online programs. Tuition benefits shall be contingent upon the class/program having a sufficient number of new paying students to make the class financially viable. Graduate tuition waiver benefits are subject to federal, state, social security and Medicare taxes for tuition waiver amounts exceeding $5,250 per employee per calendar year (based on current IRS guidelines). Any tuition waiver benefit amount exceeding $5,250 is considered a taxable fringe benefit and the taxable benefit amount will be added by payroll to your taxable earnings.

In addition to the Tuition Waiver program, National Louis University also offers two tuition exchange programs.

CIC Tuition Exchange Program (CIC-TEP) — CIC is a network of colleges and universities that accept, tuition-free, students (employees and family members) of other CIC-TEP institutions. Only tuition is deferred and paid by the CIC-TEP scholarship for the CIC-TEP participant. For more information, please go to www.cic.edu

The Tuition Exchange, Inc. (TE) — TE is a partnership of over 600 colleges and universities offering competitive scholarships to dependent members of employees employed at member institutions. For more information, please go to www.tuitionexchange.org

COBRA (Consolidated Omnibus Budget Reconciliation Act)

Upon separation of employment from National Louis University, full-time employees and their family members are entitled (in most circumstances) to continue their health, dental and vision insurance for 18 months through COBRA, provided the employee pays the entire premium plus a 2% administrative fee. In some circumstances, full-time employees or their family members may be entitled to 29 to 36 months of continued coverage.

Payroll Schedule

National Louis University's faculty are paid on a monthly basis on the last working day of the month. If the last working day of the month falls on a Saturday, Sunday or holiday, employees will be paid on the last working day of the month prior to the weekend or holiday.

Payroll Deductions

By law, National Louis University is required to withhold Federal, State, City Income taxes (if applicable), Old Age, Survivor and Disability Insurance (OASDI) and Medicare from an employee's monthly earnings. Premium deductions for health, dental, vision, retirement plans and flexible spending accounts are deducted on a pre-tax basis. Premiums for Supplemental AD&D, Supplemental Life, Supplemental LTD and Legal are deducted on and after-tax basis. All deductions are taken in the current month that coverage is being provided.

Family and Medical Leave Act (FMLA)

The FMLA requires private sector employers of 50 or more employees, and public agencies to provide up to 12 weeks of unpaid job-protected leave to "eligible" employees for certain family and medical reasons. Employees are "eligible" if they have worked for National Louis University for at least twelve months and have worked 1250 hours over the previous twelve months.

Faculty who have been employed full-time for less than seven years will receive up to one full month's salary, followed by up to one-half of the monthly salary during the second month of illness.

Faculty who have been employed full-time for seven to twelve years will receive up to two month's salary during the first two months of illness, followed by up to one-half of the monthly salary during the third month of illness.

Faculty who have been employed full-time for twelve years or more will receive their full salary for up to three months.

Parental Leave

National Louis University provides up to two weeks of paid parental leave to eligible employees following the birth of the employee's child or the placement of a child with an employee in connection with adoption or foster care.

Bereavement Leave

Employees may take up to two weeks, 10 working days, of unpaid leave time for any of the events covered by the Family Bereavement Leave Act (FBLA), which includes death of a covered family member as well as pregnancy loss, failed adoption and other diagnoses or events that negatively impact pregnancy or fertility. National Louis University will provide 5 days of paid leave to an employee.

Military Leave

Employees who are inducted into one of the military services will be granted leave and will have reinstatement privileges in accordance with applicable federal and state law.

National Louis University may pay a full-time faculty member, for a period not to exceed two weeks, the difference between base salary and military pay for annual service in a recognized military service organization. Faculty members must provide the Payroll Department with a copy of their military payment in order to receive the difference between their base salary and military pay. Advance notice is required for any type of military service unless necessity prevents the giving of notice.