

**CENTRAL METHODIST UNIVERSITY**  
**Summary of Full-time Employment Benefits (5/1/2012)**

**MAJOR MEDICAL**

HEALTH – Anthem Blue Cross and Blue Shield  
HMO – No deductible, must use in network physicians and facilities  
PPO – Deductible in and out of network  
\$500 per person/\$1,000 per family  
DENTAL – Kansas City Life  
\$50 deductible per person  
LIFE & LONG TERM DISABILITY – Reliance Standard Life  
Life insurance based on salary  
\$50,000 life for \$30,000/year and over, \$35,000 life for under \$30,000/year  
Benefits are reduced at age 65 by 35% and again at age 70 by 25%.

Insurance premiums for full-time employees are paid by CMU.  
**Coverage begins on the first of the month following 30 days of employment.**  
Employees may choose to pay premiums for family, spouse or dependent coverage.

**VACATION**

Non-exempt full-time employees – 2 weeks vacation per year  
Exempt full-time employees – 3 weeks vacation per year

**SICK LEAVE**

Sick days are accumulated at one and one-fourth days per month

**TUITION WAIVER**

All spouses and dependent children undergraduate tuition waived.  
One-half of graduate tuition is waived for spouses.  
Employee's tuition waived, with supervisor's approval, and time to be made up.

**TIAA/CREF – Retirement Annuity**

Payroll deduction (non-taxable or taxable)  
After 1 year of continuous service during which the employee completes 1,000 hours or more hours of service, CMU will contribute 5% of the employee's base if the employee contributes up to 4.99% **or** 7% if the employee contributes 5% or more.  
(Employees may be eligible sooner if coming directly from another institution of higher learning.)  
An online enrollment form must be completed before this benefit can be administered.

**PAYROLL**

Applicants being considered for a position opening must complete a background check authorization form and be cleared for employment.  
New employees must complete an I-9, W-4s, direct deposit form and insurance forms if applicable, and must possess an employment authorization document if not a United States resident.  
Paid on the first of the month, unless the first is a weekend or holiday  
Plant Operations staff are paid every 2 weeks.

**GENERAL QUESTIONS**

Contact Debbie Nation in the payroll office or by phone at (660) 248-6201.

**MONTHLY INSURANCE PREMIUMS**

	<b>Children</b>	<b>Spouse</b>	<b>Family</b>
<b>HMO</b>	\$501.45	\$612.86	\$1,058.58
<b>PPO</b>	\$516.93	\$631.77	\$1,091.29
<b>Dental</b>	\$31.27	\$30.82	\$62.10