

Human Resources, St. Norbert College, De Pere, WI 54115, (920) 403-3211

**2024**

**ST. NORBERT COLLEGE**

**SALARIED NON CASH COMPENSATION**

*St. Norbert College is proud of the noncash compensation it makes available to eligible employees.*

| **Health Insurance** |
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| **Administrator** | United Medical Resources ([www.umr.com](http://www.umr.com)) |
| **Eligibility** | .75 FTE with 1st of the month following employment as effective date. |
| **Plan** | **PPO – Preferred Provider** | **HDHP - 2000** | **HDHP - 5000** |
| **Employee Monthly Rates**SingleEmployee + 1Family | $169$340$505 | $99$201$297 | $64$129$188 |
| **Spouse Surcharge** | $300 per month |
| **Plan Year** | January 1st – December 31st  |
| **Lifetime Max**  | Unlimited |
| **Deductible**In-NetworkOut-of-Network | *Embedded Deductible*$1,500 (Single); $3,000 (EE+1); $4,500 (Family)$1,750 (Single); $3,500 (EE+1); $5,250 (Family) | *Non-Embedded Deductible*$2,000 (Single); $4,000 (Family)$4,000 (Single); $8,000 (Family) | *Embedded Deductible*$5,000 (Single); $10,000 (Family)$10,000 (Single); $20,000 (Family) |
| **Coinsurance**In-NetworkOut-of-Network | Coinsurance Is the Amount the Plan Pays:80%60% | Coinsurance:90%70% | Coinsurance:100%60% |
| **Out-of-Pocket Max**In-NetworkOut-of-Network | *Includes deductible and medical &Rx copays*$2,500 (Single); $5,000 (EE+1); $7,500 (Family)$4,750 (Single); $9,500 (EE+1); $14,250 (Family) | *Includes Deductible*$4,000 (Single); $8,000 (Family)$8,000 (Single); $16,000 (Family) | *Embedded: Includes Deductible*$5,000 (Single); $10,000 (Family)$12,000 (Single); $24,000 (Family) |
| **HSA Annual Employer Contribution** | N/A | $750 (Single); $1,000 (Family) | $750 (Single); $1,000 (Family) |
| **Office Visits/Instacare**In-NetworkOut-of-Network | $20 Copay; then Deductible, 80% Coinsurance $20 Copay; then Deductible, 60% Coinsurance | Deductible, 90% CoinsuranceDeductible, 70% Coinsurance | Deductible, 100% CoinsuranceDeductible, 60% Coinsurance |
| **Routine/Preventive**In-NetworkOut-of-Network | 100%100% | 100%Deductible, 70% Coinsurance | 100%Deductible, 60% Coinsurance |
| [**Teladoc Services**](https://www.snc.edu/hr/documents.html?d=/Medical_Dental_Flexible_Spending/Medical_+_Prescription_Drugs/Teladoc_and_Telemedicine)General MedicineDermatologyBehavioral Health | $20 Copay$20 Copay$20 Copay | $49 Fee, Deductible, 90% Coins$85 Fee, Deductible, 90% Coins$90-220 Fee, Deduct, 90% Coins | $49 Fee, Deductible, 90% Coins$85 Fee, Deductible, 90% Coins$90-220 Fee, Deduct, 90% Coins |
| **SNC Health and Wellness Advanced Provider** | $20 Copay | Deductible, 100% Coinsurance | Deductible, 100% Coinsurance |
| **Inpatient/Outpatient Hospital**In-NetworkOut-of-Network | Deductible, 80% Coinsurance Deductible, 60% Coinsurance | Deductible, 90% CoinsuranceDeductible, 70% Coinsurance | Deductible, 100% CoinsuranceDeductible, 60% Coinsurance |
| **Urgent Care**In-NetworkOut-of-Network | $50 Copay; then Deductible, 80% CoinsuranceSame as In-Network Benefit | Deductible, 90% CoinsuranceSame as In-Network Benefit | Deductible, 100% CoinsuranceSame as In-Network Benefit |
| **Emergency Room**In-NetworkOut-of-Network | $200 Copay; then Deductible, 80% Coinsurance Same as In-Network Benefit | Deductible, 90% CoinsuranceSame as In-Network Benefit | Deductible, 100% CoinsuranceSame as In-Network Benefit |
| **Ambulance Services**All Providers | Deductible, 100% Coinsurance | Deductible, 90% Coinsurance | Deductible, 100% Coinsurance |
| **Retail Prescriptions****Tier 1****Tier 2****Tier 3** | ***Member Pays:***$10 Copay; Rx copays will double for Maintenance Medications if you continue to use retail after 2 consecutive fills. Copay will increase to $20. | Deductible, 90% Coinsurance | Deductible, 100% Coinsurance |
| 25% Copay ($100 Maximum); Rx copays will double for Maintenance Medications if you continue to use retail after 2 consecutive fills. Copay will increase to 50% ($200 Maximum) |
| 35% Copay ($150 Maximum); Rx copays will double for Maintenance Medications if you continue to use retail after 2 consecutive fills. Copay will increase to 70% ($300 Maximum) |
| **Mail Order Prescriptions**Tier 1Tier 2Tier 3 | 3 month supply$30 Copay$90 Copay$180 Copay | Deductible, 90% Coinsurance | Deductible, 100% Coinsurance |
| [**Critical Illness Insurance**](https://drive.google.com/file/d/1SXTmXM-vYtDEuEIS5B_bqDvjIqcrGhQb/view) | Not Applicable for PPO Plan | Paid by the College and can provide up to $10,000 per family member for conditions/illnesses such as heart attack, kidney failure, stroke, artery bypass, cancer. |
| **Preventive Maintenance Drug Coverage** | Generic Preventive Maintenance Drugs are covered at 100% (Mail Order Only) |
| **Contraceptive Coverage** | No coverage, but members legal right to access coverage is accommodated through UMR |
| **HSA Plan Notice**  | IMPORTANT HSA $2,000 PLAN NOTICE (In-Network): No individual family member's deductible is considered satisfied until the full family deductible has been met. However, no individual family member can exceed $6,550 in out-of-pocket expenses per year. The out-of-pocket limit for all family members combined remains at $8,000. IMPORTANT HSA $2,000 PLAN NOTICE (Out-of-Network): No individual family member's deductible or out-of-pocket is considered satisfied until the full family deductible and out-of-pocket has been met. |
| **HSA Administrator** | Associated Bank (<https://www.associatedbank.com/>)  |
| **Network for All 3 Plans** | - United Health Care Choice Plus Network (www.uhc.com/find\_a\_physician.htm) |

| **Dental Insurance Plan** |
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| **Administrator** | Delta Dental ([www.deltadentalwi.com](http://www.deltadentalwi.com)) | Care Plus ([www.careplusdentalplans.com](http://www.careplusdentalplans.com))  |
| **Eligibility** | .75 FTE with 1st of the month following employment as effective date. |
| **Employee Monthly Rates** | - Single = $28.87- 1 + 1 = $57.69- Family = $110.94 | - Single = $16.00- 1 + 1 = $32.00- Family = $52.80 |
| **Coverage** | 100% - Diagnostic and Preventive Services80% - Basic Services50% - Major Services such as Crowns, Inlays, Onlays, Bridges, Dentures, and Implants | 100% - Diagnostic and Preventive Services and Fillings90% - Basic Services90% - Major Services such as Crowns, Inlays, Onlays, Bridges, Dentures, and Implants |
| **Annual Max** | $1,000 per person annual maximum but $1,500 if PPO providers ***($1,500 lifetime maximum for orthodontic services)*** | $1,250 per person annual maximum ***($1,500 lifetime maximum for orthodontic services)*** |
| **Dentist List** | Freedom to choose any dentist but can receive discounts if you choose one of Delta Dental’s Premier or PPO Dentists | Dental Associates or Midwest Dental providers only. |

| **Voluntary Vision Insurance** |
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| **Administrator** | UHC Vision |
| **Eligibility** | .75 FTE with 1st of the month following employment as effective date. |
| **Note** | Coverage for eye exams, frame allowance, contact lens benefit, lens options, and discounting for additional pairs of eyeglasses. |
| **Providers** | In-network providers such as America’s Best, Costco, Eye Glass World, For Eyes, Visionworks, Warby Parker, and Glasses USA. |
| **Monthly Rate** | Single = $8.64 1+1 = $15.76 Family = $27.34 |

| **Flexible Spending Account Plan** |
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| **Administrator** | Associated Bank (<https://www.associatedbank.com/>)  |
| **Description** | Allow employees to set aside, or “bank,” pretax portions of their wages to be used to pay for a variety of medical and dependent care expenses (i.e., deductible, co-pays, Rx, Glasses, dental, childcare). |
| **Eligibility** | .75 FTE with 1st date of employment as effective date. |
| **Medical** | Maximum of $3,200 may be set aside for medical expenses. If participating in the HDHP plan, may contribute to the Limited Flexible Spending Account plan. |
| **Dependent** | Maximum of $5,000 may be set aside for dependent care expenses. |
| **\*Note** | Enrollment in either plan is optional. |
| **\*Note** | The plan year is January 1 through December 31 of each year and coincides with the plan year for health insurance. |
| **\*Note** | $610 Rollover provision into next plan year with medical plan only if enrolled in the following year. Anything more than that not used by the employee is forfeited. |

| **Short-Term Disability** |
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| **Eligibility** | .75 FTE with 1st of the month following employment as effective date. |
| **Coverage** | 67% of employee’s basic monthly salary. |
| **\*Note** | Employer provides this insurance at no cost to the Employee. |
| **\*Note** | After a 7-day elimination period, provides income protection during a period of total disability (through the 90th day of disability) resulting from illness or injury which renders the Employee incapable of performing his or her normal occupation. |

| **Long-Term Disability** |
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| **Eligibility** | .75 FTE with 1st of the month following employment as effective date. |
| **Coverage** | 67% of an employee's basic monthly salary. |
| **\*Note** | Employer provides this insurance at no cost to the Employee. |
| **\*Note** | Provides income protection during a long term period of disability resulting from illness or injury which renders the Employee incapable of performing his or her normal occupation or later gainful occupation for which he or she reasonably fits. |
| **\*Note** | Disability insurance payments begin on the 91st day of a disability. |

| **Staff Parental Leave** |
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| **Eligibility** | .75 FTE and after 1 year of continuous service. |
| **Coverage** | Staff Members may take up to 6 weeks of leave. Leave must be taken in consecutive weeks and must be started and completed within the 1st twelve weeks of the birth or adoption. The first week is a waiting period which the staff member can take as unpaid or substitute vacation or PTO. The remaining weeks will be paid at 67%. |
| **\*Note** | The goal of this policy is to provide non-birthing staff members with paid time off that allows them to accommodate their professional and personal familial obligations as a child is added to the staff member’s family. |

| **Term Life Insurance / Accidental Death and Dismemberment Insurance** |
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| **Eligibility** | .75 FTE with 1st of the month following employment as effective date. |
| **Coverage**  | Two times the Employee’s annual salary at no cost to the Employee. |
| **\*Note** | An accidental death and dismemberment rider is included with this policy. |
| **\*Note** | Reduction rules apply beginning at age 65. |

| **Optional Life Insurance/AD&D** |
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| **Eligibility** | .75 FTE with 1st of the month following employment as effective date. |
| **Coverage**  | Employees can purchase an additional 1 times their annual salary in coverage. |
| **Monthly Rate** | Variable rate depending on age group. |
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| **Optional Accidental Death and Dismemberment Insurance** |
| **Eligibility** | .75 FTE with 1st of the month following employment as effective date. |
| **Coverage** | Available to Employees in multiples of $10,000 up to a maximum of $250,000, with the limitation that employees may not select a principal sum that is larger than an amount equal to 10 times their annual salary. |
| **Monthly Rate** | Individual Coverage = $.05 for every $10,000 up to $250,000Family Coverage = $.07 for every $10,000 up to $250,000 |
| **\*Note** | A family plan is available that allows for the coverage of spouses and dependents as well as employees. |

| **Retirement Plan – Defined Contribution** |
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| **Administrator/****Record keeper** | Teachers Insurance Annuity Association (TIAA) |
| **Eligibility** | Employees may choose to participate in the 403(b) Retirement Plan immediately upon employment. Participation in the plan is completely elective. |
| **Defined Contributions** | Contributions are based on regular earnings only, and both Employer and Employee contributions are sent to TIAA-CREF after each pay period. Contribution levels are as follows and can be made as pre-tax or post-tax: **Years 1 and 2 of Employment Years 3 and Greater** Employee St. Norbert College Employee St. Norbert College 3% 3% 3% 3% 4% 4% 4% 4% 5% 5% 5% 7% |
| **\*Note** | Employer contribution will begin when the Employee begins participation in the plan. |
| **\*Note** | The intended purpose of the funds is to provide retirement income and death benefits for participants and their families.  |
| **Retirement Plan - Supplemental** |
| **Deductions** | May not exceed the limitations of sections 403 (b) and 415 of the Internal Revenue Code |
| **\*Note** | Employer allows employees to participate in supplemental retirement program designed for those who want to set aside additional funds as pre or post tax above and beyond the defined contribution plan. |

| **Tuition Waiver** |
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| **Eligibility** | Effective after 2 years of full-time employment (must be .75 FTE or greater). Previous 2 years of consecutive higher education can count towards this eligibility requirement. |
| **\*Note** | 100% of Tuition waived by College. Employer offers tuition waivers to full-time employees, their spouse, and their dependent children in accordance with current [College policy](https://www.snc.edu/hr/documents.html?d=/Tuition_Waiver_and_Exchanges_and_CatholicLink_Discount). |

| **Tuition Exchange** |
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| **Eligibility** | Effective after 2 years of full-time employment (must be .75 FTE or greater). |
| **\*Note** | Employer offers tuition exchange to full-time employees, their spouse, and their dependent children in accordance with current College policy. The 2 exchanges are the Council of Independent Colleges exchange ([www.cic.org](http://www.cic.org)) and Tuition Exchange, Inc ([www.tuitionexchange.org](http://www.tuitionexchange.org))  |

| **Educational Assistance for Master’s Programs** |
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| **Eligibility** | A Participant is eligible to receive benefits under the Plan if he/she has completed one year of full time service (.75 or Greater FTE) prior to the first day of the educational course. In order for the Participant to receive benefits under the Plan, the employee must be employed for the complete duration of the educational course. |
| **\*Note** | In any Plan Year (June 1 – May 31) during which an employee is a Participant in the Plan, the College may (contingent on the availability of financial resources) reimburse 30% per course in tuition expenses. The Participant must secure a grade of “B” or better or its equivalent in the educational course to receive reimbursement. Expenses must be validated by receipts and a copy of the final grade must be presented. The maximum annual reimbursement per Participant will be $2,000. |

| **CatholicLink Tuition Discount** |
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| **Eligibility** | .75 FTE or greater full time employees |
| **Program/Discount** | St. Norbert College, Notre Dame Academy, and the Green Bay Area Catholic Education (GRACE) have partnered together to provide a discount program for dependents of employees working at those organizations and any parish employee of the parishes that support GRACE or NDA with the goal of providing exceptional faith-based educational experiences for students. Faculty, staff, and any parish employee will be eligible to receive a 50 percent discount\* on tuition (fees are not discounted) for the academic year for each of their dependents to attend any of the three organizations – regardless of which organization employs them. Any other tuition waiver programs currently offered within each individual organization are not affected by this program where the rules and eligibility of those programs remain the same. Dependents of employees can receive a discount at all schools (St. Norbert College, Notre Dame Academy and GRACE) not just the one they work for. If a dependent is not enrolled for the entire school year, a prorated discount will apply. |
| **Scope** | This program applies only to undergraduate programs at St. Norbert College, 9th – 12th grades at Notre Dame Academy, and Kindergarten - 8th grades (does not include Early Childhood) at Green Bay Area Catholic Education. |

| **Personal Time Off (PTO)** |
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| **Eligibility** | .75 FTE with 1st date of employment as effective date. |
| **\*Note** | Employees will receive 6 days of PTO starting 8/16 each year to be used only as time off, with no carry over; new hires will have a prorated amount based on hire date. |
| **\*Note** | PTO may be used as time off for illness or injury as well as scheduled for personal business. |
| **\*Note** | Employees will be awarded PTO hours based on the number of hours worked if between .75 and 1.00 FTE. |

| **Vacation** |
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| **Less than 5 years’ service** | 21 days/year or 6.47 hours/pay period |
| **5 but less than 10** | 23 days/year or 7.08 hours/pay period |
| **10 + years** | 25 days/year or 7.70 hours/pay period |
| **\*Note** | Employees will be able to accrue up to 125% of the annual vacation amount. |
| **\*Note** | Employees will accrue vacation based on the FTE. Accrual above is based on 1.00 FTE. |

| **Holidays** |
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| New Year’s Day Good Friday Easter Monday Memorial Day Independence DayLabor Day Thanksgiving Day/Day After Thanksgiving Day Christmas Eve thru New Year’s Day |

| **Funeral Leave** |
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| **Immediate** | Up to 5 days for immediate family (parent, step-parent, spouse, child or step-child, brother/sister, parent-in-law, brother/sister-in-law, children-in-law). |
| **Extended** | Up to 2 days for extended family (grandparent, aunt, uncle, cousin, niece/nephew, grandparent-in-law, grandchild) up to 2 days. |

| **Jury Duty and Military Leave** |
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| **\*Jury Duty or Court Appearances** | The College grants paid administrative leave when employees are summoned to serve jury duty or appear in court as a state witness (to testify on behalf of the federal, state or local government in a criminal case.)   Employees who are summoned to appear in court for other reasons may use paid leave or leave without pay. St. Norbert College complies with all applicable local and federal law regarding paid time off. |
| **\*Military Leave** | St. Norbert College follows the guidelines established by the 1994 Uniformed Services Employment and Reemployment Rights Act (USERRA). USERRA is a federal law intended to ensure that people who serve, or have served, in the Armed Forces, Reserves, National Guard or other uniformed services are not disadvantaged in their civilian careers because of their service; are promptly reemployed in their civilian jobs upon their return from duty; and are not discriminated against in employment based on past, present, or future military service. |

| **Worker’s Compensation** |
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| Should you lose work time or incur medical expenses because of a work-related accident, you will be compensated by this insurance program according to Wisconsin law. |

| **Family & Medical Leave** |
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| **Eligibility** | After you have worked for the college for 12 months and meet certain other criteria. |
| **\*Note** | Authorized absences may be for up to 12 weeks in a calendar year. |
| **\*Note** | FMLA is an unpaid leave that does allow substitution of any paid time an employee has accrued. |

| **Miscellaneous Additional Benefits** |
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| **Flexible Work Arrangement** | In recognition of the wide range of professional responsibilities and duties required of college staff, there are circumstances in which a flexible work arrangement can be implemented to optimally balance the needs of the college and departments. Hybrid remote work schedules and flexible work hour schedules are some of the possibilities. |
| **LifeLock** | Voluntary benefit that provides identity theft protection, device security, parental control, and privacy monitor for public search websites. |
| Essential Plan (monthly) | Premier Plan (monthly) |
| $7.99 (EE) | $15.98 (Family) | $11.49 (EE) | $21.98 (Family) |
| **Computer Loan Program** | SNC will provide an interest-free loan for half the purchase price of a computer and components, with a $1500 maximum. Payroll deduction repayment will be based on equal payments over a two-year period. |
| **Parking** | Free in specified lots with proper automobile identification. |
| **Discount Programs** | Several programs available such as cell phone (Verizon), local gym (Bellin, Kroc Center, and Green Bay YMCA), AAA Vehicle Assistance, and Milwaukee Airport parking discounts and memberships. |
| **Children’s Center** | Provides very reasonable full-time and part-time care to children between the ages of 2½ (30 months) and 9 years. Center is located right on the campus grounds. Staff consists of full-time professionals as well as St. Norbert College students with majors in Psychology and/or Education. |
| **Mulva Family Fitness and Sports Center** | Free use of facilities with authorized ID (may bring one guest). The refurbished and enlarged facility features a state-of-the-art fitness center and a new swimming pool on the east side of the sports center, looking out to the Fox River.  The arena offers a full collegiate basketball court, an indoor track, four volleyball courts and four intramural basketball courts.  |
| **Athletic Events** | Free or reduced admission price for most events upon presentation of authorized ID. |
| **Spouses/Dep Children** | Sports Passes are available for regular season sporting events (excludes tournaments and Men’s Ice Hockey) entitling them to free or reduced admittance. Also, spouses and dependents can use the James J. Mulva Library. If 16 or older they will be issued a “Community Use Card” to check out materials. If younger than 16, the SNC employee checks out materials for the dependent. |

**For Further Information Contact:**

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St. Norbert College

100 Grant Street

De Pere, WI 54115-2099

St. Norbert College is committed to the highest moral and ethical standards and to the spirit as well as the letter of law, in all its employment policies and practices. It adheres to all policies of nondiscrimination on the basis of age, race, religion, creed, color, handicap, marital status, sex, sexual orientation, national origin, ancestry, arrest record, veteran’s status, non job-related arrest record or conviction as defined by current Federal and State statutes, as well as in its admissions practices, educational programs and activities, as required by Title IX of the 1972 Education Amendments and code of Federal Regulations. The College insists on a good faith effort on the part of all its employees in the area of equal employment.

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