



Paid Holidays	Full-time employees receive six holidays and six seasonal bonus days per year.
Sick Leave	Up to 240 hours (six (6) weeks) per fiscal year for employees scheduled to work forty (40) hours per week. Employees scheduled to work at least twenty (20) hours per week, but less than forty (40) hours per week, will be entitled to sick leave proportionate to the time actually worked. Time may be prorated for initial year of employment.
Annual Leave Accumulation	1-5 years of service 15 days 6-10 years of service 20 days Maximum accumulation is 150% of accrual 11 and above years of service 25 days
Short-Term Disability	One year waiting period. Eligible employees who have used six (6) weeks of sick leave will be paid at 75% of base annual salary for up to six months. Employees who accumulate annual leave will use accumulated and unused annual leave to make up the difference between STD and full salary.
Long-Term Disability	One year waiting period. After 6 months of disability, this policy provides for the payment of up to 60% of your basic annual salary (less social security, retirement, workers' compensation, etc.), for employees who, in the opinion of the University's carrier, are considered to be totally disabled. Premiums paid by University.
Dependent Care Leave	Employees will be provided and may use up to forty (40) hours of Dependent Care Leave at 100% of base wages and forty (40) hours at 75% of base wages with accumulated and unused annual leave to be used to make up the difference per fiscal year. If hired after January 1 of the current fiscal year, twenty (20) hours of Dependent Care Leave at 100% of base wages and twenty (20) hours at 75% of base wages will be provided.
Personal Leave Days	Employees will be provided twenty-four (24) hours of paid personal leave per fiscal year. If hired between January 1 and April 30 of the current fiscal year, twelve (12) hours of paid personal leave will be provided for the initial year of employment.
Hospitalization/Medical And Prescription Drug Program	Blue Cross Blue Shield Community Blue PPO with ECM \$2000/4000 Coverage effective on date of hire. \$500 individual/\$1000 family deductible; \$2000 individual/\$4000 family co-insurance maximum; \$20 Office co-pay/\$150 ER co-pay. Drug co-pays: \$10 generic/\$20 brand name at NMU Health Center; \$15 generic/\$30 brand name/\$60 specialty drug co-pay at participating pharmacy. Mail order option available. Benefit year is January 1 to December 31.
Dental Coverage	The University will pay the full cost of a two-person plan for all eligible employees who complete the necessary enrollment forms. Family coverage may be purchased. Benefit year is January 1 to December 31.
Optical Coverage	The University will pay the full cost of a family optical plan for all eligible employees who complete the necessary enrollment forms. Benefit year is a rolling 12-month cycle.
Life Insurance with Accidental Death & Dismemberment	Immediate coverage equal to 1x annual salary rounded to next \$1,000 paid by University. Supplemental options of .5, 1, 2, 3, 4, or 5 times annual salary (Maximum of \$500,000) and dependent coverage of may be purchased. Coverage includes a double indemnity clause in case of Accidental Death and Dismemberment.
Retirement	The University will contribute 7.25% of salary paid to TIAA-CREF 403(b) Retirement Plan. In addition the University will further match an employee's personal contribution of up to 1.5% of salary.

Designated Individuals	Employees may designate an individual, in lieu of a spouse, for the purposes of Funeral Leave, Dependent Care Leave, and Family and Medical Leave Act (FMLA) Leave. The name of the individual must be on file with the Human Resources department six (6) months prior to the utilization of such leave.
Household Member Program Benefits (HMP)	Under the HMP, a full-time employee who does not already enroll a spouse in the health care plan may enroll one adult individual for benefit coverage if certain criteria are met. Additional information may be found in the Technical Office Professional (TOP) Master Agreement or by contacting the Human Resources Department.
Tuition Scholarship Program	Employees, spouses and dependent children may take classes with no credit hour limit. In the event of death, surviving spouse and dependent children may continue in the program until completion. NMU will abide by State and Federal laws regarding the taxability of benefits.
Flexible Spending Accounts	Employees may elect to participate in a flex spending account in which a pre-tax payroll deduction is made to fund out of pocket un-reimbursable medical, dental and optical expenses, or to fund dependent care. Subject to IRS regulations.
Recreation Membership	Each employee who completes the appropriate application will be provided a single Physical Education Recreation Facility membership or Walking Pass at no cost. Family membership available at reduced rate through payroll deduction. Once per year, employees may sponsor one (1) person, in lieu of a spouse, for a recreation membership at the reduced rate. NMU will abide by State and Federal laws regarding the taxability of benefits.
Bookstore Discount	20% discount on books; 10% discount on other merchandise items. Some exclusions apply and does not include sale items.
Jury Duty	Full pay for regularly scheduled hours of work missed less what court pays.
Funeral Leave	Five days, three days, or one day of paid funeral leave. Please refer to the Master Agreement for details.
Social Security Benefits	Mandatory University and employee contribution. Monthly benefits at retirement or in case of total disability.
Military Reserve and National Guard Duty	The employer will abide by Federal and State laws pertaining to the leave of absence, rehire, and status after rehire or leave of absence of employees who are members of either the National Guard or a unit of the United States Reserve Forces.
Workers' Compensation	Employees who are granted Workers' Compensation will be paid the difference between regular salary and payments received under provision of the Act for up to six (6) consecutive months after which they may apply for long-term disability benefits, if eligible.
Parking	Employees, upon completion of necessary forms, will receive one (1) free parking permit and the option of pre-tax payroll deduction for any additional parking permit fees.
Library	Access to University library.
Tax-Deferred 403(b) Plans, and 457(b) Plans	Available through payroll deduction.

These are summaries of benefits available and are subject to change. Union contracts, personnel policies, master benefit policies and the rules of insurance providers and administrators control the benefits available. If you have questions about benefits, consult your current union agreement or contact the Human Resources Department at 227-2470.