Arkansas State University-Beebe (ASU-Beebe) offers a variety of benefits for its eligible employees. This document serves only to highlight those benefits. Please go to the appropriate link where provided or contact the Human Resources Department (HRD) at 501-882-8967 for additional information and/or eligibility requirements.

1. DIRECT DEPOSIT

ASU-Beebe requires all employees to use direct deposit for payroll checks. Upon orientation a voided check must be provided.

2. EDUCATION ASSISTANCE & PROFESSIONAL DEVELOPMENT

ASU-Beebe employees and eligible dependents may enroll for undergraduate course at a tuition rate of 25% of tuition per credit hour and 50% per credit hour of graduate courses. Some graduate courses do not apply - see resolution. An eligible dependent is a spouse or an unmarried child who was claimed as a dependent on the employee's tax return for the previous tax year. Educational discounts are available at any Arkansas State University System institution. Many Continuing Education classes are free for employees.

ASU-Beebe also encourages professional development through staff development funds, professional development award programs and the aforementioned tuition discounts.

3. HOLIDAYS

ASU-Beebe officially closes for eleven holidays during the calendar year. Holidays are either observed on the actual date or accrued for the employee to use during the Christmas break. See current Holiday Calendar at www.asub.edu/hr/holiday-leave-schedule.

4. PAID LEAVE

- Annual Leave (Vacation Leave) accrual rates vary depending on length of service and FLSA status
- All eligible full-time employees accrue 8 hours of Sick Leave per month of service.

Please review your Handbook at http://www.asub.edu/hr/Policies_&_Procedures for additional information and a schedule of other types of paid leave.

5. CREDIT UNION

Employees may become members of the White County Federal Credit Union at www.whitecountyfcu.org or the Arkansas Federal Credit Union at www.afcu.org.

6. MEDICAL

The medical plan of Blue Advantage True Blue PPO allows access to most doctors and hospitals in Arkansas and provides for emergency treatment when outside of the service area. For additional details and premium rates please contact Human Resources at 501-882-8967.

Information for current providers may be found at www.blueadvantagearkansas.com/provider_directory.

For In-Network services (Primary Care Physician, Referral required):

- $30 Co-Pay for Office Visits (Does not apply toward deductible)
- $50 deductible for individual. Up to two deductibles for family coverage.
- Plan pays 80% and the employee pays 20% of eligible charges outside of Primary Care Physician’s office after deductible is met. $1,500 out-of-pocket (OOP) expense limit per calendar year. Up to two OOP limits per family.

For Out-of-Network services (No PCP/No referral required):

- Plan pays 70% and the employee pays 30% of eligible charges
- $750 deductible for an individual with a $2,000 out-of-pocket expense limit per year

The plans also include pharmacy benefits with co-pays of $10, $35, and $55 depending on the type of prescription. If a generic version is available, prescriptions will be automatically filled as generic unless the employee elects to pay the difference between the cost of the brand name and the generic, plus the co-pay. Mail order prescriptions are available through www.caremark.com/wps/portal.

Updated 8/1/12
7. DENTAL
ASU-Beebe offers to its employees a voluntary dental program with options that are designed to meet the employee’s needs. Visit HRD for details and premium rates. A provider list may be found on website of www.blueadvantagearkansas.com/provider_directory/dental.

8. VISION
ASU-Beebe makes available to its eligible employees and dependants a voluntary vision plan that includes comprehensive eye exams, frames, and glasses or contacts. Visit HRD for details and premium rates. A provider list may be found on website of www.vsp.com.

9. LIFE INSURANCE
ASU-Beebe provides each eligible employee with a life insurance benefit of 1.5 times the annual salary with a maximum of $50,000 life insurance at no cost to the employee; Spouse - $2,000; Children age 15 days-to age 3 - $1,000; Children age 3-19 (25 if a full-time student) - $2,000. Visit HRD for more details and eligibility requirements. Provider is UNUM Provident.

10. LIFE INSURANCE - SUPPLEMENTAL
This option allows employees to purchase supplemental life insurance in increments of $25,000 up to $250,000, based upon annual salary. Dependent life may also be purchased for spouses and dependent children. Provider is UNUM Provident.

11. LONG-TERM DISABILITY (LTD)
ASU-Beebe provides long-term disability insurance after completion of 90 days of service. The benefit amount is 60% of salary up to a maximum of $6,000 per month. Applications must be completed at the time of disability with a 180 day elimination period. This protection is offered at no cost to the employee.

12. SHORT TERM DISABILITY
ASU-Beebe offers to its employees a short term disability policy with options that are designed to meet the employee’s needs. Benefit choices include 8th day coverage or 15th day coverage based upon age and income. Provided is Companion Life www.companionlife.com. Visit HRD for details and premium rates.

13. ACCIDENTAL DEATH & DISMEMBERMENT
ASU-Beebe offers to its employees an accidental death and dismemberment policy with options that are designed to meet the employee’s needs. Options include purchase in increments of $25,000 up to $250,000 based upon annual salary. Benefits may also be purchased for spouse and dependent children. Visit HRD for details and premium rates.

14. RETIREMENT PLANS
ASU-Beebe offers four retirement plans-
- **TIAA-CREF or VALIC (403-B)**
  Employee must contribute a minimum of 6% and ASU-Beebe contributes 10%
- **Arkansas Teacher Retirement (ARTRS)** Available under grandfathered status for benefit-eligible employees hired by ASU prior to July 1, 2011
- **Arkansas Public Employees Retirement Plan (APERS)** Available under grandfathered status for benefit-eligible employees hired by ASU prior to January 1, 2012

Visit the HRD for more details and eligibility requirements.

15. FLEXIBLE BENEFITS PLAN
The flexible benefits plan allows employees the opportunity to tax shelter monies that are to be used for such purposes as medical and dental premiums, medical deductibles, child care, and much more. At the onset of employment Health, Dental, Vision and Cancer insurance premiums are automatically tax sheltered. Contact information www.mytasconline.com. For enrollment information contact HRD for additional details.

16. LONG-TERM CARE PROTECTION
A voluntary long-term care protection plan is available to new employees within 30 days of employment. The optional CVNA plan provides a variety of services to individuals who are able to care for themselves including meal preparation, 24 hour monitoring on a long-term care basis. Packages are available for purchase for employees, spouse, parents or in-laws. To request a rate package, go to
222.ltcbenefits.com (Access ASULTC). Employees choosing this option after 30 days of employment will have to meet insurability requirements.

17. CANCER

Employees may choose to purchase a cancer policy with three options available that are designed to meet the employee’s needs. Visit HRD for details and premium rates. Provider is USAble Life.

18. AFLAC

ASU-Beebe offers three different plans: accident, hospitalization and specified health event. For add’l information contact ASU’s AFLAC representative, Tiffny Frazier, within 30 days of your start date at (870) 275-0009

19. WELLNESS INITIATIVES

ASU-Beebe encourages a healthy work/family life by providing a variety of services such as:

- free access to the ASU-Beebe Fitness Center, walking track, tennis courts, racquetball courts
- annual Health Fair
- monthly Vitamin B-12 shots
- monthly blood pressure checks
- website links to local and national professional organizations providing wellness information and resources
- routine wellness benefits through the medical plan
- individual consultation with Wellness Coordinator, Joseph Scott 882-4411
- monthly wellness newsletters
- lunch and learn opportunities, re: wellness