• Introductions
• Staff Advisory Council
• About the University of MO
• Human Resource Services
• MU Police Department
• Total Rewards (Benefits)
University of Missouri System
UM System President
Dr. Mun Y. Choi
University of Missouri System

https://www.youtube.com/watch?v=G-D0NQfLft8&t
Total Rewards
HR Federal Law Compliant
*Fair Labor Standards Act*
Established 40 hour work week
Sets minimum wage
Sets exemption criteria
(FLSA)

<table>
<thead>
<tr>
<th>Non-Exempt</th>
<th>Exempt</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Hourly pay rate</td>
<td>• Salaried</td>
</tr>
<tr>
<td>• Earn overtime*</td>
<td>• Do not earn overtime</td>
</tr>
<tr>
<td>• Paid bi-weekly</td>
<td>• Paid monthly</td>
</tr>
</tbody>
</table>

* Determined by each department, overtime can be paid as wages or compensatory time.*
Equal Employment Opportunity

Equal opportunity is provided for all employees & applicants on the basis of their demonstrated ability and competence without discrimination on the basis of their:

– Race
– Color
– Religion
– Gender
– Sexual Orientation
– National Origin
– Age
– Status as Protected Veteran
– Disability

Equal employment opportunity (EEO) applies to all employment actions at MU
Discrimination in the work place or the educational environment is unacceptable conduct.

Violators are subject to discipline, up to and including separation from the university.

All employees must complete the online training module, “Building a Foundation: Discrimination Prevention & Title IX”.

Sources of Additional Information:
HRS Policy Manual HR102 Equal Opportunity Program
Staff Handbook
Human Resources Professional
Americans with Disabilities Act

Prohibits discrimination and guarantees that people with disabilities have the same opportunities as everyone else.

Reasonable Accommodation:
Any reasonable modification to the job or work environment to enable a qualified individual with a disability to perform the essential functions of the job.

At your work place:
Notify your supervisor and/or department head for assistance.

Disability, Inclusion & ADA Manager
Amber Cheek
404 Jesse Hall
884-7278
ada@missouri.edu
Family & Medical Leave Act (FMLA)

Two Requirements for Eligibility

• Must be employed for at least one year
• Must have worked at least 1,250 hours within the previous 12-months

Benefits

• Employers are required to maintain health insurance coverage on the same basis as for working employees
• Provides for 12 weeks/year of unpaid, job-protected leave for qualifying events
Qualifying events:

- to care for a newborn or newly adopted child
- to care for a sick child, spouse, or parent
- to recover from own serious health condition.
- to care for a covered family member on active duty status or called to active duty status for a “qualifying exigency”

May use accrued leave to replace pay while on leave
University of Missouri Columbia Campus
Chancellor
Alexander Cartwright
Built on the pillars of:

- Teaching
- Research
- Extension
- Service
Values
The faculty, students, and staff of MU hold the following values to be the foundation of our identity as a community:

- Respect
- Responsibility
- Discovery
- Excellence
Living Our Values:

“Inclusion is a sense of belonging: feeling respected, valued for who you are; feeling a level of supportive energy and commitment from others so that you can do your best work.”
Campus Landmarks

Jesse Hall

The main administrative building, was completed in 1895.

The historic columns of Academic Hall have become a symbol of the University of Missouri.
Memorial Union

Built beginning in 1929, to honor of University students who died in World War I

We have an Old School tradition of tipping your cap when passing through the arch of the Memorial Union
Human Resource Services
Columbia Campus
Mission and Vision

Our Mission:
We advance the university mission by collaborating, supporting, and sharing knowledge with HRS customers.

Our Vision:
To be the trusted resource for innovative solutions that enrich the HRS customer experience.
We are here to help you with:

• Career Assistance
• Employee Relations
• Payroll
• Policy Guidance
• Recruitment
• Supervisor/Manager Consultation
• Temporary Staffing (S.O.S.)
We want you to give us your best!

Our goal is to provide a workplace which:
- fosters collaboration, inclusion, innovation, and quality education.

And

allows you to utilize your unique talents to meet the needs of our organization.
We want to give you our best!

Our goal is to ensure you have a workplace which is based upon civility, fairness, respect, and consistent treatment.
We Do NOT Tolerate:

- Prejudice
- Intolerance
- Bigotry
- Bullying
- Harassment
or...Smoking

- No smoking on campus as of July 1, 2013.
- University of Missouri Health Care, smoke-free policy-no smoking anywhere

Exceptions

- Academic research approved by Campus Inst Review Board

Policy: [http://bppm.missouri.edu/chapter1/1_160.html](http://bppm.missouri.edu/chapter1/1_160.html)
University of Missouri
HR Policies &
Employment Verification
Employment Verification

http://www.theworknumber.com/employees

Also available through myHR
Probation & Qualifying Period

- Six month probationary period for all new, regular benefit eligible staff

- Period may be extended up to three more months

- One month qualifying period for current benefit eligible employees transferring into another benefit eligible position at the University
  
  - Unsuccessful: return to previous position or a comparable one in previous department
  
  - If no job is available, 6 month leave of absence
• Dependable and prompt attendance is an essential function of every staff position at the University.

• Planned absences must be requested and approved in advance.

• Unplanned absences – notify supervisor immediately. Supervisor must approve.

• Follow rules within your work unit.
Slow the Spread of Germs!

1.  
2. How does the flu spread?
3.  
4.  

Washing hands is one of the best ways to prevent the spread of germs.
Grievance Administration

• MU recognizes the right of employees to express their grievances and to seek a solution concerning disagreements arising from:
  - working relationships
  - working conditions
  - differences of interpretation of policy or employment practices (prohibited discrimination)

• During probationary period, only grievances concerning issues of prohibited discrimination or interpretation of policies are grievable.

• Faculty please review the Faculty Handbook for information.
Educational Assistance

University of Missouri
SAVE ON THE COST OF COLLEGE*

Faculty and Staff
75% off tuition for 6 credits per semester

Spouses & Dependents
50% off tuition up to 140 credit hrs.

Retirees
100% off tuition & fees AS CLASS SPACE IS AVAILABLE

* See umsystem.edu/total-awards/benefits/education for eligibility and special considerations.
Training & Development

Course listing available on HRS website

Supervisory approval necessary

No probationary period restriction
Opportunities include:

- PeopleSoft
- Customized Training
- myLEARN (access through myHR)

- New Employee Orientation
- Fall Training Conference (November 1 and 2, 2017)
- Staff Recognition Week (May 22, 23 and 24, 2018)
- Other departments training is promoted in MU Info (Wednesdays)
Benefit Eligible Employees

- Holidays (HR 401)
- Vacation (HR 402)
- Personal Days (HR 403)
- Sick Leave (HR 404)
- Military Leave (HR 405)
- Developmental Leave (HR 406)
- Leaves of Absence (HR 408)
- Work Incurred Injury or Illness (HR 409)
- Legal Proceedings (HR 410) Also for part time employees
- Voting (HR 411) Also for part time employees
- Funeral Leave (HR 412)
Paid Time Off
Eight Holidays

• New Year’s Day
• Martin Luther King Day
• Memorial Day
• Independence Day
• Labor Day
• Thanksgiving Day
• Friday following Thanksgiving Day
• Christmas Day
Personal Days

• 4 days annually, on your anniversary date.
• 2 days may be used during your probationary period.
• Subject to supervisory approval.
• May use in any increment.

Must be used within a year
Vacation

<table>
<thead>
<tr>
<th>Non-Exempt</th>
<th>Exempt</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt; 5 years</td>
<td>12 days/year</td>
</tr>
<tr>
<td>5 – 15 years</td>
<td>17 days/year</td>
</tr>
<tr>
<td>&gt; 15 years</td>
<td>22 days/year</td>
</tr>
</tbody>
</table>

May not use during your probationary period.
Maximum accrual is twice your annual accrual.
example: (12 days=96 hrs x 2 years = 192 hrs)
Accruals are prorated if working 75-99% FTE
Sick Leave

• Accrue 8 hours/month (prorated based on FTE)
• Available during probationary period
• Taken in any increment after earned
• No maximum accrual
• Use for:
  – personal illness or injury
  – Medical/eye appointments
  – dental appointments
  – 12 days of accrued sick leave may be used for family illness each calendar year
Other Paid Time Off

• Funeral Leave
  – 3 days excused from work for death of an immediate family member
  – Starting on the date of death ending on the tenth calendar day after the funeral or memorial service.

• Legal Proceedings/Jury Duty
  – Time off from work for the duration of your jury duty commitment
## PTO – What You Can Use, When

<table>
<thead>
<tr>
<th></th>
<th>May Use During Probationary Period</th>
<th>Must Complete Probationary Period Before Using</th>
</tr>
</thead>
<tbody>
<tr>
<td>Holidays</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Personal Days</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td></td>
<td>(can only use 2 during prob. period)</td>
<td>(can use remaining 2 after completing prob. period)</td>
</tr>
<tr>
<td>Sick Leave</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(use as you accrue)</td>
<td></td>
</tr>
<tr>
<td>Vacation</td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Funeral Leave</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Jury Duty</td>
<td>✓</td>
<td></td>
</tr>
</tbody>
</table>
Promotional & Job Change Opportunities

Open positions on Columbia campus, UM System, and Extension are posted on Human Resource Services website and myHR
Human Resource Services

1095 Virginia Avenue
Room 101, Parking Garage 7
(Across from the University Hospital)
Columbia, MO  65211
(573) 882-7976
What's Next?

• Break
• University Police
• Total Rewards
  ✓ Health Insurance
  ✓ Life Insurance
  ✓ Retirement
  ✓ Wellness Program
• Evaluation Survey will be emailed
• Welcome to Mizzou!
University of Missouri Police Department

To Protect and To Serve

Welcome to Community Policing
WHERE WE ARE LOCATED

901 Virginia Avenue
Columbia, Missouri 65211

Southeast Corner
Virginia Avenue Garage
WHO WE ARE

• Created in 1954
• 40+ Commissioned Police Officers
• City and State Commissions
• Comprised of Patrol, Investigations, Canine Unit, and Crime Prevention Units
• Security Officers
• Campus Safety Officers
• 911 Enhanced Communications Center
WHAT WE ARE DOING

Protect people and property on campus.

Utilize foot, bicycle and vehicle patrol.

Patrol campus to enforce laws, protect public safety and property, and arrest criminal suspects.

- Investigate motor vehicle crashes and crime scenes.
- Provide emergency assistance to victims of natural disasters, crime, and crashes.
- Engage in crime prevention, safety, and public information programing.
INVESTIGATIONS UNIT

• Comprised of three detectives and one detective sergeant.
• Provides follow up on cases that need further and more extensive investigation.
CRIME PREVENTION

• Serves as a liaison between the police department and the community by serving on a variety of committees to help improve the safety of the campus as a whole.

• Provides educational presentations to the campus community on a variety of topics such as safety, drug & alcohol awareness, self defense, and CRAT.

• Performs safety walks and security surveys.
SECURITY OFFICERS

- 8 full time Security Officers
- Operates 24/7
- Patrols campus buildings
- Locks and unlocks buildings
- Provides safety escorts
CAMPUS SAFETY OFFICERS (CSO)

• Assist in providing event security and traffic control
  • Non-commissioned personnel
  • Student based position
COMMUNICATIONS

- Typically staffed 2 per shift
- Handles incoming phone calls and radio traffic
  - Dispatches officers to calls for service
- Like officers, communications operate 24/7
**Property Registration**

Registering your property will increase your chances of getting your property back if it is lost or stolen. Property that can be registered includes bicycles, electronic property (cell phone, laptop, tablet, etc.), or any other valuable property with a serial number. **Did you know City of Columbia Ordinance (14-494) requires you to register your bicycle?** Bicycle Registration meets the City of Columbia Ordinance. Follow the link to register your property. **Note:** To register property with the University of Missouri, you must have an active University of Missouri pawprint and password.
### Register Property

**Date Requested:** 01/11/2017  
**Property Type:** Bicycle/Scooter

#### Bicycle

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>User Name</td>
<td><a href="mailto:youremail@missouri.edu">youremail@missouri.edu</a></td>
</tr>
<tr>
<td>Serial Number</td>
<td>Check 7 for help locating the number</td>
</tr>
<tr>
<td>Brand/Manufacturer</td>
<td>Trek, Scott, Diamondback, etc.</td>
</tr>
<tr>
<td>Model</td>
<td>The type of bicycle, made by that brand/manufacturer</td>
</tr>
<tr>
<td>Color</td>
<td>The color of the bicycle</td>
</tr>
<tr>
<td>Description</td>
<td>A short description with any extra details</td>
</tr>
<tr>
<td>Condition</td>
<td>Choose a Condition</td>
</tr>
<tr>
<td>Owner Applied Marking</td>
<td>Engravings, stickers, etc.</td>
</tr>
<tr>
<td>Purchase Cost</td>
<td>(in dollars)</td>
</tr>
<tr>
<td>Purchase Date</td>
<td>mm/dd/yyyy</td>
</tr>
</tbody>
</table>

#### Contact Information

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td></td>
</tr>
<tr>
<td>Preferred Email</td>
<td>For registration receipts and found notification</td>
</tr>
<tr>
<td>Preferred Phone Number</td>
<td>(xxx) xxx-xxxx</td>
</tr>
<tr>
<td>Phone Type</td>
<td>Home</td>
</tr>
<tr>
<td>Local Street Address</td>
<td>Where you live nearby</td>
</tr>
<tr>
<td>Local Apartment/PO Box/et al</td>
<td>Extra information to distinguish a specific address at the same street address</td>
</tr>
<tr>
<td>Local City</td>
<td>Columbia, Jefferson City..</td>
</tr>
<tr>
<td>Local State</td>
<td>Missouri</td>
</tr>
<tr>
<td>Local Zip Code</td>
<td>Zip code of local address</td>
</tr>
<tr>
<td>Permanent Street Address</td>
<td>Home street address</td>
</tr>
<tr>
<td>Permanent Apartment/PO Box/et al</td>
<td>Extra information to distinguish a specific address at the same street address</td>
</tr>
<tr>
<td>Permanent City</td>
<td>City of permanent address</td>
</tr>
<tr>
<td>Permanent State</td>
<td>Missouri</td>
</tr>
<tr>
<td>Permanent Zip Code</td>
<td>Zip code of permanent address</td>
</tr>
</tbody>
</table>

**Version:** 1.0.0.12
DEFENSE OPTIONS

Women Basic R.A.D. Defense Option
Advanced R.A.D.
Combined Aerosol/Keychain Defense
Weapons Defense Option
Men’s Self Defense

Basic Course
• 12-13 hour course
• Classroom portion- Discusses general safety, residential safety, travel safety, use of weapons, Self-Defense and the Law etc…
• Hands-on Self-defense Technique
• Simulation Training
CITIZENS RESPONSE TO ACTIVE THREAT (CRAT)

- You are the REAL First Responders.
- 1.5 hour classroom session coupled with a 2 hour practical, hands-on session.
- Learn how to react and respond to violent intruders by taking an active role in their own survival.
OTHER PROGRAMS

- Theft Prevention
- Drug Detection
- Bomb Threats
- Shoplifting Prevention
- Identity Theft Prevention
- Suspicious Packages
- Security Surveys
- General Safety
- Green Dot Bystander Training
CRIMES ON CAMPUS 2016

- Homicides: 0
- Forcible Rape: 7
- Robbery: 0
- Aggravated Assaults: 2
- Burglary: 4
- Larceny (Theft): 218
- Motor Vehicle Thefts: 6
- DWI: 211
- Accidents: 352

http://mupolice.missouri.edu/mupd/stats
MU ALERT AND MASS NOTIFICATION

- Make sure to sign up for the mass notification system (through my HR) in case of a critical incident on campus
- Keep personal information up to date
- Know your area/buildings emergency procedures for fire, severe weather, active shooter, etc.

http://mualert.missouri.edu/
Twitter: @mualert
MU ALERT WEBSITE

The MU campus is operating under normal conditions.

SATURDAY, MAY 10, 2:28 P.M.
On May 9, around 11:45 a.m., University Police Department officers were dispatched to Trousdale Livestock Center on the MU campus to investigate a report of a deceased individual. The death appears to be a suicide and no signs of foul play are present. Law enforcement officials believe this is the individual who fled from police yesterday evening, May 9.

The individual is not being identified at this time pending notifications of family. No further information is available at this time due to ongoing investigations being conducted by the City of Columbia Police Department.

Both departments want to thank the community for their assistance and remind everyone to continue locking doors and windows especially at night, report suspicious activities, walk in well lit areas and on primary paths, walk in pairs when possible and remain alert to the surroundings. Distractions such as wearing headphones, talking on the phone, and searching for keys near a car can reduce awareness of surroundings and increase chances of becoming a crime victim. It is important to remember that those crime prevention tips reduce the chances of becoming a crime victim.

SATURDAY, MAY 10, 2014, 8:10 A.M.
After a three-hour manhunt last night, police were unable to locate an individual suspected of committing several burglaries and a sexual assault in Columbia.

The suspect is described as a white, or possibly Middle Eastern male, in his 30s, 6' to 6'2" with an athletic build. He was last seen wearing a tan cap turned backwards, dark t-shirt and khaki shorts.

If you see this individual please do not approach him and call 911 immediately.

FRIDAY, MAY 9, 2014
The University Police Department, working with the City of Columbia Police Department, is looking for the following individual who is currently running from law enforcement toward the university campus. The individual was last seen in the Blackwell Creek area south of
MASS NOTIFICATION
MASS NOTIFICATION CONT...

Emergency Mass Notification System (EMNS) Registration

Thank you for opting-in to receive emergency messages from the EMNS when you previously visited this page. Please review your contact information and update it in the boxes below. (Note: You can always update your personal contact information and Opt-In/Opt-Out status by going to Personal Information > UM Emergency Information in the myHR menu.) If you don’t have to update data, or you’re finished entering/editing data, click on the Opt-In button. If you prefer that we do not contact you except with your official University e-mail and work phone, click the Opt-Out button below. If you want to Opt-Out but still update your personal information, you can do this by going to Personal Information in the myHR menu after Opting Out.

For more information on the EMNS, click the FAQ.

University Email Address: youngjames@missouri.edu

Main Phone Number

Cell Phone Number

Text Number

Alternate Email Address

Numeric Pager

Alphanumeric Pager

Note: The alternate personal email address is for emergencies only; the university will only use your official University email to conduct official University business.
CAMPUS SAFETY AND CRIME REPORT*

• All crime statistics are available online at mupolice.missouri.edu
• Printed copies are available around campus and at the University Police Department (882-5923)
HOW TO REACH US

Emergency

DIAL 9-1-1 
FIRE POLICE MEDICAL

Non-Emergency

Follow Us:

@MizzouPD

And

@mupdpolice

http://mupolice.missouri.edu

(573) 882-7201
QUESTIONS?

Officer James Young
Crime Prevention Officer
youngjames@missouri.edu
573-884-7809
WELLNESS PROGRAM

T.E. Atkins UM Wellness Program
Wellness is...

“Wellness is... "An active process through which we become aware of, and make choices toward, a more successful existence."

(The National Wellness Institute, n.d.)
Championing a Culture of Health

5 Priority Areas

- Be Active
- Eat Well
- Work-Life Fit
- Work Healthy
- Empower & Appreciate

Culture of Health
Priority 1

**Be Active**

- Ride to Wellness Odometer Program
- Walking Challenge Toolkit
- Physical activity classes on campus
- Discounts and local resources
- Easy Actions Steps
Priority 2

Eat Well

- Weight Watchers at Work
- Eating Well at Work Toolkit
- Discounts and local resources
- Easy Action Steps
Priority 3

Work-Life Fit

- Mindfulness-Based Stress Reduction (MBSR)
- Mindfulness Practice Center
- Managing stress and depression
- Tobacco cessation
- Education on flexible work arrangements
- Flu shots
- Discounts and resources
- Easy Action Steps
Priority 4

Work Healthy

- Work space ergonomics
- Adaptive Computing Technology
- Activity and break apps
- Office Ergonomics for Your Health Training Video
- Discounts and resources
- Easy Actions Steps
Priority 5

Empower & Appreciate

- Wellness Incentive
- Wellness Ambassador Program
- Diversity and Inclusion
- Community Service
- Financial Wellness
- Easy Action Steps
Additional Resources

Employee Assistance Program
- Services for faculty, staff and their families

United Healthcare Nurse Liaison
- Services for employees and their dependents
- Coaching for lifestyle behaviors and disease management
- Help finding a primary care physician
QUESTIONS?

HR Service Center
Umurl.us/hrsc
(573) 882-2146
Hrservicecenter@umsystem.edu
2017 University of Missouri Benefit Orientation

Caring for Our Most Important Resource
Eligibility Requirements - Employee

- 75% FTE (full-time equivalent) or more
- Appointment duration of 9 months
- Regularly scheduled to work at least 30 hours a week
Eligibility Requirements - Dependents

- Spouse

- Sponsored Adult Dependent

- Child(ren)
  - Until age 26

- Physically or Mentally Disabled Child
  - Prior to reaching a maximum age requirement
  - Unmarried and dependent on you because of a physical or mental disability and
  - Incapable of self-sustaining employment
Enrollment Requirements

- **Proof of Relationship** – required for all dependents
  - Spouse – certified copy of marriage certificate
  - Children – certified copy of birth certificate
  - Sponsored Adult Dependent – Completed Affirmation establishing relationship and two of the following:
    - Documentation evidencing joint mortgage, lease or title
    - Documentation evidencing joint ownership of motor vehicle, joint checking/savings/investment account
    - Documentation evidencing durable property or healthcare powers of attorney
    - A will, trust indenture and/or non-University life insurance policies designating the other as at least 50% beneficiary

- Provide within 31 days of your first day of work or first day of benefit eligibility
Benefit Enrollment

- You must actively select a medical plan choice or waive coverage
  - If you do not, you are defaulted to the Healthy Savings Plan with the tobacco-user rates on an after-tax basis

- Coverage is effective on date of employment or the date you become benefit eligible once enrollment is received.

- Enroll online through myHR  [http://myhr.umsystem.edu](http://myhr.umsystem.edu)

**Important**: Enrollment must be received within 31 days of your first day of work or the date you became benefit eligible, otherwise you are defaulted to the Healthy Savings Plan and other benefits are waived.
Mid-Year Enrollment Changes

- Mid-year changes in enrollment are only allowed for a qualified family status change
  - Marriage
  - Divorce
  - Birth or death of a dependent
  - Loss of other coverage

- You must submit your enrollment and supporting documents within 31 days of a qualifying family status change to take advantage of the opportunity to enroll

- 2 months maximum premium contribution refund

- Any ineligible claims paid by plan must be repaid to UM prior to any refund
Annual Enrollment

- Generally begins in mid-October each year
- Must take action and submit your plan choices each year
- Add or delete coverage
- Add or remove dependents
- Some changes will require additional paperwork
The University of Missouri System became smoke-free on July 1, 2013.

Smoking is not allowed on any university owned or leased property.

Learn more about smoking policies at smokefree.missouri.edu
Work healthy

Tobacco-free premium discount for 2017

- “Tobacco-free” means that the employee and all dependents covered by a university medical plan have been and will continue to be tobacco free starting at least three months prior to 1/1/17 and will not use tobacco products through 12/31/2017.

- Participants enrolled in a tobacco cessation program qualify for the tobacco-free premium.

- Faculty and staff will sign a Tobacco Attestation during New Employee Benefits Enrollment or Family Status Change Enrollment certifying they are either tobacco-free, are not tobacco-free, or agree to participate in a tobacco cessation program.

- If you are in a cessation program you will be asked to complete the certification process again mid year.
Work healthy

- Tobacco cessation programs
  - For university health plan members:
    - Breathe® tobacco cessation
  - For all university employees:
    - Wellness Resource Center,
    - Boone County Health Department
    - Missouri Tobacco Quit Line
    - American Cancer Society
    - American Heart Association
    - National Cancer Institute
    - American Lung Association
    - Centers for Disease Control and Prevention
    - The Phoenix Program
    - The Become-an-Ex Plan
# Medical insurance options & premiums

<table>
<thead>
<tr>
<th>Plan</th>
<th>You Pay</th>
<th>University Pays</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Tobacco-free</td>
<td>No discount</td>
</tr>
<tr>
<td><strong>Healthy Savings</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>&gt;&gt;&gt; Lowest premium</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- HSA w/ university contributions</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Combined medical and RX deductible</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Broad network</td>
<td>Self</td>
<td>$35</td>
</tr>
<tr>
<td></td>
<td>&amp; spouse</td>
<td>$120</td>
</tr>
<tr>
<td></td>
<td>&amp; child(ren)</td>
<td>$95</td>
</tr>
<tr>
<td></td>
<td>&amp; family</td>
<td>$188</td>
</tr>
<tr>
<td><strong>Custom Network Plan</strong></td>
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<tr>
<td><strong>Columbia and St. Louis</strong></td>
<td></td>
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<tr>
<td>&gt;&gt;&gt; Mid-level premium</td>
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<tr>
<td>- Medical deductible; separate RX</td>
<td>Self</td>
<td>$73</td>
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<tr>
<td>deductible</td>
<td>&amp; spouse</td>
<td>$196</td>
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<tr>
<td></td>
<td>&amp; child(ren)</td>
<td>$159</td>
</tr>
<tr>
<td></td>
<td>&amp; family</td>
<td>$294</td>
</tr>
<tr>
<td><strong>PPO</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>&gt;&gt;&gt; Highest premium</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- medical deductible; separate RX</td>
<td>Self</td>
<td>$151</td>
</tr>
<tr>
<td>deductible</td>
<td>&amp; spouse</td>
<td>$352</td>
</tr>
<tr>
<td></td>
<td>&amp; child(ren)</td>
<td>$292</td>
</tr>
<tr>
<td></td>
<td>&amp; family</td>
<td>$513</td>
</tr>
</tbody>
</table>
### Side-by-side comparison of medical plans

<table>
<thead>
<tr>
<th>What you pay for in-network coverage</th>
<th>Healthy Savings Plan</th>
<th>Custom Network Plan (COL &amp; STL)</th>
<th>PPO Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical deductible</td>
<td>$1,500/self, $3,000/family* (combined med. &amp; Rx)</td>
<td>$0</td>
<td>Rolla and Kansas City: $350/self, $1,050/family*</td>
</tr>
<tr>
<td>Prescription deductible</td>
<td></td>
<td>Retail: $50/person, Mail-order: $0/person</td>
<td>Retail: $75/person, Mail-order: $0/person</td>
</tr>
<tr>
<td>Preventive services</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Co-insurance</td>
<td></td>
<td>0%</td>
<td>Rolla and Kansas City: 0%, Columbia and St. Louis: 10%</td>
</tr>
<tr>
<td>Primary care office visit</td>
<td>$5 copay/visit</td>
<td>$15 copay/visit</td>
<td>$15 copay/visit</td>
</tr>
<tr>
<td>Specialist office visit</td>
<td>$25 copay/visit</td>
<td>$25 copay/visit</td>
<td>$25 copay/visit</td>
</tr>
<tr>
<td>Urgent care</td>
<td>$50 copay/visit</td>
<td>$50 copay/visit</td>
<td>$50 copay/visit</td>
</tr>
<tr>
<td>Lab &amp; x-ray</td>
<td>No charge</td>
<td>Applicable co-insurance after deductible</td>
<td>$100 copay/visit after deductible</td>
</tr>
<tr>
<td>Outpatient visit</td>
<td>$100 copay/visit</td>
<td>$100 copay/visit after deductible</td>
<td>$100 copay/visit after deductible</td>
</tr>
<tr>
<td>Inpatient visit</td>
<td>$300 copay/confinement ($0 for maternity delivery)</td>
<td>$300 copay/confinement after deductible</td>
<td>$300 copay/confinement after deductible</td>
</tr>
<tr>
<td>Emergency room visit</td>
<td>$100 copay/visit</td>
<td>$100 copay/visit after deductible</td>
<td>$100 copay/visit after deductible</td>
</tr>
<tr>
<td>Medical plan out-of-pocket limit</td>
<td>$3,000/self, $6,000/family* (combined)</td>
<td>$3,500/self, $7,000/family*</td>
<td>$3,500/self, $7,000/family*</td>
</tr>
<tr>
<td>Prescription drug out-of-pocket limit</td>
<td></td>
<td>$3,650/self, $7,300/family*</td>
<td>$3,650/self, $7,300/family*</td>
</tr>
</tbody>
</table>

**Notes:**
- *Self* and *family* are different for the Healthy Savings Plan than the other two plans.
- 90-day fill/refill for mail orders; includes MUHC pharmacies.

---

*See benefits page for full details.*
### Side-by-side comparison of medical plans, cont’d

<table>
<thead>
<tr>
<th>What you pay for in-network coverage</th>
<th>Healthy Savings Plan</th>
<th>Custom Network Plan (COL &amp; STL)</th>
<th>PPO Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Medical deductible</strong></td>
<td>$1,500/self</td>
<td>$0</td>
<td>Rolla and Kansas City: $350/self $1,050/family*</td>
</tr>
<tr>
<td></td>
<td>$3,000/family*</td>
<td></td>
<td>Columbia and St. Louis: $500/self $1,500/family*</td>
</tr>
<tr>
<td><strong>Prescription deductible</strong></td>
<td>$0</td>
<td>Retail: $50/person Mail-order: $0/person</td>
<td>$0</td>
</tr>
<tr>
<td><strong>Prescription drug: Retail</strong></td>
<td>Greater of:</td>
<td></td>
<td>Greater of:</td>
</tr>
<tr>
<td></td>
<td>$7 copay or 20%</td>
<td></td>
<td>$7 copay or 20% coinsurance</td>
</tr>
<tr>
<td></td>
<td>$15 copay or 25%</td>
<td></td>
<td>$15 copay or 25% coinsurance</td>
</tr>
<tr>
<td></td>
<td>$30 copay or 50%</td>
<td></td>
<td>$30 copay or 50% coinsurance</td>
</tr>
<tr>
<td></td>
<td>10% after deductible</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Prescription drug: Mail</strong></td>
<td>Greater of:</td>
<td></td>
<td>Greater of:</td>
</tr>
<tr>
<td></td>
<td>$15 copay or 20%</td>
<td></td>
<td>$15 copay or 20% coinsurance</td>
</tr>
<tr>
<td></td>
<td>$30 copay or 25%</td>
<td></td>
<td>$30 copay or 25% coinsurance</td>
</tr>
<tr>
<td></td>
<td>$60 copay or 50%</td>
<td></td>
<td>$60 copay or 50% coinsurance</td>
</tr>
<tr>
<td></td>
<td>10% after deductible</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Medical plan out-of-pocket limit</strong></td>
<td>$3,000/self</td>
<td>$3,500/self</td>
<td>$3,500/self</td>
</tr>
<tr>
<td></td>
<td>$6,000/family*</td>
<td>$7,000/family*</td>
<td>$7,000/family*</td>
</tr>
<tr>
<td><strong>Prescription drug out-of-pocket limit</strong></td>
<td>$3,650/self</td>
<td>$3,650/self</td>
<td>$3,650/self</td>
</tr>
<tr>
<td></td>
<td>$7,300/family*</td>
<td>$7,300/family*</td>
<td>$7,300/family*</td>
</tr>
</tbody>
</table>
Health Savings Accounts

If you select the Healthy Savings Plan, you may choose to have a Health Savings Account (HSA) to which the University Contributes:

<table>
<thead>
<tr>
<th>First Quarter:</th>
<th>Second Quarter:</th>
<th>Third Quarter:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee: $400</td>
<td>Employee: $265</td>
<td>Employee: $135</td>
</tr>
<tr>
<td>Employee &amp; Spouse: $800</td>
<td>Employee &amp; Spouse: $535</td>
<td>Employee &amp; Spouse: $265</td>
</tr>
<tr>
<td>Employee &amp; Family: $1200</td>
<td>Employee &amp; Family: $800</td>
<td>Employee &amp; Family: $400</td>
</tr>
</tbody>
</table>

IRS contribution limits for 2017:
- $3,400 per individual ($1,000 additional catch-up for 55 or older)
- $6,750 per family ($1,000 additional catch-up for 55 or older)

If you leave, you take the $$ with you

Use it for medical, Rx, dental and vision expenses

Unused funds roll over from year to year

Funds must be available prior to use

Eligibility requirements: (1) Must be in a high deductible plan; (2) other coverage may disqualify you; (3) cannot be claimed as a dependent on someone else’s taxes

* Only a one time contribution from the University will occur based upon the date of enrollment.
Custom Network Plan eligibility

**Custom Network-Columbia**

Eligible counties:
Audrain, Boone, Callaway, Cole, Cooper, Howard, Moniteau, Osage, and Randolph

**Custom Network-St. Louis**

**Eligible counties**

**Missouri:** Franklin, Gasconade, Jefferson, Lincoln, Montgomery, Pike, St. Charles, St. Francois, St. Louis, St. Louis City, St. Genevieve, Warren, and Washington

**Illinois:** Bond, Calhoun, Clinton, Jersey, Macoupin, Madison, Monroe, Montgomery, Pike, Randolph, and St. Claire
Prescription Drug – Specialty Drug Purchasing

- Specialty drugs are high cost drugs that require monitoring

- Accredo is the provider for specialty drugs once you have had your prescription initially filled

- The costs are the same as the retail drug benefit schedule
Which Plan Is Right For Me???

- Use the myPlan Cost Estimator (located in myHR)
  - Compare plans and out-of-pocket expenses
  - Determine how much to contribute to a savings account

- Medical Plan Recap
  - Healthy Savings Plan offers lowest premiums, wide network or providers and university contribution to your HSA.
  - Custom Network Plan offers mid-level premium, $0 deductible for medical and mail order prescription drugs and a $50 deductible for retail prescriptions with a more focused network of providers.
  - PPO plan offers wide network of providers with mid-level deductible and highest premiums.
Dental Benefits

- Administered through Delta Dental
- $100 per person/$300 per family Annual Deductible

- Type A – Preventive Services
  - No Deductible
  - Pays 100% of reasonable & customary fees

- Type B – Filling/Extraction Services
  - Pays 80% of reasonable & customary fees after $100 deductible

- Type C – Bridges/Crowns/Dentures
  - Pays 50% of reasonable & customary fees after $100 deductible

Calendar Year Plan Maximum = $1,500 per individual

Note: Orthodontia services are not covered under the UM dental program.
Vision Benefit

- Vision Plan is with VSP
- Full Service or Discount Plan
- Offers Laser vision correction at a discount if enrolled in the Full Service Plan
- Additional discounts are available
Vision Benefit – Full Service Plan

- Covers examinations at one per calendar year with $10 copay
- Covers one set of lenses per calendar year
- Covers frames up to $140 every other year
- One copay of $25 applies when both lenses and frames are purchased
Vision Benefit

- 20% discount on amounts above the allowed amount or on materials not covered by the plan
- Contact lenses may be received in lieu of lenses and frames
- There are no ID cards
- Make appointment with VSP provider and they will contact VSP to verify eligibility
Vision Benefit – Discount Option

- Only available if no one in the family is enrolled in the full service plan.

- At VSP Providers Only
  - 20% discount on eye exam
  - 20% discount on materials – full set glasses only
  - 15% discount on contact lens fitting and evaluation exam
Life Insurance Program - Basic Group Plan

- Two Options
  - 1x Salary –
    - ✓ University Pays the Total Premium
  - 2 x Salary
    - ✓ University and Employee Share the Premium
    - ✓ Employee Premium is $.03 per $1,000
Life Insurance Program - Supplemental Plan

- Optional Term Coverage

- Employee Pays the Premium Cost
  - Rate is per $1,000 based on age

- Choice of 1, 2, or 3 x Salary
Life Insurance Program – Dependent Plan

- Employee Pays the Premium Cost
- Available Coverage:

<table>
<thead>
<tr>
<th>Spouse</th>
<th>Child</th>
</tr>
</thead>
<tbody>
<tr>
<td>Premium is Age Based</td>
<td>Premium: $0.35</td>
</tr>
<tr>
<td>$10,000</td>
<td>$5,000</td>
</tr>
<tr>
<td>$20,000</td>
<td>$10,000</td>
</tr>
<tr>
<td>$30,000</td>
<td>$15,000</td>
</tr>
<tr>
<td>$40,000</td>
<td>$20,000</td>
</tr>
<tr>
<td>$50,000</td>
<td>$25,000</td>
</tr>
</tbody>
</table>
## Accidental Death & Dismemberment Program

### Monthly AD&D Premium Rates:

<table>
<thead>
<tr>
<th>Coverage Level</th>
<th>$25,000</th>
<th>$50,000</th>
<th>$75,000</th>
<th>$100,000</th>
<th>$125,000</th>
<th>$150,000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Self</td>
<td>$.53</td>
<td>$1.05</td>
<td>$1.58</td>
<td>$2.10</td>
<td>$2.63</td>
<td>$3.15</td>
</tr>
<tr>
<td>Family</td>
<td>$.73</td>
<td>$1.45</td>
<td>$2.18</td>
<td>$2.90</td>
<td>$3.63</td>
<td>$4.35</td>
</tr>
</tbody>
</table>
Accidental Death & Dismemberment Program

- Employee pays the premium cost
- Select up to $150,000 in coverage ($25,000 increments)
- Coverage:
  - Employee = 100%
  - Spouse Only = 50%
  - Spouse & Child(ren) = 40% spouse & 5% each child
  - Children Only = 15%
Long Term Disability

- Long Term Disability
  - Core Plan (Option A) – 60% of salary
    - No evidence of insurability to enroll
    - 100% university paid
  - Buy-up Plan (Option B) – 66.7% of earnings which allows you to receive up to 85% of income.
    - No evidence of insurability to enroll
    - Cost is 20¢ per $100 of monthly income

NOTE: This is the one benefit where you should consider changing to a post-tax benefit
Flexible Benefits Program

- Allows pre-tax premiums for:
  - Medical
  - Dental
  - Vision
  - 2 x Salary Life Insurance
  - LTD Option B
  - Parking (for additional information contact the Parking and Transportation office)
Flexible Benefits Program, cont’d

- Pre-tax Flexible Spending Accounts
  - Medical Expenses –
    - $2,550 maximum
  - Dependent Care Expenses –
    - $5,000 maximum
      - ($2,500 if married and filing separate tax return)
  - $25 monthly minimum
Mid-Year changes to flex accounts allowed due to:

- Change in legal marital status/domestic partner
- Change in number of dependents
- Change in employment status*
- Change in dependent eligibility*
- Change in residence*
- Commencement/termination of adoption proceeding

*Must affect eligibility
New for 2017 - ASIFlex Card

Things to Know:

• May use for out-of-pocket Health Care expenses
• Two cards issued per employee
• Will arrive in plain white envelope
• Call to activate/set your PIN
• Use PIN for debit; or sign for credit
• Good for 5 years – do not toss!
• Report lost/stolen cards
• Replacement/additional card set $5 and billed to HCFSA
• Know your account balance!
ASIFlex Card cont’d

Documentation Requirements

- **Use of card is NOT paperless**
- ASIFlex will notify you when documentation is required
- Documentation not required for:
  - Flat dollar co-payments **under the Employer plan**
  - Qualified over-the-counter health care items
  - Recurring expenses for same dollar amount, same provider each month
- Documentation required for:
  - Other percentage co-payments, doctor expenses, x-ray, lab, hospital, deductibles, coinsurance, etc.
  - Dental expenses such as deductibles and coinsurance
  - Vision that is not a co-pay amount
- Respond to requests
- IRS requires card be deactivated if you do not respond
ASI Flex claim filing options

- Online: www.asiflex.com
- Mobile App
- FlexMinder
- ASIFlex Drop Off or Campus Mail
Employee Retirement Investment Plan (ERIP)

- Defined Benefit Portion is based on:
  - Years of service
  - Average of the highest 5 consecutive years of salary including summer appointment salary
  - A 1% multiplier

- Defined Contribution Portion
  - UM contributes 2% of your salary
  - UM Matches up to 3% of your salary. You are automatically enrolled at a 3% to receive the maximum UM match

- To participate in the Voluntary Retirement Plans, you need to actively enroll
Learning About Your Plans

- Within 30 days of hire a mailing is sent to your home containing:
  - Information on your core retirement plan
  - Information about the Voluntary Retirement Plans

- Other resources to learn about your plan
  - Total Rewards website at [www.umsystem.edu/totalrewards](http://www.umsystem.edu/totalrewards)
    - Materials in the mailing are available on this site
    - Also available are audio presentations that explain each plan in greater detail
  - Schedule an individual appointment with a Fidelity or TIAA retirement representative through the myTotal Rewards website or by calling either Fidelity or TIAA
Be Prepared…Take Action…What’s Next…

- Be prepared
  - Use the myPlan Cost Estimator in myHR to help you choose a plan and estimate savings account contributions

- Take Action
  - Enroll now. Enrollment must be submitted within 31 days (if new employee) [http://myhr.umsystem.edu](http://myhr.umsystem.edu) or you will be defaulted to the Healthy Savings Plan for employee only coverage on an after-tax basis with the tobacco user rates

- What’s Next
  - ID cards will be mailed within 3-4 weeks
  - If you choose Healthy Savings Account, you will receive a Welcome Packet and Debit Card in 2 separate mailings
  - You will receive additional information from Fidelity and the University regarding your retirement plan