

### Sponsored Programs Foundation (SPF) Benefits –Eligible Employees

#### Health Benefits

- To be eligible for health benefits employees must be appointed to a .75 or more timebase, for at least 3 months, and considered a “regular, salaried employee”.
- For medical, dental, and vision insurance for employees and their dependents, please contact **Estella Castellanos at Anderson, Robinson & Starkey Insurance Group in Arcata, 707-822-7251**, to schedule an appointment for enrollment. Life insurance is provided for eligible employees only with a policy value of \$15,000; enrollment is also processed through Anderson, Robinson & Starkey. **NOTE: Enrollment for any of the health benefits offered must occur before your eligibility date (see below).**
  - The employee’s share of the premium for medical, dental, vision and life insurance is 10% of each insurance premium; the employer contributes the remaining amounts.
  - Employees may waive their health benefit enrollment, but must sign a waiver of insurance with Valarie Crump. Domestic partner coverage is available for same-sex and opposite-sex couples, however, domestic partners must provide documentation that they have registered as domestic partners with the Secretary of State in CA.
  - Benefit-eligible employees hired on the first of a month will be eligible to health benefits on the first of the month following hire date; employees hired between the 2<sup>nd</sup> and the last day of the month are eligible for health benefits the first day of the second month following hire date.
- **Open Enrollment** - Each year the month of June is the Open Enrollment period for benefit-eligible, SPF employees. Employees may add or delete dependents or change health plans during this time. To make these changes, contact Anderson, Robinson & Starkey at 707-822-7251.
- **Premium Increases** - Medical insurance premiums may increase each year effective July 1, employees will be notified by Human Resources prior to the July 1 effective date.
- **COBRA** - Continuation of health benefits is available for employees separating from employment through COBRA regulations. Employees eligible to COBRA must pay the entire amount of the premium for continued coverage. A 3<sup>rd</sup> party administrator processes COBRA transactions; employees will be notified by that company if appropriate.

## **Retirement**

SPF has an employer-paid retirement plan through TIAA-CREF for eligible employees. The specific project or grant in which the employee is working will contribute 10% of the employee's salary to the retirement plan when eligible. Eligible employees must be at least 21 years of age. Eligibility for the retirement plan is:

- .75 time - Full-time employees are eligible to the retirement plan 1 year after hire (the beginning of the 13<sup>th</sup> month).
- .5 time employees are eligible to the retirement plan after 2 years of *continuous, minimum .5* (half-time) employment (the beginning of the 25<sup>th</sup> month).

## **Tax-Sheltered Annuity 403(b) Plan**

Employees are eligible to contribute to a voluntary 403(b) plan through TIAA-CREF. This is an individual retirement plan that is not matched by the employer and separate from the employer-paid retirement plan.

## **Workers' Compensation**

All employees of the SPF are covered by Workers' Compensation for work-related illnesses and injuries. In the event of a work-related illness/injury, seek emergency medical treatment if appropriate, immediately report the incident to your supervisor/PI and complete and fax the Employee's Claim for Workers' Compensation

<http://www.humboldt.edu/huhr/docs/DWC1.pdf> to Human Resources, Humboldt State University, fax number 707-826-3625. The employee or PI should contact Human Resources at 707-826-3626 as soon as possible when a work-related illness/injury occurs.

## **Leaves of Absence**

Employees may be eligible to State Disability Insurance (SDI) for medical disability and/or Family Medical Leave (FML) for their own medical disability or an immediate family member's medical disability. For specific leave of absence information please contact Human Resources at 707-826-3626.

For detailed information on employment policies and practices, labor standards, leave accruals and other information please refer to the SPF Personnel Manual at: <http://www.humboldt.edu/hsuf/employment/personnel-manual.html>