

BENEFIT	ELIGIBLE EMPLOYEE GROUP	ELIGIBILITY REQUIREMENTS	COST	BENEFIT COVERAGE
ARIZONA STATE RETIREMENT SYSTEM	Full-Time Employee and Part-time ASRS Employee	Enrolled on date of hire.	Mandatory Matched Contribution (Approx 11.5% contribution)	Defined benefit pension, determined by years of service and earnings.
BASIC LIFE, ACCIDENTAL DEATH, & DISMEMBERMENT INSURANCE	Full-Time Employee	Eligible on the first day of the month following completion of one (1) calendar month of full-time employment.	No cost to employee.	2 x base salary. Benefit amount is reduced to 2/3% starting at age 70. AD&D as per benefit schedule.
BEREAVEMENT LEAVE	Full-time Employees Only	Eligible after completion of probationary period	No cost to employee	Up to 40 hours for the death of an immediate family member. (See Policy & Procedure Manual for definition). Requests must be approved by the President's Office.
COBRA	Employees who average 30 or more hours per week	Eligible based on insurance program participation.	Paid by employee.	Continued medical, dental, and/or vision coverage for a maximum of 18 months after separation from employment.
COMPUTER LITERACY INCENTIVE PROGRAM (CLIP)	All Employees	Eligible after three (3) month probationary period.	Paid by employee.	Interest free payroll deduction value set at \$1,000.00 to purchase personal computer equipment. Limited benefit available each year – employee may be placed on a waiting list.
DEPENDENT CARE FLEXIBLE SPENDING ACCOUNT	Employees who average 30 or more hours per week	Eligible on the first day of the month following completion of one (1) calendar month of full-time employment.	Paid by employee.	Employees may have funds deducted from their paycheck on a pretax basis to cover out of pocket expenses related to dependent care. Participants will be issued Benefits debit card. Call human resources for maximum contribution and more information.
FAMILY MEDICAL LEAVE	Full-time and Part-time ASRS Employees	Eligible after twelve (12) months continuous employment and a minimum of 1,250 work hours prior to the qualifying event.	No cost to employee	Up to 12 weeks of job protection and continued medical benefits. Contact human resources for additional information.

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HOLIDAYS	All Employees	Eligible upon hire	No cost to employee	Seventeen (17) days per year. Faculty have those days which fall within the academic calendar. Part-time Employees are eligible for holiday pay based on their normally scheduled hours.
JURY DUTY	All Employees	Eligible upon hire	No cost to employee	Employee shall be excused from work with pay while serving on jury duty. Employees are not entitled to receive payment from both employer and the courts. Any payment received by the courts should be rendered to payroll. By choosing not to follow this process you will be charged with PTO leave or leave without pay.
LEAVE DONATION PLAN	Full-Time Employee	Eligible after probation period completed. Other eligibility requirements.	No Cost to Employee	Allows employees to receive leave, once the PTO balance is depleted, donated by other employees.
LONG-TERM DISABILITY	Full-Time Employee and Part-time ASRS Employee	Enrolled on date of hire.	Mandatory Matched Contribution.	Benefits will commence on the day following a waiting period during which you have been totally disabled for six consecutive months. Benefits are paid monthly.
MEDICAL BENEFITS	Employees who average 30 or more hours per week	Eligible on the first day of the month following completion of one (1) calendar month of full-time employment	Basic employee plan provided at no cost. Optional upgraded plans and dependent coverage available at additional cost.	Offer of PPO and HDHP plans which utilize the Blue Cross/Blue Shield of Arizona network of providers.
MEDICAL REIMBURSEMENT FLEXIBLE SPENDING ACCOUNT	Employees who average 30 or more hours per week	Eligible on the first day of the month following completion of one (1) month of full-time employment.	Paid by employee.	Employees may have funds deducted from their paycheck on a pretax basis to cover out of pocket expenses related to medical, dental, vision or other health related expenses for the employee and/or their dependents. Participants will be issued Benefits debit card. Call human resources for maximum contribution and more information.

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MILITARY LEAVE	All Employees	Eligible on date of hire.	No cost to employee	Valid evidence of orders must be presented. Follow the guidelines established by the Uniformed Services Employment and Reemployment Rights Act (USERRA).				
PAID SICK LEAVE (PSL)	All Employees	Accrual begins on date of hire, but leave may not be used until after successful completion of probationary period.	No cost to employee	One (1) hours for every thirty (30) hours worked, to a maximum of forty (40) hours per year.				
PAID TIME OFF (PTO)	Full-time Employees Only	Accrual begins on date of hire, but leave may not be used until after successful completion of probationary period.	No cost to employee	Continuous Years of Service	Admin	Prof & Support Staff	Resident Faculty (9 mo)	Resident Faculty (12 mo)
				0.0 – 4.9 yrs	180 hrs	120 hrs	18 hrs	35 hrs
				5.0 – 9.9 yrs	180 hrs	150 hrs	18 hrs	35 hrs
				10.0+ yrs	180 hrs	180 hrs	18 hrs	35 hrs
SHORT-TERM DISABILITY	Full-Time Employee	After satisfying 30 day waiting period.	Paid by employee.	The maximum benefit an employee can receive is 66 2/3% of annual pay. (Those earning over \$135,000.00 annually are capped at \$7,500 per month).				
SUPPLEMENTAL LIFE INSURANCE	Full-Time Employee	After satisfying 30 day waiting period.	Premium, based on age of covered individual, paid by employee.	Employee may purchase additional amounts of life insurance.				
TAX DEFERRED 403(b) and 403(b)(7) PLANS	All Employees	Eligible on date of hire.	Paid by employee, cost depends on contribution rate.	Optional retirement savings option.				

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TUITION EXEMPTION FOR MOHAVE COMMUNITY COLLEGE COURSES	All Employees	Eligible on date of hire.	Basic tuition is at no cost. Employee pays all other fees and costs.	Employee and their immediate family (spouse and dependent children residing in same household) eligible for waiver of 100% of tuition at the regular in-state rate. See the policy and procedures manual for more information.
WORKERS COMPENSATION	All Employees	Eligible on date of hire.	No cost to employee	Follows state law related to workers compensation injuries to replace lost wages during time off due to a work related accident or injury.