

K-State Student Union

Summary of Benefits for Full-Time Employees (not all-inclusive)

Benefit Type	What Employee Receives	Who Pays	When Eligible
Vacation Leave	8 hours of leave earned per pay period, to a max of 176 hours per year.	K-State Student Union	Upon employment
Sick Leave	3.7 hours earned per pay period.	K-State Student Union	Upon employment
Holiday Leave	9+ days of paid leave per calendar year, as designated by Kansas State University.	K-State Student Union	Upon employment
Discretionary Day	8 hours of additional leave per calendar year for employees to use as desired.	K-State Student Union	6 months after hire
Parental Leave	Up to 8 weeks of time off to welcome a new child into the home.	K-State Student Union	Upon employment
Shared Leave	For serious, extreme, or life-threatening situations when accrued leave has been exhausted.	K-State Student Union	6 months after hire
Family Medical Leave	Entitles eligible employees to take job-protected leave for eligible family and medical reasons.	K-State Student Union	1 year following hire
Funeral Leave	Up to 6 working days for bereavement, in order to arrange for and to attend funeral services.	K-State Student Union	Upon employment
Military Leave	For employees called to active duty or Reserve or National Guard training.	K-State Student Union	Upon employment
Jury Duty	Paid time off for jury duty or other required appearance before a court.	K-State Student Union	Upon employment
Funeral Leave	Up to 6 days to make arrangements for and to attend the funeral of eligible family members.	K-State Student Union	Upon employment
Health, Dental, & Vision Insurance	Employees are responsible for deductible and co-insurance expenses. Union pays 90% of employee-only premiums, 80%/child and spouse, and 75%/family premiums.	K-State Student Union	1 st of month following hire
Life Insurance	Death benefit up to 150% of the employee's annual rate of compensation; maximum \$175,000.	K-State Student Union	1 st of month following hire
TIAA 403(b) Retirement Plan (Mandatory)	Union contributes 4% of U.S.S. gross salary; employee contributes 4%. Union contributes 8.5% of unclassified employee's gross salary; unclassified employee contributes 5.5%.	K-State Student Union and employee	1 year following hire
Educational Scholarship for Dependent(s)	Union offers a dependent scholarship to an employee's child(ren) who is attending K-State. For more information, see policy 4870.	K-State Student Union	90 days following hire
Tuition Assistance for K-State classes	Union offers tuition assistance to an employee who is enrolled at K-State for a minimum of 3 credit hours. For more information, see policy 4881.	K-State Student Union	1 year following hire
Colbert Hills Golf Course	Discounted greens fees and cart with K-State ID.	Employee	Upon employment
Flu Shot – Annual	Free annual flu shot. Health care professionals administer shots in the Union annually.	Blue Cross/Blue Shield	Upon employment
K-State Recreational Services Pass	Discounted membership, including the pool. Log into HRIS. Select <i>Employee Self-Service</i> . Select <i>Payroll and Compensation</i> . Select <i>Order Rec Services Membership</i> .	Employee	Upon employment
Public Service Loan Forgiveness	A federal program designed to forgive student loan debt. The program applies to student loan debt holders with specific types of loans & who make qualifying payments.	N/A	N/A
K-State's Lafene Health Center <i>Quick Care</i>	Treatment and care of minor health conditions, pharmacy services and laboratory services. (Subject to insurance co-pay and deductible). Quick Care is available by appointment only.	Employee	Upon employment
Employee Assistance Program (EAP)	Helpful resources for any stage of a life challenge: legal needs, stress management, health assessments. Online tools, resources, and support available to employee and immediate family.	K-State Student Union	Upon employment
Notary Services	Free notary services for legal documents.	K-State Student Union	Upon employment

For further information, contact the K-State Student Union human resource department at (785) 532-6577 or at unionhr@ksu.edu.

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Supplemental Insurance Options			
Benefit Type	What Employee Receives	Who Pays	When Eligible
TIAA 403(b) Retirement Plan (Voluntary)	Employee is eligible to contribute up to the maximum applicable federal limit for the calendar year.	Employee	Upon employment
TEA Life Insurance	Up to \$250,000 in supplemental coverage available.	Employee	1 st of month following hire
AFLAC Insurance	Pre-tax: Accident, cancer, specified health event. After-tax: short term disability, critical illness.	Employee	1 st of month following hire
Flexible Spending Account (FSA)	Pre-tax benefit account to pay for certain out-of-pocket health care costs, to include unreimbursed medical, dental and vision expenses.	Employee	1 st of month following hire
Dependent Care	Pre-tax benefit account to pay for eligible dependent care services, such as preschool, day camp, after-school programs, and child or adult care.	Employee	1 st of month following hire
Long Term Care Insurance	Insurance for personal care ranging from in-home assistance to skilled care in a nursing home.	Employee	Upon employment
529 Educational Savings Plan	Post-tax savings program. Gains are tax free. Money for education-related expenses (tuition, room & board, laptop computer, course materials, etc.).	Employee	Upon employment

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