

## ADDITIONAL EMPLOYEE BENEFITS

### **On-site Nursery School/Kindergarten**

A 15% discount is offered to dependents of University employees enrolled at A Child's Place, our on-site nursery school/kindergarten for children 3 to 6 years old.

### **On-site Summer Camps**

A 15% discount is offered to dependents of University employees enrolled at A Child's Place Summer Camp for 3-6 year olds, and also at Camp Notre Dame for 5-11 year olds.

### **Use of Athletic Facilities**

The fitness center, racquetball courts, indoor track and gym facilities are all available for use free of charge.

### **Wellness Programming**

Various fitness classes are offered throughout the year for all employees in partnership with United HealthCare.

### **Loyola/Notre Dame Library**

With a valid University identification card, you are eligible to use the library.

### **Dining Services**

Our employees can eat breakfast, lunch and dinner in Doyle Dining Hall for a discounted price. You may purchase a meal plan, or you can start a Flex Dollars account.

### **Triangle Bookstore**

Our campus bookstore offers a 10% discount to our employees on general Notre Dame merchandise.

### **Postal Services**

Our campus post office functions like a normal post office. Employees can purchase stamps, mailing boxes and have your items shipped and received at our campus post office.

### **Direct Deposit**

Your check will be direct deposited into your savings or checking account free of charge.

## ADDITIONAL EMPLOYEE BENEFITS (cont.)

### **Employee Assistance Program**

A free benefit that provides assistance with the everyday challenges of work and home.

### **Health Advocate**

A free benefit that provides assistance with healthcare and insurance-related issues.

### **Credit Union**

First Financial Credit Union offers low interest loans, checking and savings accounts, and many other services to University employees.

### **Brick Bodies**

The University offers our employees a corporate membership rate at Brick Bodies which includes access to all locations, group exercise classes and more.

### **Cable/Cell Phones**

Verizon offers our employees discounts on their plans. Contact Verizon FIOS or Verizon Wireless to find out more.

### **Live Near Your Work\***

In partnership with the City and State Departments of Housing and Community Development, you may be eligible for a \$2,500 grant from the University if you purchase a home in Baltimore City. *Limit 2 per calendar year.*

### **House Keys for Employees\***

A State funded matching program for those purchasing a home outside of Baltimore City. *Limit 2 per calendar year.*

*\* Employees are eligible the first of the month following two (2) years of continuous and successful employment*

# Employee Benefits

For all 12 month faculty and  
Full-time staff



NOTRE DAME  
OF MARYLAND  
UNIVERSITY

**Office of Human Resources**  
**410-532-5898**

\*This benefit brochure is meant *only* as a brief description of some of the programs for which employees may be eligible. Notre Dame of Maryland University reserves the right, at its discretion, to discontinue, increase, decrease, or alter any or all plans and benefits described in this brochure for any reason and at any time, with or without notice.

## EMPLOYEE BENEFITS • 12 MONTH FACULTY & FULL TIME STAFF

*Notre Dame of Maryland University provides full-time employees with a competitive benefits package.*

*These benefits – for which the University pays most of the cost – are in addition to your regular earnings. The chart below highlights some of the benefits you may take advantage of.*

Benefit	Features/Provisions	Provider	Cost	Effective Date
Medical Insurance	Three plans to choose from – HMO, POS and a High Deductible Health Plan with Health Savings Account; all include prescription drug coverage.	United HealthCare	See current rate sheet for University/Employee contributions	First of the month following your date of hire.
Dental Insurance	Two plans to choose from – Low Option or High Option.	United HealthCare	See current rate sheet for University/Employee contributions	First of the month following your date of hire.
Vision Insurance	Provides annual eye exam, lenses and frames or contacts.	National Vision Administrators	See current rate sheet for University/Employee contributions	First of the month following your date of hire.
Life Insurance	1x your annual salary up to \$50,000 of term life insurance. You can purchase additional life insurance coverage up to 5 times your annual salary, <b>not to exceed \$750,000</b> . Coverage for your spouse and dependents is also available.	Reliance Standard	The University pays for this coverage. If you choose to purchase additional coverage, there is a bi-weekly premium that you are responsible for.	On the first of the month following 30 days of employment.
Accidental Death and Dismemberment (AD&D)	1x your annual salary up to \$50,000 of accidental death and dismemberment coverage.	Reliance Standard	The University pays for this coverage.	On the first of the month following 30 days of employment.
Short Term Disability (STD)	A generous salary continuation program that pays 80% of your base salary up to \$9,999 per week in the event you are out for more than ten consecutive days due to illness or disability.	Reliance Standard	The University pays for this coverage.	Coverage begins after 1 year of employment in alignment with FMLA.
Long Term Disability (LTD)	60% of your basic monthly earnings, not to exceed \$5,000 per month	Reliance Standard	The University pays for this coverage.	Coverage begins after 1 year of employment in alignment with FMLA.
Pre-Tax Flexible Spending Accounts	You can deposit up to \$2,850 per year into a Health Care Account and \$5,000 into a Dependent Care Account. These pre-tax contributions are used to reimburse yourself for eligible medical, dental, vision, and dependent care expenses.	Plan Source	The University pays the administrative cost. You make pre-tax bi-weekly payroll deductions.	First of the month following your date of hire.
Retirement Plans	The University matches your contribution up to 2%, however there is a two-year waiting period. The two-year waiting period may be waived if one year of continuous full-time employment (just prior to employment with the University) has been completed at an accredited higher educational institution.	TIAA-CREF	You may contribute pre-tax dollars to your account. Limits are placed on maximum contributions.	You are eligible to make a contribution immediately.
Tuition Remission	Program for classes taken at NDMU. 100% tuition remission for yourself, 100% for eligible dependents for undergraduate classes, 50% for spouses.	NDM	The University pays for tuition costs for classes taken at NDM. Employee is responsible for registration fees.	After one year of service.
Tuition Exchange Scholarship Program	The University participates in <b>three</b> Tuition Exchange Scholarship Programs that provide the opportunity for dependent children to apply for undergraduate scholarships at participating institutions.	NDM	Tuition Exchange is not a guarantee and fees vary by institution.	After one year of service.
Paid Time Off (PTO) and Holidays	<b>PTO:</b> Designed to meet the diverse needs of our workforce for time off from work to be used from January 1 to December 31. Employees are granted 25 days of PTO per year; 28 days of PTO from 6 <sup>th</sup> to 9 <sup>th</sup> year; 30 days of PTO from 10 <sup>th</sup> year plus. Vice Presidents, AVPs, and 12-month faculty are eligible for 30 days immediately. <b>Holidays:</b> There are 14-16 paid holidays	NDM	There is no cost to you.	After successful completion of 90 day probationary period.  <i>*Those hired after January 1<sup>st</sup> will receive a pro-rated amount of PTO</i>