

A. General Statement

Colorado Mesa University is authorized by the Board of Trustees to offer a broad array of benefits to its professional staff. The benefits, which are outlined below, are subject to change, from time to time, at the direction of the Trustees. Additional information about specific benefits and copies of plan documents may be obtained from the Office of Human Resources. To the extent this policy conflicts with the plan documents, the plan documents are controlling.

B. Group Insurance Plan

1. Colorado Mesa University offers comprehensive group insurance plans providing health and dental insurance coverage, life insurance, and long term disability coverage to all benefits-eligible Professional Personnel. Benefits-eligible personnel are those employees with appointments of at least 0.75 FTE for the fiscal year. A benefits-eligible employee, hired before July 1, 2014 and who holds an appointment of at least 0.50 FTE, will maintain his current eligibility status for so long as he is continuously employed at CMU with at least a 0.50 FTE appointment. Employees are also provided with travel accident insurance which covers all University-related travel. The insurance programs shall be required for all benefits-eligible employees, with the exception of those granted exemptions. Exemptions will be granted by the University for those persons who provide proof of other group health coverage (including military benefits) and for those persons whose religious beliefs conflict with requirements of this program.
2. Health insurance coverage coincides with the dates of employment. However, all Faculty members employed on nine to 12 consecutive month employee assignments who complete the academic year will be covered for 12 months unless the faculty member is not to be employed by the University for the immediately succeeding academic year, in which case coverage ends on July 31. Employees whose employment is terminated are generally eligible for COBRA continuation coverage at their own expense.
3. In addition to the above insurance coverage, an employee may choose from a variety of optional insurance plans. Information about all of these plans is available in the Office of Human Resources.
4. Full plan descriptions and premium rates are addressed in the annual Employee Benefit Plan Handbook. The health and insurance program shall be reviewed periodically to assess its adequacy in terms of coverage and costs.

C. Tax-Deferred Annuity (TDA)

The employees of the University are authorized by the Trustee Policy Manual to participate on a voluntary basis in a payroll deduction tax deferred annuity plan in accordance with the Internal Revenue Code § 403(b), PERA 457, and PERA 401(k). More detailed information concerning tax-deferred annuities is available in the Office of Human Resources.

D. Long-term Disability Program

A long-term disability insurance program is provided to benefits-eligible Professional Personnel. Long-term disability insurance coverage ordinarily coincides with the dates of employment. However, all Faculty members employed on nine to 12 consecutive month employee assignments will be covered for 12 months unless the faculty member is not to be employed by the University for the immediately succeeding academic year, in which case coverage ends on July 31. The benefits shall commence on either the 91st consecutive calendar day of disability or the exhaustion of paid sick leave, whichever is later, and shall be payable for either sickness or accident.

E. Retirement

All Professional Personnel shall participate in either the Public Employees Retirement Association (“PERA”) or the Colorado Mesa University Defined Contribution Pension Plan (“DCPP”) as established by the Trustees. Eligibility to participate in PERA or the DCPP shall be determined in accordance with title 24, articles 51 and 54.5 of the Colorado Revised Statutes (as amended from time to time.)

1. Public Employees Retirement Association (PERA)

- a. PERA is a defined benefit retirement plan authorized by state statute. PERA is not an option for those employees hired after May 1, 1994, except for an eligible employee who is an active or inactive member of PERA with at least one year of service credit and who elects within thirty (30) calendar days of appointment to remain in PERA.
- b. The contribution of both the employee and the University are established annually by the state legislature; this contribution is not subject to federal or state taxation. Contribution rates of both the employee and the employer are subject to change. Employees receive an annual statement from PERA detailing the employee’s contribution. Employees become vested at five years and have a right to a deferred annuity from the vesting. Retirement income benefits are established by state statute and are determined by a combination of age, years of service, and highest average salary (HAS) that are associated with three periods of twelve (12)

consecutive months of service. PERA also provides survivors' benefits after one year of service and short term disability coverage after five years of service.

- c. Professional Personnel are urged to consult with the Office of Human Resources or with PERA for specific current information regarding the PERA plan.
- d. PERA retirees, except those retired before July 1, 1994, and limited others, are subject to limits on working after retirement of 110 days /720 hours per year. These limits are inconsistent with the status of Tenured or Tenure-track Faculty because these classifications require the faculty member to work Full-time on a regular basis. Thus, when a Tenured or Tenure-track Faculty member, other than faculty retired before July 1, 1994, is receiving PERA retirement benefits, the individual is no longer Tenured or Tenure-track Faculty. All Tenured and Tenure-track Faculty must notify the Vice President of Academic Affairs in writing when they apply for PERA benefits and when such benefits are awarded so that the individual's status will be properly recorded as Retiree.

2. Defined Contribution Pension Plan (DCPP)

- a. Those employees who have elected to transfer to a defined contribution pension plan (DCPP) and those employees hired after May 1, 1994 who are ineligible to participate in PERA must participate in the defined contribution pension plan approved by the Board of Trustees.
- b. The contribution rates of both employees and the University are determined by the Trustees; this contribution is not subject to federal or state taxation. Contribution rates of both the employee and the employer are subject to change. The employee is 100 percent "vested" in all contributions made to his/her account.
- c. Professional Personnel are urged to consult with the Office of Human Resources or with their DCPP administrator for specific current information regarding the DCPP plans.

3. There is no mandatory retirement age for Professional Personnel.

4. Professional Personnel who are considering retirement should contact the Office of Human Resources for information concerning retirement options and benefits.

F. Transitional Retirement

Transitional retirement status may be available for Faculty who retire from the University as Full-time Faculty and then provide services as Part-time Faculty. Faculty should contact the Offices of the VPAA and Human Resources for information regarding transitional retirement. There is no guarantee of transitional retirement, or continued employment, reemployment or tenure to those offered Part-time employment under a transitional retirement scheme. Transitional retirees are solely responsible for determining what impact, if any, their transitional retirement employment has on PERA or DCPD benefits.

G. Post-Retirement Employment

Retired Professional Personnel who are receiving or plan to receive PERA retirement benefits and are applying for temporary positions should consult with PERA concerning the effect of such employment on their eligibility to receive retirement benefits.

H. Workers' Compensation

The University provides workers' compensation insurance for work-related injuries or illness in compliance with Colorado law. Work-related injuries should be reported immediately to the employee's supervisor and the Office of Human Resources. State law requires all injuries to be reported by the employee, in writing, within four working days of the accident. The written report must be submitted to the Office of Human Resources. Failure to timely report a work-related injury or illness may result in loss of benefits. The University shall provide a list of at least two physicians or two corporate medical providers or at least one physician and one corporate medical provider from which list an injured employee may select the physician who attends the injured employee. Contact the Office of Human Resources to arrange for treatment by a designated physician. Medical benefits may be denied if the designated physician is not used.

I. Tuition Waivers

Professional Personnel may have tuition waived for job-related and career enhancement undergraduate, graduate or noncredit courses that are offered by the University. The University recognizes that courses that may not be in the employees' field may still provide enhancement. Tuition waivers are limited to twelve semester hours per fiscal year for benefits-eligible employees. Tuition waivers are limited to classes with space available without eliminating a tuition-paying enrollee. Approval must be in writing and must be received before the employee enrolls in the course or training. No request shall be approved unless the President or delegate concludes that enrollment in the course or training will benefit the State and enhance the employee's performance. If the class meets during regular work hours, employee must have prior written approval of the supervisor to either make up the time lost or charge it to vacation leave. Personnel who fail to earn a

passing grade (defined as a 'C' or higher) will be required to repay the cost of course tuition for that course. Tuition waiver forms are available in the Business Office. Pursuant to the Internal Revenue Code and Revenue Rulings, the monetary value of any tuition waiver may be subject to income taxation.

J. Pay Period and Direct Deposit

Professional personnel are paid once a month on the last Business Day of the month. Direct deposit of earnings is required for all Professional Personnel. Faculty members employed on nine- or ten-month assignments are paid in twelve equal installments, August – July.