EASTERN ILLINOIS UNIVERSITY™

WELCOME TO EIU!

New Hire Benefits Overview

EASTERN ILLINOIS UNIVERSITY™

WHO'S WHO IN HUMAN RESOURCES

- Linda Holloway, Director of Human Resources
- April Nance, HR Assistant Manager
- Angie Hackett, Benefits Specialist
- Teresa Jones, Student Employment
- Donna Noffke, Employment & Testing
- Haley Brickey, HR Representative
- Carol Galey, HR Officer
- Cindy Maples, HR Officer
- Andrea Murphy, Payroll Assistant Manager
- Travis Trimble, Payroll Specialist

Benefits Office
Old Main Room 2020
600 Lincoln Avenue
Charleston IL, 61920

217-581-5825
Fax: 217-581-3614
benefits@eiu.edu

Employment Office
Old Main Room 2020
600 Lincoln Avenue
Charleston IL, 61920

217-581-3911
Fax: 217-581-3614
eiu_employment@eiu.edu

Payroll Office
Old Main Room 2011
600 Lincoln Avenue
Charleston IL, 61920

217-581-55105
Fax: 217-581-3614
payroll@eiu.edu

AGENDA

- When To Enroll
- Insurance Coverage Choices
- Life Event/Annual Enrollment
- How to Enroll
- EAP
- Retirement
- Paid Time Off (Sick and Vacation)
- Policies Regulations
- EIU Website/PAWS

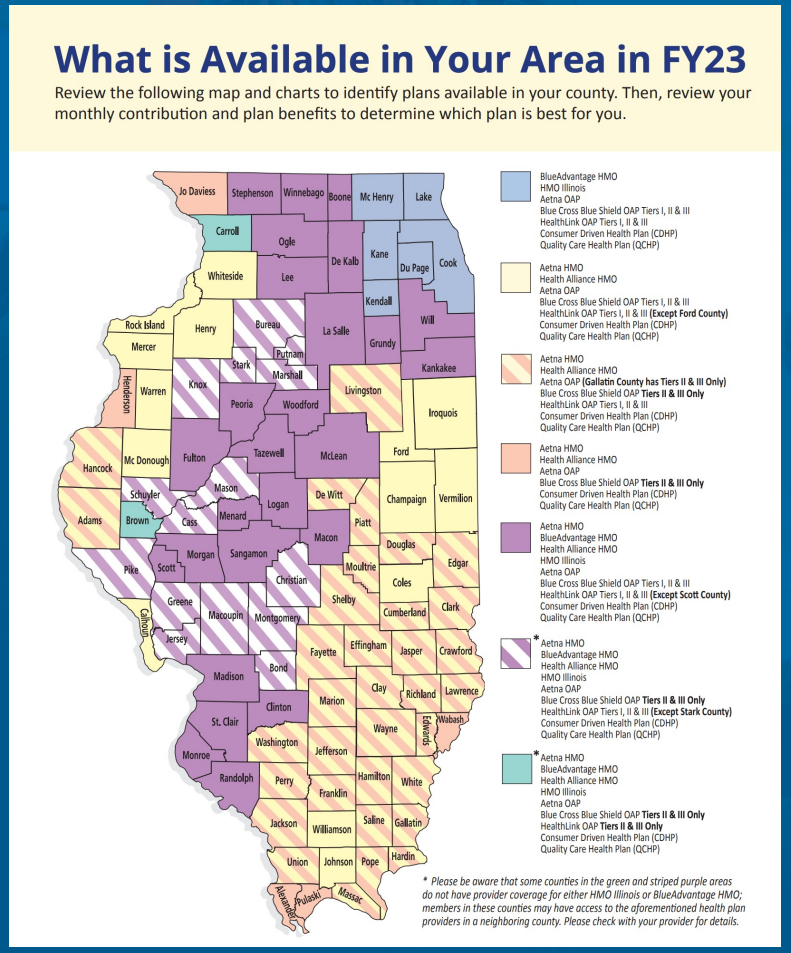
NEW HIRE RULES

- As a new hire, benefit elections need to be chosen within the first 30 days of employment.
- Coverage is effective on the contract begin date or date of hire.
- *IMPORTANT: If you do not enroll within this 30-day time period, you will default to single coverage under the Quality Care Plan administered by AETNA and the applicable premiums will be deducted from your payroll check.*

ELIGIBILITY

- **Full-time Employees:** Permanent employees who work 100 percent of a normal work period
  - University Full-Time Faculty: Employees working greater than or equal to 9 months of the year
  - University Full-time Non-Faculty: Employees hired to work an average of 37.5 hours or more per week on a permanent basis
- **Part Time Employees:** Employees who work 50-99 percent of a normal work period
  - University Part-time Faculty (Academic Year): Employees hired to work only one contract period of 4.5 continuous months (e.g., filling in for faculty on maternity leave) are eligible for insurance benefits only if their contract is 100 percent.
- **Ineligible employees include:**
  - Contractual employees
  - Temporary employees
  - Employees whose work visa has expired
  - Employees who are ineligible to participate in and contribute to one of the five State retirement systems

HEALTH PLAN ADMINISTRATORS



- HMO Plans
  - Aetna HMO
  - Blue Advantage HMO
  - BCBS HMO Illinois
  - Health Alliance HMO
- OAP (Open Access Plans)
  - Aetna OAP
  - BCBS OAP
  - HealthLink OAP
- PPO (Preferred Provider Organization)
  - Consumer Driven Health Plan (CDHP) - Aetna PPO
  - Quality Care Health Care Plan (QCHP) - Aetna PPO

ENROLLMENT PERIODS

Employees may enroll, opt-out or change benefit selections with supporting documentation during the following periods

- Initial Enrollment
  - Within 30 days of Date of Hire
- Annual Benefit Choice Period
  - May of each year for an effective date of July 1
- Qualifying Change in Status
  - It is the employee's responsibility to notify the Benefits Office and/or MyBenefits Marketplace if any change in status occurs. Any changes made due to the Qualifying Life Event must be done within 60 days of the event.
- Examples of a qualifying life event include:
  - Marriage
  - Divorce
  - Birth
  - Death
  - Adoption/Adjudication
  - Address Change
  - Spouse Employment

OPTING OUT OF COVERAGE

- FT employees may elect to opt-out of the health coverage:
  - During the Initial Enrollment Period
  - The annual Benefit Choice Period or
  - Upon experiencing a qualifying change in status (Life event)
- Opt-out employees will be enrolled with Basic Life coverage and remain eligible to elect Optional Life coverage.
- Employees who elect to opt-out of the Program must provide proof of other major medical insurance

PLAN COVERAGE

- Each plan provides:
  - Medical and Behavioral Health Benefits
  - Vision
  - Prescription Drug

When Making your choices, consider the following:

- Primary Care Physician
- Health Status
- Coverage Needs
- Service Providers

**Dependents mirror health and dental plans as the employee under whom they are enrolled.*

**Spouses who are both employees of EIU, must be enrolled separately as an employee and not as a dependent.*

ELIGIBLE DEPENDENTS

If you are adding dependents, you will be required to upload the following documentation …

Spouse	Marriage Certificate
Natural Child	Birth Certificate for Adult Child up to age 26: Birth Certificate, proof of Illinois residency, Eligibility Certification Statement and form DD-2l4 for Veteran Adult Child up to age 30
Stepchild	Birth certificate indicating your spouse is the child parent and marriage certificate indicating you are married to the child's parent
Adopted Child	Adoption certificate stamped by the circuit clerk.
Adjudicated Child / Legal Guardian	Court documentation signed by a judge.
Disabled Dependent	1) Diagnosis from an MD with an ICD.9 diagnosis code. 2) letter from the doctor detailing the dependent's limitations, capabilities and onset of condition, 3) statement from the Social Security Administration with che Social Securicy disabilicy determination or a coure order adjudicating the disability. 4) a copy of the Medicare card. 5) an Eligibility Certification Statement and 6) a Birth Certificate. In addition, for cax years in which the child is age 27 or above, a copy of the member's tax return is required indicating the dependent was claimed by the member for income tax purposes.
Civil Union Partner	Civil Union Partnership Certificate and, if the partner is an IRS dependent, a joint tax return is required.
Child of a Civil Union Partner	Birth Certificate indicating your partner is the child's parent and the civil union partnership certificate indicating your civil union with the child's parent. In addition, if the child is an IRS dependent, a copy of the member's tax return is required indicating the dependent was claimed for income tax purposes.

CENTRAL MANAGEMENT SYSYEM

- The State of Illinois insurance plan is negotiated and directed by Central Management Services (CMS).
- Each plan, providers, and coverages offered, including costs may change annually July 1 of each year.
- Employees should refer to the annual Benefit Choice Booklet and the Benefits Handbook for more detailed information.
- You may also visit the CMS Website for additional resources and information.

HMO: HEALTH MAINTENANCE ORGANIZATION

- HMOs have their own network of doctors, hospitals and other healthcare providers who have agreed to accept payment at a certain level for services they provide.
- Members select a primary care physician (PCP) from a network of participating providers.
  - A PCP can be a family practice, general practice, internal medicine, pediatric or an OB/GYN physician.
  - The PCP will direct all healthcare services and will make referrals for specialists and hospitalizations.
  - When care and services are coordinated through the PCP, only a copayment will apply.
  - There are no annual plan deductibles
  - No coverage of any out-of-network care, except in a true emergency
- ***Factors to consider:***
  - Cost of monthly premiums
  - Out-of-pocket costs
  - Using a PCP vs. choosing your own healthcare providers
  - The current health of the people you want to cover

It is the plan participant's responsibility to become familiar with all the specific requirements of the HMO health plan.

OAP: OPEN ACCESS PLANS

- OAP Combine similar benefits of an HMO with the same type of coverage benefits as a traditional health plan.
- Members will have three tiers of providers from which to choose to obtain services.
  - The benefit level is determined by the tier in which the health care provider is contracted.
  - Members can mix and match providers and tiers.
- Members have more freedom to see the health care providers they choose.
  - Employees do not need referrals from a primary care physician to see providers, but they may have to pay a different level of co-pay or coinsurance if they see providers outside of the tier specified by the insurance company.

**It is the plan participant's responsibility to become familiar with all the specific requirements of the OAP health plan.*

OAP: OPEN ACCESS PLANS TIERS

Tier I

- Offers a managed care network which provides enhanced benefits and requires copayments which mirror HMO copayments, but do not require a plan year deductible.

Tier II

- Offers another managed care network, in addition to the managed care network offered in Tier I and provides enhanced benefits. Tier II requires copayments, coinsurance and is subject to an annual plan year deductible.

Tier III

- Covers all providers which are not in the managed care network of Tiers I or II (i.e., out of network providers) and does not have an out-of-pocket maximum.
- Offers members flexibility in selecting healthcare providers but involve higher out of pocket costs.
- Higher plan year deductible and has a higher coinsurance amount than Tier II services.

PPO: PREFERRED PROVIDER

1. **Quality Care Health Plan (QCHP) - Aetna PPO**
   - The State's self-insured health plan
   - All claims and costs are paid by the State through a third-party administrator.
   - Benefit enhancements are available by utilizing the:
     - Nationwide QCHP physician, hospital, ancillary services and transplant network.
     - Pharmacy network.
     - Behavioral health network.
   - Each component has its own plan administrator
2. **Consumer Driven Health Plan (CDHP) - Aetna PPO**
   - A high-deductible health plan which is available for active employees only
   - Partners with a Health Saving Account (HSA)
   - Employees choosing to enroll in the CDHP and an HSA, will receive a State contribution of one third of the deductible into their HSA account ($500 individual or $1000 family).
   - The HSA is only available to employees enrolling in the CDHP. Employees may only enroll in an HSA when choosing the CDHP.

EASTERN ILLINOIS UNIVERSITY™

PLAN COMPARISONS

Co-Payments

HMO

- Plan year Out of Pocket Max:
  - $3,000 Individual
  - $6,000 Family
- Physician Office Visit $30
- Specialist & Home Health Care Visit $35
- ER Services $275
- Inpatient Hospitalizations $425
- Outpatient Surgery $300

Coinsurance & Deductibles

OAP

- **Tier I**
  - Same as HMO
- **Tier II Plan $300 Year Deductible/Enrollee**
  - Physician & Specialist 90%
  - ER Services $275/visit
  - Inpatient Hospitalizations Services 90% after $475 copay
  - Outpatient Surgery 90% after $300 copay
- **Tier III Plan $400 Year**
  - Deductible/enrollee
  - Physician & Specialist 60%
  - ER Services $275
  - Inpatient Hospitalizations Services 60% after $550 copay
  - Outpatient Surgery Services 60% after $300 copay

Coinsurance & Deductibles

PPO

- Plan Year Deductibles
  - Salary based
    - Individual/Family
- In-Network
  - Physician & Specialist visits 85%
  - ER Services $450
  - Inpatient Hospitalizations Services 85% after $200
  - Outpatient Surgery 85%
- Out-of-Network
  - Physician & Specialist 60%
  - ER Services $450
  - Inpatient Hospitalizations
  - Services 60% after $800
  - Outpatient Surgery 60%

FLEXIBLE SPENDING ACCOUNT

- The Flexible Spending Account (FSA) Program offers two tax savings plans
  - Medical Care Assistance Plan (MCAP)
  - Dependent Care Assistance Plan (DCAP)
- Medical Care Assistance Plan (MCAP).
  - This plan uses tax free dollars to pay eligible medically-necessary expenses incurred by the employee, spouse and dependent(s) during the plan year
- Dependent Care Assistance Plan (DCAP)
  - This plan uses tax-free dollars to pay eligible child (age 12 and under) and/or adult daycare expenses during the plan year.
- The FSA plan year runs from July 1 through June 30 and employees must re-enroll every plan year to set contribution amounts
- Employees may set aside tax-free monies each year to MCAP (per employee) and/or DCAP (per household)
- When enrolling in an FSA, employees designate the amount they wish to have deducted from each paycheck
- The designated amount is deposited into the employee's MCAP and/or DCAP account Pre-tax
  - Resulting in reduced taxes and greater disposable income.
- Any money not used at the end of the plan year is forfeited
- Employees should refer to the MyBenefits.illinois.gov website for the maximum amount allowed for an FSA.
- Be sure to review the ConnectYourCare website for additional information on this plan and its benefits

HEALTH SAVINGS ACCOUNT

- Eligible Employees may elect to have pre-tax payroll deductions contributed to a Health Savings Account (HSA) to be used for reimbursement of eligible medical expenses or other expenses permitted by federal law
- You must be enrolled under the high deductible health plan (CDHP)
- HSA balances are not subject to forfeiture at the end of a Plan Year
  - Any balance remaining in a participant's HSA at the end of any Plan Year shall be carried forward and may be used by the Participant in any subsequent Plan Year.
  - Employees must re-enroll every plan year to set contribution amounts
- Participants shall retain ownership of any funds within their HSA after their participation in the Plan terminates
- Employees choosing to enroll in the CDHP and an HSA, will receive a State contribution of one third of the deductible into their HSA account ($500 individual or $1000 family)
- Employees should refer to the MyBenefits.illinois.gov website for the maximum amount allowed for an HSA

PRESCRIPTION BENEFITS

To compare formulary lists (preferred drug lists), cost-savings programs and to obtain a list of pharmacies that participate in the various health plan networks, plan participants should visit the website of each health plan.

FY23 State Prescription Copayments (Effective July 1, 2022)

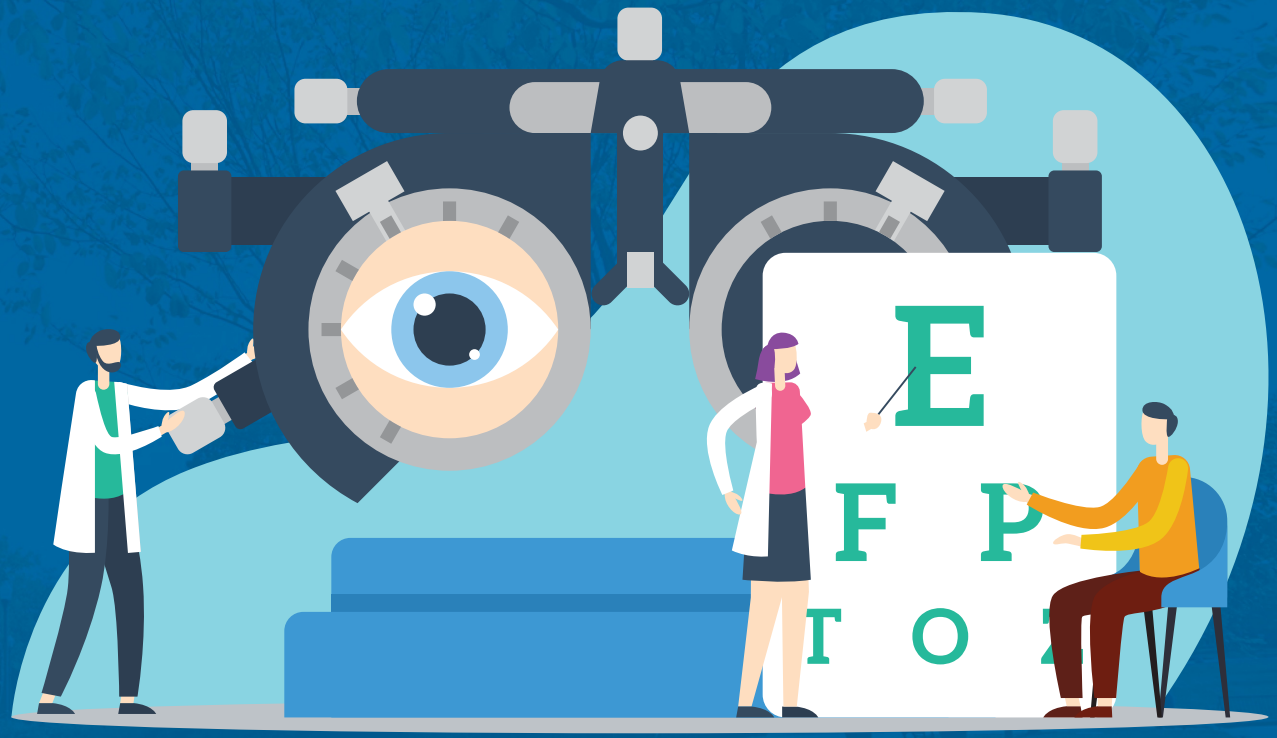
		*Reduced Tier I	Tier I	Tier II	Tier III
HMOs	Prescription Drug Deductible $150 per HMO enrollee.				
	30-day supply	$4.00	$16.00	$33.00	$57.00
	90-day supply	$10.00	$40.00	$82.50	$142.50
OAPs	Prescription Drug Deductible $150 per OAP enrollee.				
	30-day supply		$16.00	$33.00	$57.00
	90-day supply		$40.00	$82.50	$142.50
	**90-day Maintenance Choice		$20.00	$41.25	$71.25
QCHP	Prescription Drug Deductible $175 per QCHP enrollee.				
	30-day supply		$18.00	$38.00	$60.00
	90-day supply		$45.00	$95.00	$150.00
	**90-day Maintenance Choice		$22.50	$47.50	$75.00
CDHP	30 -day supply		90% - Deductible Applies	90% - Deductible Applies	90% - Deductible Applies
	90-day supply		90% - Deductible Applies	90% - Deductible Applies	90% - Deductible Applies
	**90-day Maintenance Choice		95% - Deductible Applies	95% - Deductible Applies	95% - Deductible Applies

VISION BENEFITS

Included with your medical enrollment

Provided by EyeMed:

- Login/Register to see In-Network providers
- Out of Network claim processing
- Benefit allowances
- Details on Coverage



DENTAL BENEFITS

- The QCDP (Quality Care Dental Plan)offers two separate networks of dentists in addition to the option of going out-of-network
- The two networks:
  - Delta Dental PPO- PPO network, lowest out of pocket costs
  - Delta Dental Premier-PPO network, higher out of pocket costs, but lower than out of network
- If you opt-out out of health coverage, you may elect dental only for you and your dependent(s)
- If you are enrolled in health and dental coverage for yourself, your dependent(s) must mirror your health and dental elections.
  - You cannot be enrolled in health and dental coverage, and request to elect dental only coverage for your dependent(s)
- Visit Delta Dental of IL

LIFE INSURANCE

- Administered by: Metlife
- There are two types of coverage available:
  - Basic Life insurance
  - Optional Life insurance
- All new employees are provided Basic Life Insurance at no cost, with a benefits amount equivalent to their annual salary.
- New employees may elect optional life insurance up to 8 times their salary at a premium based on their age and salary.
- Up to four times the basic life amount is guaranteed if elected within 30-day initial enrollment period.
- Spousal Life and Child Life available.

ACCIDENTAL DEATH & DISMEMBERMENT (AD&D)

- Available in either:
  - An amount equal to member's Basic Life amount, or
  - The combined amount of member's Basic and member's Optional Life
    - Subject to a total maximum of five times the Basic Life insurance amount or $3,000,000, whichever is less.

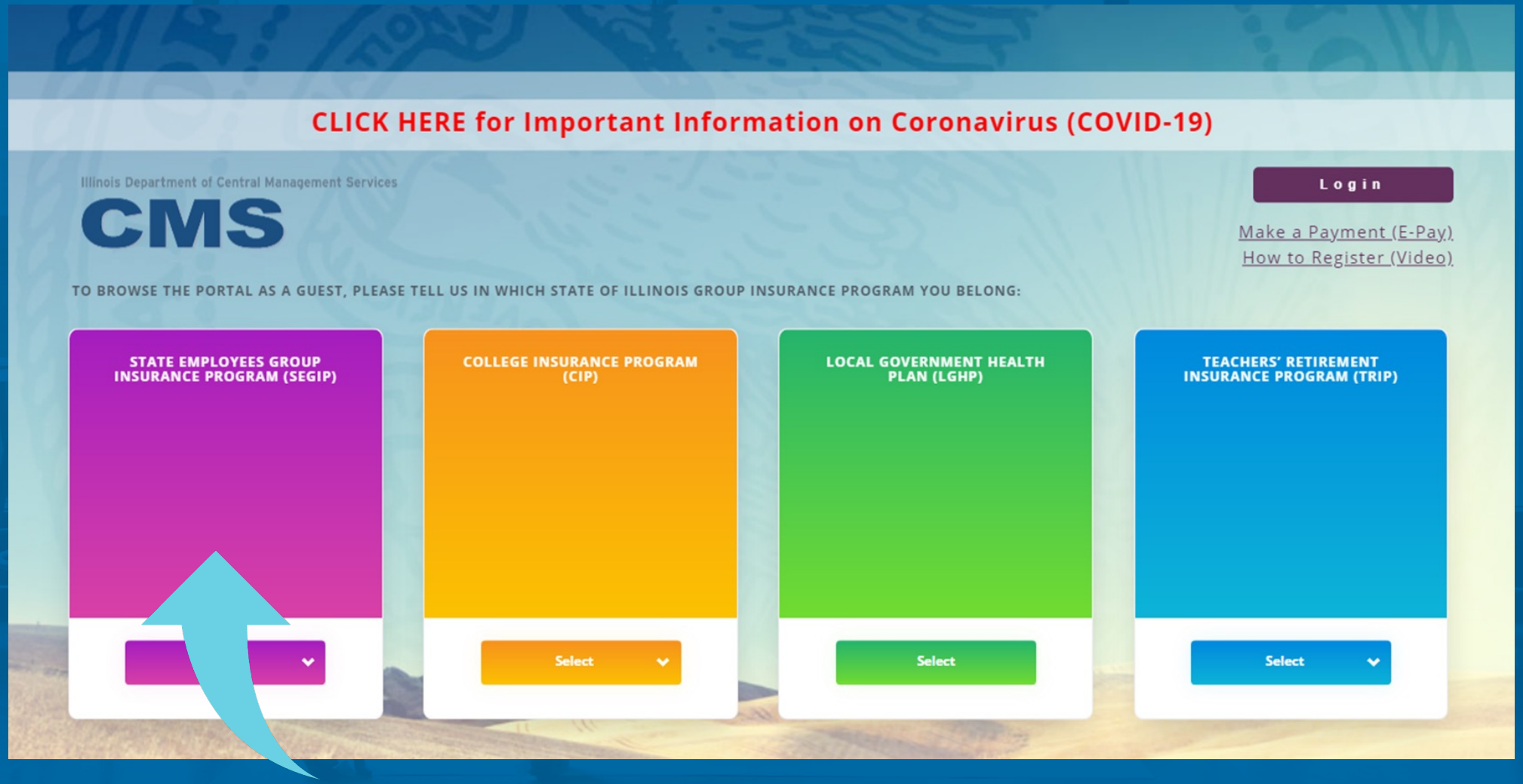
HOW DO I ENROLL?

Click on Mybenefits link to register for an account and log onto My Benefits or call 1-844-251-1777 (Mon-Fri, 8am-6pm CT)

Members can do the following:

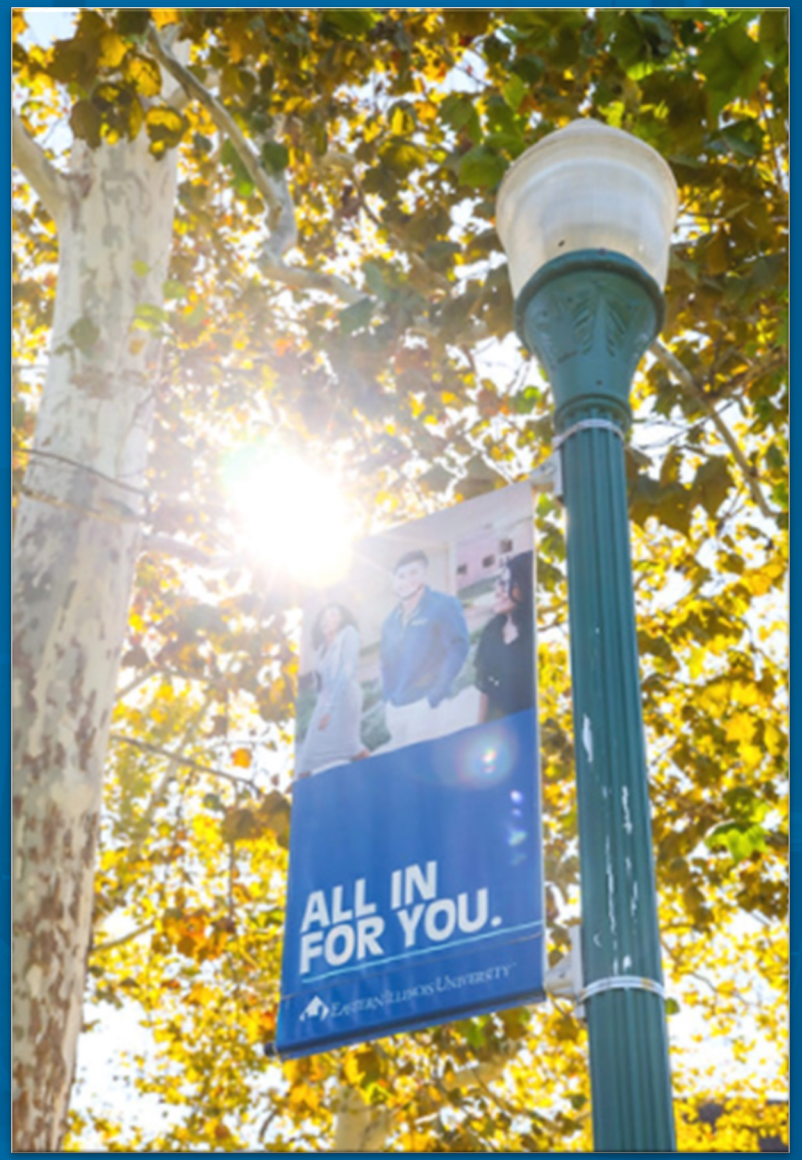
- Learn about benefits and update benefits selections
- Perform benefit changes and learn about their different options
- Add and/or remove dependents
- Upload required documents
- Review Provider Directories
- Learn more about added Voluntary Benefits to enroll in
  - Critical Illness
  - Accident Insurance
  - Hospital Indemnity
  - Pet Insurance
  - Legal plans

MY BENEFITS WEBSITE



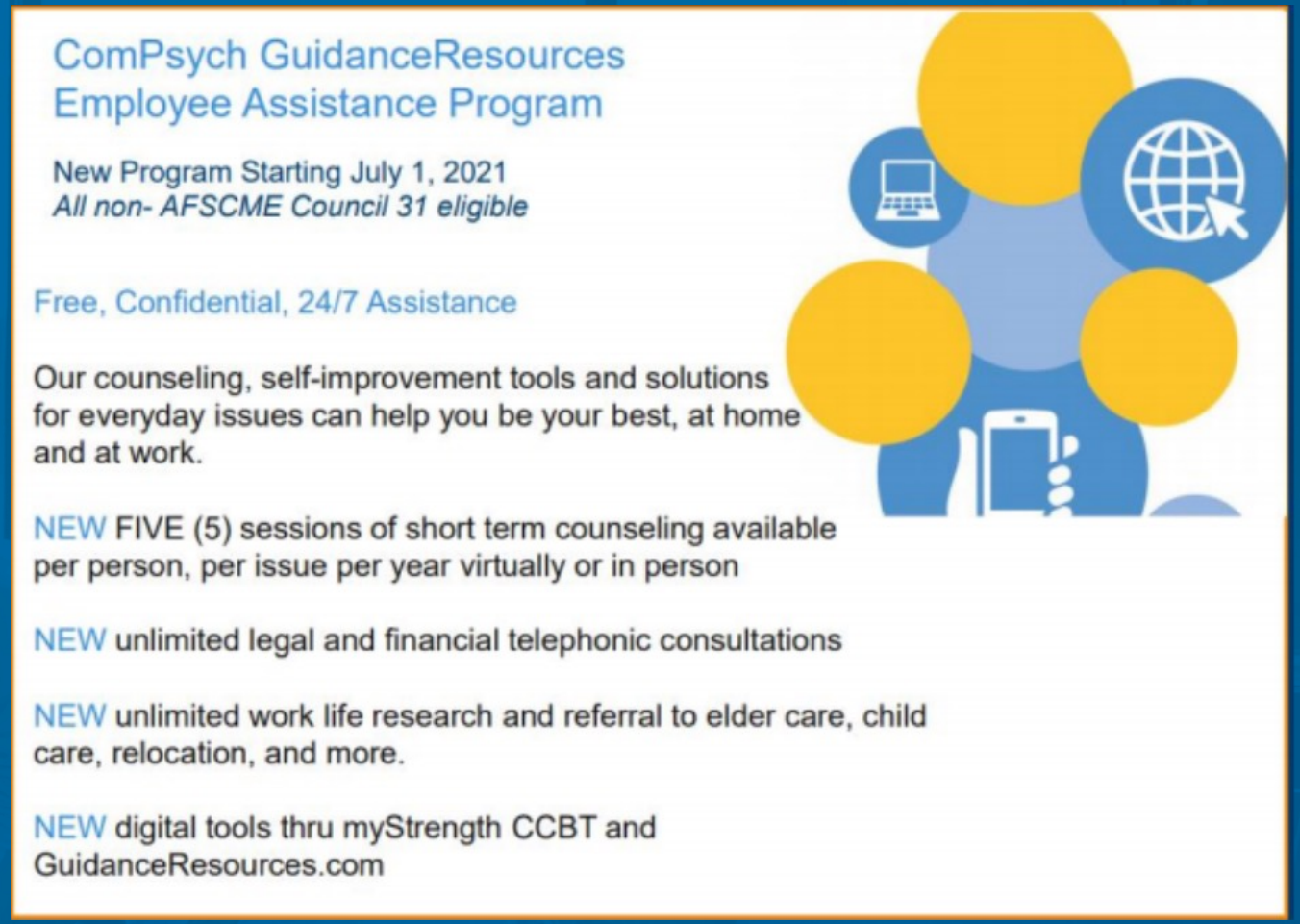
GOOD TO KNOW

- Should you or a dependent lose insurance coverage you may be eligible for COBRA.
    - COBRA Information
- Your Health and Dental insurance premiums are pre-tax deductions
- Life insurance premiums under $50,000 are also pre-tax deductions



EMPLOYEE ASSISTANCE PROGRAM

- Phone: 833-955-3400
- Online: GuidanceResources.com
  - Web ID: StateofIllinois
  - Mobile app: GuidanceNOW



RETIREMENT

- Provides retirement, disability, death and survivor benefits
- New employees have six months to make a ***one-time irrevocable*** decision in regards to which retirement plan to choose.
- If no election is made, the employee will be defaulted to the Traditional Plan.
- Three Retirement Plans to Choose from:
  - Traditional
  - Portable
  - Retirement Savings Plan aka Self Managed
- Enrollment Packets will be mailed to your home
- Visit SURS website for detailed information: SURS Retirement

CONTACTING SURS

Telephone Direct: 217-378-8800
Toll Free: 800-275-7877
Fax: 217-378-9800
Address: SURS 1901 Fox Drive Champaign, IL 61820-7773

MORE ON RETIREMENT PLANS

SURS Traditional Benefit Plan: Booklet

- This is the historical SURS defined benefit retirement plan. Until 1998, it was the only SURS plan available.
- It provides lifetime retirement benefits
- Provides for a survivor benefit at no additional cost
- Separation refund feature is not as generous as the Portable Benefit Plan

SURS Portable Benefit Plan: Booklet

- Defined benefit retirement plan that has much in common with the Traditional Benefit Plan.
- Provides a more generous separation refund if you leave the System.
- The provisions for survivor benefits require a reduction to the retirement and death benefits.

SURS Retirement Savings Plan (RSP): Booklet

- This is a defined contribution plan that establishes an account in your name into which your contributions and the employer (state of Illinois) contributions are placed.
- You decide how your funds will be invested, selecting from a variety of mutual funds and variable annuities.

EMPLOYEE CONTRIBUTIONS

- **Traditional**
  - 8% of gross earnings
    - 6.5% retirement annuities
    - .5% post retirement increases
    - 1% survivor benefits
- **Portable**
  - 8% of gross earnings
    - 6.5% retirement annuities
    - .5% post retirement increases
    - 1% enhanced refund benefits
- **RSP (including police officers)**
  - 8% of gross earnings
    - All 8% is retirement contribution
- **Police officers who select Traditional or Portable plans contribute 9.5% of gross earnings**
  - The extra is a normal retirement contribution

EMPLOYER CONTRIBUTIONS

• Retirement and Termination Benefits	8.59%
• Automatic Annual Increase	3.54%
• Death and Survivor Benefits*	(0.27%)
• Disability Benefits	0.33%
• Administrative Expenses	0.64%
• **Total Employer Contribution**	**12.83%**
• RSP Plan	7.60%

**Includes normal cost attributable to benefits assumed to be paid to survivors of retired members under Traditional Plan and survivors of active members. The employee contribution is calculated as 1.0% of total payroll although Portable plan members do not receive the automatic benefit to survivors of retired members*

S·U·R·S
STATE UNIVERSITIES RETIREMENT SYSTEM

RETIREMENT PLANS

Two-Tiered System – 401(a), non-ERISA

	Tier I Traditional & Portable Plan Members First Employed Prior to Jan. 1, 2011	Tier II Traditional & Portable Plan Members First Employed On or After Jan. 1, 2011	Tier I & Tier II Self-Managed Plan
Employee Contributions	8% of pensionable earnings	8% of pensionable earnings	8% of earnings
Minimum Vesting	5 years of service	10 years of service	5 years of service
Retirement Age Requirements	Age 62, with at least 5 years of service Age 55, with at least 8 years of service (age reduction of 0.5% for each month under age 60 at retirement may apply) At any age, with at least 30 years of service	Age 67, with at least 10 years of service Age 62, with reduction for age, with at least 10 years of service (age reduction of 0.5% for each month under age 67 at retirement will apply)	Age 62, with at least 5 years of service Age 55, with at least 8 years of service At any age, with at least 30 years of service Age reduction is not applicable to SMP.
Retirement Benefits	Greater of the benefits computed under SURS General Formula, Minimum Annuity calculation and Money Purchase calculation. (The Money Purchase calculation is not available to members who certified on or after 7/1/2005.)	Greater of the benefits computed under SURS General Formula and Minimum Annuity calculation.	Member bears the investment choice risk. At retirement, vested account balance is used to purchase an annuity contract or to pay a lump-sum benefit.
Pensionable Earnings/ Contribution Limits	IRS limits apply for members hired after July 1, 1996. FY2016 limit is $265,000.	Limited to a maximum of $111,571.63 for FY2016. Increases annually thereafter by the lesser of 3% or 1/2 of the change in the Consumer Price Index for the preceding year.	IRS limits apply. FY2016 limit is $265,000.
Final Average Earnings (FAE)	Average earnings during 4 highest consecutive academic years or the average of the last 48 months prior to termination (if applicable).	Average earnings during the 8 highest consecutive academic years of the last 10 or average earnings of the highest 96 consecutive months during the last 120 months of service.	Not applicable
FAE Limits	Limited to 20% year-over-year increases in earnings for years in the FAE period.	Limited to 20% year-over-year increases in earnings for years in the FAE period.	Not applicable
Retirement Benefit AAI (Automatic Annual Increase)	3%, compounded annually.	Calculated using the lesser of 3% or 1/2 of the change in the Consumer Price Index. The increase is not compounded.	Not available
Survivor Benefits	An eligible survivor receives a minimum of 50% of a Traditional Plan member's earned retirement annuity. Portable Plan member benefits may be reduced to provide survivor benefits.	An eligible survivor receives a minimum of 66 2/3% of a Traditional Plan member's earned retirement annuity. Portable Plan member benefits may be reduced to provide survivor benefits.	Survivor benefits are not built into this plan. Optional benefits are available through provider.
Survivor AAI	3%, compounded annually.	Calculated using the lesser of 3% or 1/2 of the change in the Consumer Price Index. The increase is not compounded.	Not available

Important - Police/Firefighters may qualify for special contribution rates, eligibility requirements and retirement calculations. For Police/Fire benefit information, see SURS Member Guides.

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TAX-DEFERRED RETIREMENT PLANS

In addition to your retirement account SURS, you may elect to direct part of your pay to investments intended to build an individual retirement fund

Choices:

1. 403(b) Tax Deferred Plan- Sponsored by EIU: EIU Supplemental Plan Information
2. CMS 457(b) Plan- Enroll online: CMS Deferred Plan Information
3. SURS 457(b) Plan- Enroll online: SURS Deferred Plan Information

SURS DISABILITY

- Disability benefits for University employees are provided through SURS
  - The disability benefits are the same regardless of which SURS retirement plan you choose.
  - The full cost of the plan is paid by the employee and employer contributions to SURS.
- Eligibility after 2 years: Disability benefits may be claimed for an illness after you have accumulated 2 years of service credit in SURS.
  - Waiting Period: 60 continuous calendar days of disability, or after salary or sick leave benefits have exhausted, whichever is later.
- Benefit: 50% of your base salary.
- Benefit Duration: benefits are payable until the total benefits received equal 50% of earnings while in SURS.

SUPPLEMENTAL LONG-TERM DISABILITY

- This optional plan, administered by Prudential, is designed to act as a supplement to SURS disability
- Prudential will pay a benefit in the event that SURS does not pay, provided you have a qualified disability
- You must be a SURS participant to be eligible for enrollment in this plan
- Employees pay the entire cost for the plan and monthly premiums are based on age and salary
- Benefits paid under this plan are coordinated with any SURS Disability payments so that a total of up to 66.7% of your base salary is paid

Waiting Period: 90 continuous days
**Plan pays 66.7% during first 2 years when there is no SURS benefit payable*
**Plan pays 16.7% once SURS disability begins*
**Plan pays 66.7% benefit if disability continues after SURS benefits exhausts*

www.prudential.com/mybenefits

See HR for an Enrollment form

TUITION WAIVER

Employees with seven years of qualified employment are eligible for the 50% tuition discount for eligible dependents at any state funded university (excludes spouses)

Visit: EIU Benefits Page

Employee Status:	Academic Term (the greater of):
Full-time employee	6 sem. hrs. or 2 courses
3/4-time employee	4 sem. hrs or 1 course
1/2-time employee	3 sem. hrs or 1 course

OBSERVED HOLIDAYS FY23

- Independence Day: Monday, July 4, 2022
- Labor Day: Monday, September 5, 2022
- Election Day: Tuesday, November 8, 2022
- Thanksgiving Holidays (day of and day after): Thursday and Friday, November 24 & 25, 2022
- Christmas Holidays (Christmas Eve and Christmas Day): Friday and Monday, December 23 & 26, 2022
- New Year Holidays (New Year's Eve and New Year's Day): Friday and Monday December 30 and Jan 2 2023
- Martin Luther King Birthday: Monday, January 16, 2023
- Lincoln's Birthday: Friday, February 17, 2023
- Memorial Day: Monday, May 29, 2023
- Juneteenth : Monday, June 19 2023

CIVIL SERVICE VACATION

Non-Exempt (75 hours worked per pay period)

Service Years Completed	Accrual Rate	Annual Days	Maximum Hours
0-3	.0462	12	180
3-6	.0577	15	225
6-9	.0692	18	270
9-14	.0808	21	315
14+	.0962	25	375

Non-Exempt (80 hours worked per pay period)

Service Years Completed	Accrual Rate	Annual Days	Maximum Hours
0-3	.0462	12	192
3-6	.0577	15	240
6-9	.0692	18	288
9-14	.0808	21	336
14+	.0962	25	400

Exempt (Monthly)

Service Years Completed	Accrual Rate	Annual Days	Maximum Hours (7.5 hours/day)	Maximum Hours (8 hours/day)
0-3	.0962	25	375	400
3-6	.1000	26	390	416
6-9	.1038	27	405	432
9+	.1077	28	420	448

VACATION TIME: ALL OTHER NON-CIVIL SERVICE

- Please visit: EIU Benefits Leave Time
- Negotiated employees, benefits may be superseded by their Bargaining Agreement:
- Union contracts
- Other Important Information:
- For Administrative, Professionals, & Non-Negotiated Temporary Faculty Appointments – Board of Trustee Temporary Faculty Benefits – Non-Negotiated
- For Civil Service Exempt – Board of Trustee Civil Service Exempt Benefits

CIVIL SERVICE SICK LEAVE

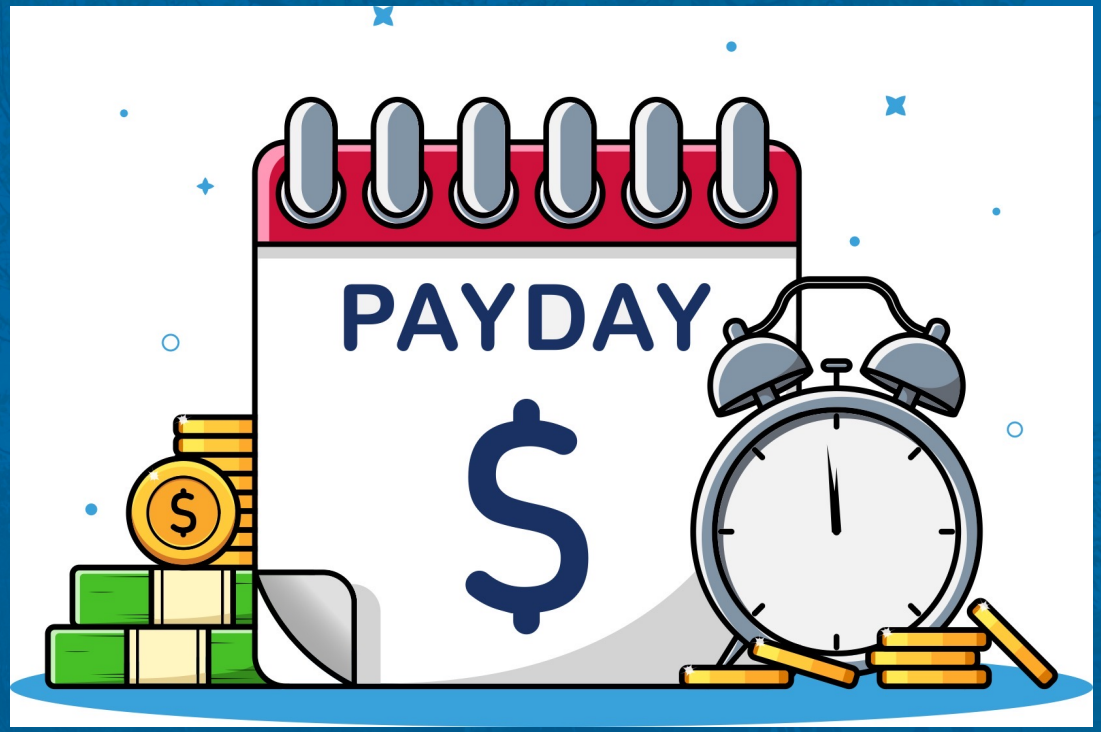
- **An employee in a status position shall earn credit for sick leave with full pay at the rate of .0462 hours of sick leave for each hour in pay status, equivalent to one regular work day for each completed calendar month of service or twelve (12) regular work days per year.**
- An employee whose employment or reemployment by the University commences within two (2) years after termination from an entity covered by the State Universities Civil Service Act, 110 ILCS 70/36b et seq. shall, if separated in good standing, be allowed to transfer accrued sick leave earned prior to January 1, 1984, to the University
- Negotiated employees, benefits may be superseded by their Bargaining Agreement: Union contracts
- Sick Leave Bank: Sick Leave Bank Information

  This program provides salary and benefits continuation for eligible employees who have exhausted all paid leave due to a catastrophic illness or injury of the employee or an immediate family member. This is a voluntary program that allows employees to donate a portion of their unused sick or vacation leave into a sick leave bank that is available to assist employees who are eligible under the program.

PAYROLL SCHEDULE

- NE Hourly Employees are paid on a bi-weekly schedule
  - There are two pay period per fiscal year that have no benefit deductions taken
- Exempt Salary Employees are paid on a monthly schedule

See link for pay schedule information, deduction schedule, time sheet deadlines: Payroll Distribution/Direct Deposit



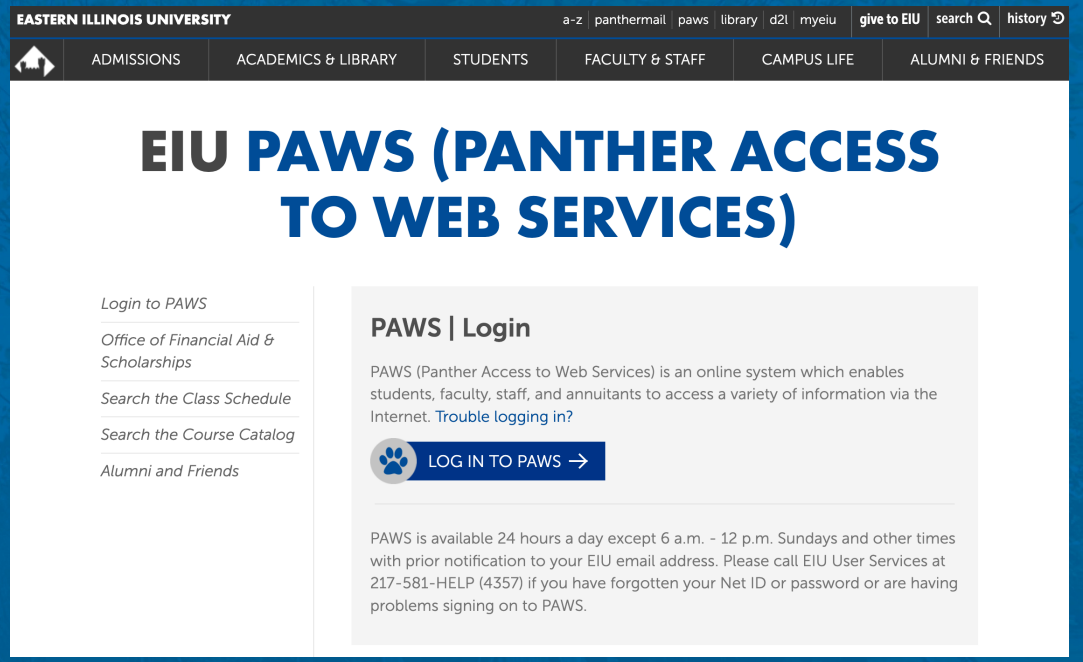
EIU POLICIES

- Employees of the University are regulated by the Board of Trustees Rules & Regulations and the Internal Governing Policies. Each employee should familiarize themselves with both.
- Additional policies new employees should familiarize themselves or be aware of:
- Policy #8: IGP: EIU is a drug-free campus
- Policy #171 : IGP: EIU is a tobacco-free campus
- Policy #173: Discrimination: Internal Governing Policy
- Policy #175: Sexual Harassment: Internal Governing Policy
- Policy #24: Worker's Compensation: if injured on the job
- EIU Worker's Compensation homepage for additional information or to report an incident or claim
- **Don't forget to take your Ethics Training**

ADDITIONAL INFORMATION

Panther Access to Web Services (PAWS)

- www.eiu.edu/pawslogin
- An employee can view their payroll information and print W-2s
- An employee can view insurance plans and the cost per pay period
- Review benefit leave balances
- Faculty members will use this to access rosters and enter grades
- Submit your time sheet or leave report



Staff Parking

- Parking permits may be purchased in person at the EIUPD office, or online through the EIU Parking Portal.

SHOUT OUT!

Staff Senate initiated this page to support and boost the morale of all EIU employees and promote a positive campus spirit. "Shout Outs" are a public recognition of thanks or appreciation. We want to give recognition to the great works done by many individuals, departments, and others, on a day-to-day basis.

We encourage you to use the Shout Out submission form to acknowledge and recognize a fellow employee. To create a Shout Out, please click on the 'Make a Shout Out' tab and log in using your Net Id and Password. Once the Shout Out form is submitted, a moderator will review and then proudly display your submission on the Shout Out page. Random submissions will also be posted on social media such as Facebook and Twitter.

This page was created in memory of UPD officer Harold Harris.

www.eiu.edu/apps/shouts

REMEMBER!

- Register with MyBenefits
- Log on to Mybenefits
  - Enroll or opt-out before the 30-day deadline
  - Remember to have your required documentation with you to add dependents
- Name your beneficiary for your life insurance
- Choose your retirement plan- 6 months
- Complete your Ethics Training before the 30-day deadline
  - Contact: ethicsofficer@eiu.edu or your supervisor

EASTERN ILLINOIS UNIVERSITY™

WELCOME TO EIU!

We are so happy you are here!