



Mississippi
College
A CHRISTIAN UNIVERSITY

2013 Benefits Summary

for Full-time Employees

Updated November 2012

MISSISSIPPI COLLEGE EMPLOYEE BENEFITS SUMMARY

PAYROLL

All employees at Mississippi College are paid bi-weekly, every other Friday (26 times a year). Employees are requested to complete a direct deposit form and receive their pay through direct deposit to their bank. Employees can have their check deposited into more than one bank account. Notification of direct deposit is sent via email on Thursday prior to Friday paydays. Attached to the email is the employee's direct deposit advice. A password is required to open the attachment and the password can be obtained from the employee's supervisor or the Human Resource or Payroll Office. Employees that do not have access to email receive their direct deposit advice in campus mail on Friday paydays.

TAXES

All employees are subject of Federal and State withholding taxes and Social Security taxes (OASDI and Medicare). There are special tax rules for ordained ministers. Please inform the Human Resource Director of ordained status.

IDENTIFICATION

All Faculty, Staff, and Students (full-time or part-time) are assigned a Mississippi College Identification Number (MCID). The Office of Public Safety (in Alumni Hall) issues all employees a picture Identification Card and Name Badge with their MCID number upon employment. Name Badges are to be worn as official identification while at work. There is no charge for making these cards.

PARKING

Faculty and staff are provided a parking decal. A form for obtaining a decal may be picked up from the Office of Public Safety. Parking spaces for faculty and staff are marked clearly. Faculty and staff are asked to be considerate of students and park only in these designated places. Tickets are issued to all vehicles parked improperly. Faculty and Staff are responsible for paying tickets that are issued to them. Payments for parking tickets should be made in the Bursar's Office. **Fire zones are painted red and anyone parking in a fire zone is subject to towing.**

FULL-TIME EMPLOYEE BENEFITS

All benefits, except retirement contributions, begin on the 1st day of the month, following a 30-day waiting period. (Example: If an employee begins employment on August 18, benefits will begin on October 1.) The deadline for enrolling in benefits is 30 days from the date of hire. The following benefits are available for full-time employees:

- Health Insurance
- Dental Insurance
- Vision Insurance
- Life Insurance
- Long-Term Disability Insurance
- Cafeteria Plan
- 403(b) Retirement Contributions from the College
- 403(b) Retirement Contributions by the Employee
- Cancer Insurance

HEALTH INSURANCE

Mississippi College offers all full-time employees the option (not required) of enrolling in Health Insurance. The college has a self-funded health insurance plan. The plan is governed by an appointed committee, which is comprised of representatives of the faculty and staff. The third part administrator of the Health Insurance is Acclaim, Inc., The coverage available is as follows:

- Employee only
- Employee and Children
- Employee and Spouse
- Family Coverage

The College offers 3 health insurance plans. A Health Insurance Summary which includes each plan's premium, deductible, co-insurance, co-pays, prescription coverage, and wellness coverage is attached.

The Mississippi College Health Insurance Plan participates in three provider networks and the web address for each network is listed below:

- Mississippi Health Partners - www.mhpartners.com
- Mississippi Physicians Care Network - www.mpcn-ms.com
- Healthlink. - www.healthlinkppo.com

Claims information is available on Acclaims website at Acclaimtpa.com or by contacting customer service at (800) 317-2324. The Prescription Formulary and Plan Summary Document can be found on the M:Drive/Human Resources/Insurance Information/Health Insurance Information. The Plan Summary Document has complete benefit information, including definitions, provisions, and exclusions.

ADDITIONAL HEALTH SERVICES

Employee Health Services at the Baptist Health Clinic at the Healthplex in Clinton. Employees may utilize the services of a nurse practitioner at the Healthplex for routine health care during regularly scheduled hours with no co-pay. However, ancillary services incur charges at the regular rate charged by Baptist Health Clinic.

DENTAL INSURANCE

Regular full-time employees may purchase dental insurance at their own expense. The premiums will be deducted from employees' paychecks bi-weekly. Additional information can be found at www.deltadentalins.com. Premiums are as follows:

- | | | |
|-------------------------------------|------------------------|---------------------|
| • Employee | \$13.78 per pay period | (\$27.55 per month) |
| • Employee + one dependent | \$28.04 per pay period | (\$56.07 per month) |
| • Employee + two or more dependents | \$42.01 per pay period | (\$84.01 per month) |

There is a one-year waiting period for orthodontics and benefits paid at 50%. Benefits covered at 80% are covered during first year. Maximum Annual Benefit is \$1,000.

- DIAGNOSTIC & PREVENTIVE BENEFITS: 100 %
Oral examinations, routine cleanings, x-rays, fluoride treatment, space maintainers
- BASIC BENEFITS: Fillings, sealants, denture repairs, simple extractions 80 %
- ENDODONTICS: (root canals) Covered Under Basic 80 %
- MAJOR BENEFITS: Crowns, inlays, onlays, implants, cast restorations, bridges, and dentures 50 %
- PERIODONTICS: (gum treatment) Covered Under Major 50 %
- ORAL SURGERY: Incisions, excisions, surgical removal of tooth, covered Under Major 50 %
- ORTHODONTIC BENEFITS: dependent children only 50 %
- ORTHODONTIC MAXIMUMS \$ 1,000 Lifetime

More plan details and Enrollment/Change forms can be obtained from the Human Resources Office.

VISION INSURANCE

Regular full-time employees may purchase vision insurance at their own expense. The premiums will be deducted from employees' paychecks bi-weekly. All information can be found at www.superiorvision.com and in the attached summary. Plan details and Enrollment/Change forms can be obtained from the Human Resources Office. Premiums are as follows:

- | | | |
|-----------------|-------------------------|---------------------|
| • Employee | \$4.49 per pay period | (\$8.98 per month) |
| • EE + Spouse | \$ 8.89 per pay period | (\$17.78 per month) |
| • EE + Children | \$ 8.71 per pay period | (\$17.42 per month) |
| • Family | \$ 13.25 per pay period | (\$26.50 per month) |

LIFE INSURANCE

Regular full-time are provided with a basic \$10,000 life insurance policy, paid by the university. Additional life insurance (either one-times the employee's salary or two-times the employee's salary up to a maximum of \$190,000) is available as a payroll deduction. Coverage is automatically adjusted when salary changes occur. See attachment for additional life insurance coverage premium amounts. For personnel who choose to have Family Coverage on life insurance, the plan provides \$2,000 life insurance coverage for each dependent at the employee's expense (\$1.05 monthly per family unit). A Life Insurance Plan Document is available in the Human Resources Office.

LONG-TERM DISABILITY INSURANCE

Long-Term Disability Insurance (LTD) is insurance that provides a monetary benefit if an employee becomes disabled as a result of injury or sickness and after a period of 90 days, can no longer work. LTD insurance works in conjunction with Social Security disability benefits. The university pays for ½ of the premium and the employee pays for ½ of the premium. See attachment for long term disability premium amounts. A Long-Term Disability Plan Document is available in the Human Resources Office.

FLEXIBLE PAY PLAN AND SPENDING ACCOUNTS

Mississippi College has selected the following benefits to be provided under the Cafeteria Plan:

Insurance Premiums

- Group Health Insurance premium
- Dental Insurance
- Vision Insurance
- Group Term Life Insurance premium
- Cancer Insurance premium
- Health Savings Account Deduction

Flexible Spending Accounts - An optional program that provides employees with the opportunity for reimbursement with tax-free contributions for:

- Dependent Care Plan - Dependent care expenses that are necessary to allow the employee to seek/retain employment
- Medical Expenses Reimbursement Plan - Health care expenses (including health, dental and vision expenses) that are not reimbursed by the health care insurance, and
- Premium Reimbursement - Individual health insurance premiums paid by the employee and in the employee's name.

A participant is able to fund the flexible spending accounts noted above to a maximum amount, established by the University. The plan is administered by Southern Administrator Benefits Consultants, Inc and more information about the Cafeteria Plan can be obtained on their website at www.sabcflex.com or by contacting (601) 856-9933.

CANCER INSURANCE

The University offers a group Cancer policy that pays benefits in addition to the health insurance. Employees that are interested in this insurance are asked to contact the Stockett and Thomas Agency at (601) 948-3733 or cstockett@stockettandthomas.com.

RETIREMENT

Upon employment, the University contributes 7% of employee's salary to our Defined Contribution (DC) Retirement Plan with TIAA-CREF. A defined contribution plan means that contributions are paid into an individual account for each member. The contributions are invested, according to your selections from funds designated by the University's plan and the returns on the investment (which may be positive or negative) are credited to the individual's account. On retirement, the employee's account is used to provide retirement benefits, sometimes through the purchase of an annuity, which then provides a regular income. This contribution is not a reduction in bi-weekly salary. The DC plan has a 5 year vesting schedule:

- Completion of 1 year of service – 20% vested
- Completion of 2 years of service – 40% vested
- Completion of 3 years of service – 60% vested
- Completion of 4 years of service – 80% vested
- Completion of 5 years of service – 100% vested

The TIAA-CREF website, www.tiaa-cref.org, has a lot of information regarding their company, retirement education, and investment options. Please visit this website to learn more about your retirement account.

After completion of 5 years of service, the University begins matching employee contributions, in addition to the 7%, according to the schedule as follows:

	Employee Contribution Amount	Mississippi College Match (and total Contribution Amount)
5 to 9 Years of Service	1%	1% match (total of 8%)
10 to 14 Years of Service	2%	2% match (total of 9%)
15 + Years of Service	3%	3% match (total of 10%)

TAX DEFERRED RETIREMENT CONTRIBUTIONS

The University offers employees the option to contribute through payroll deduction to a tax deferred retirement plan (403(b) plan). Employees can contribute the maximum amount allowed by Internal Revenue Service (IRS) for 403(b) plans. Also the plan allows “catch up” contributions for employees over 50 years of age. The IRS limits are published annually and can be found on the IRS website in Publication 571. Contributions to this retirement are exempt from federal and state payroll taxes.

The university has payroll deductions for three companies for tax deferred annuities: TIAA-CREF and Guidestone Financial Resources. Please contact the Office of Human Resource for more information regarding this benefit.

LEAVE PLANS

Annual leave: Faculty members generally observe the academic calendar with respect to vacation time. All regular non-faculty employees who are employed for at least 28 hours per week are eligible to accrue annual leave. Employees who normally work 37.5 hours per week may accrue annual leave at the rate of 3 hours bi-weekly to a maximum accrual of 78 hours. Employees who normally work 40 hours per week may accrue annual leave at a rate of 3.08 hours bi-weekly to a maximum accrual of 80 hours. ***An employee must complete six months employment prior to the use of accumulated leave.***

Sick Leave: Sick leave is accumulated at the rate of 3.46 hours bi-weekly with a maximum accrual of 487.5 hours for employees who normally work 37.5 hours per week and is accumulated at the rate of 3.69 hours bi-weekly for employees who normally work 40 hours per week for a maximum accrual of 520 hours.

Personal Leave: Up to 37.5 hours of accumulated sick leave each calendar year may be used for a death in the immediate family, temporary care of members of the immediate family, or a call to state active duty for military reserve or National Guard members. Immediate family members are spouses, children, siblings, parents, grandparents, and parents-in-law. **Personal leave may not be accumulated to be carried over into another calendar year.**

For more information regarding leave policies, please see Mississippi College Policies and Procedures 3.20.

Holidays: During the year the administrative offices observe the following holidays: Thanksgiving (beginning at noon Wednesday and including Friday), one week during the Christmas holiday period (the exact period is announced well in advance by the President’s Council), New Year’s Day, Martin Luther King Day, Friday of the week of spring holidays, Easter Holiday, Memorial Day, Independence Day, and Labor Day, a total of 14.5 days.

OTHER BENEFITS:

Educational Assistance for Employees: Full-time non-faculty employees that have been employed at least six months are eligible for educational assistance for coursework taken Mississippi College. An annual amount of educational assistance up to the IRS limit (\$5,250) is available to qualified employees. “Annual” is defined as a calendar year. The employee pays the miscellaneous fees related to the course and is responsible for required books. No courses may be taken during normal working hours without approval of the appropriate vice president; and in the event such an exception is made, assurance must be given that the employee’s work station will be appropriately covered and that his/her work day is rescheduled to provide a normal work week. For more information regarding the Tuition Scholarship benefit, see Mississippi College Policies and Procedures 3.23.

Tuition Scholarships for Employee Dependents and Spouses: The University offers full-time tuition remission to dependents (spouses and children) of full-time faculty and staff. This benefit is for **tuition only** and applies only to work taken for credit toward a baccalaureate degree at Mississippi College. Fees for laboratories, materials, special instruction (such as Applied Music), student activities, and health fees are borne by the student or employee parent. In return for this scholarship the employee parent will pay a fee of \$40 each regular session and \$25 for each summer session in addition to the fees mentioned above. Students receiving reduced-fee tuition must have and maintain a cumulative quality point ratio of at least 2.0 for the scholarship to continue.

One-half Graduate Tuition Scholarship for dependent Children through age 25 and spouses of full-time employees is available and applies to work taken for credit toward a graduate degree at Mississippi College. This provision does not include tuition for those enrolled in the School of Law or the Physician’s Assistants Program.

For more information regarding the Tuition Scholarship benefit, see Mississippi College Policies and Procedures 3.23 and 3.24.

ATHLETIC ACTIVITIES

Full-time faculty, staff, and their immediate families are admitted free of charge to on-campus athletic activities by showing his/her Mississippi College identification card.

BAPTIST HEALTHPLEX

The Baptist Healthplex at Mississippi College is a 72,000 square foot facility which includes a walking and running track, aerobic studio, strength training and weight machines, stair climbers, treadmills, ski and rowing machines, racquetball courts, indoor swimming and therapy pools, basketball and volleyball courts, locker rooms, dry sauna and steam rooms. A professional staff is employed there to help with workouts. Child-care is available.

Full-time Mississippi College employees receive a membership discount (below) and there is a one-time registration fee of \$50.

- Employee membership - \$25.00
- Add spouse - \$27.50
- Add child - \$22 per child
- Maximum Family Membership is \$110

The **monthly fee is a bank draft, not a payroll deduction**. For more information about membership, contact the Marketing Director at (601)925-7900.

MISSISSIPPI COLLEGE EMPLOYEES CREDIT UNION

Membership in the MC Employees Credit is available to all regular full-time Faculty and Staff. More information about the Credit Union is available on the MC Home Page on the Internet under Organizations. The Credit Union telephone number is (601) 925.3895 and is located in Basement of Alumni Hall.

MISSISSIPPI COLLEGE

2013 MEDICAL BENEFIT PLAN SUMMARY

		GOLD PLAN		PLATINUM PLAN		HSA PLAN	
		NETWORK	NON NETWORK	NETWORK	NON NETWORK	NETWORK	NON NETWORK
Deductible	Individual	2,000	2,500	1,000	1,500	2,200	2,500
	Family	4,000	5,000	3,000	4,500	4,000	5,000
Coinsurance %		70%	50% of R&C	75%	50% of R&C	70%	50% of R&C
Coinsurance	Individual	2,250	3,750	1,875	3,750	2,250	3,750
	Family	4,500	7,500	5,625	11,250	4,500	7,500
Out of Pocket Maximum	Individual	4,250	6,250	2,875	5,250	4,450	6,250
	Family	8,500	12,500	8,625	15,750	8,500	12,500
Wellness Benefit (routine care)		100% up to \$500 then, deductible waived and Plan pays 70%	50% of R&C after deductible	100% up to \$500 then, deductible waived and Plan pays 75%	50% of R&C after deductible	100% up to \$500 then, Deductible waived and Plan pays 70% in network	50% of R&C after deductible
Office Visit Copay		Children Only \$50 Copay	Subject to Cal Year Ded/Coins	All Participants \$50 Copay	Subject to Cal Year Ded/Coins	Subject to Cal Year Ded/Coins	
Prescription Drugs		\$100 Deductible \$10 co-pay for generic; greater of \$20 or 20% for preferred; greater of \$50 or 50% for premium (Please see Prescription Formulary for more information and mail order information)		\$100 Deductible \$10 co-pay for generic; greater of \$20 or 20% for preferred; greater of \$50 or 50% for premium (Please see Prescription Formulary for more information and mail order information)		Subject to Calendar Year Ded/Coins Generic 100% Brand 70%	

\$50 Office Visit Copay EXCLUDES: Angiographs, Bone Density tests (ABS), Cardio Stress Tests, Chemotherapy, CT Scans, Doppler Echocardiograph, Echography, Electrocardiogram/graph, MRIs, Myocardial Perfusion, Nerve Conduction Studies, Nuclear Medicine (testing & imaging), Sleep Studies, Spirometry, Surgeries, Ultrasounds and Specialty Injections (i.e. Arthritis, Chemo, MS, & RVS). Routine injections "Shots" (i.e. penicillin, tetnus & decadron) will be included in the Office Visit Copay. These services are subject to the calendar year deductible and coinsurance.

This is a brief summary of the benefits for The Mississippi College Medical Benefit Plan. For complete details of covered services, limitations, exclusions and eligibility refer to your Plan Document and Summary Plan Description.

Coverage Levels	GOLD PLAN PREMIUMS	PLATINUM PLAN PREMIUMS	HSA PLAN PREMIUMS
Employee Only	MS College Pays 100%	\$105 monthly (\$52.50 per pay)	MS College Pays 100%
Employee & Spouse	\$404 monthly (\$202 per pay)	\$537 monthly (\$268.50 per pay)	\$404 monthly (\$202 per pay)
Employee & Children	\$310 monthly (\$155 per pay)	\$433 monthly (\$216.50 per pay)	\$310 monthly (\$155 per pay)
Employee & Family	\$480 monthly (\$240 per pay)	\$615 monthly (\$307.50 per pay)	\$480 monthly (\$240 per pay)

MISSISSIPPI COLLEGE EMPLOYEES LIFE INSURANCE
 Reliance Standard Life Insurance Company
 Employee Rate is \$0.22 per 1,000 and effective since January 1, 2002

SALARY RANGE	Supplemental Coverage Amount	Employee premium Per PAY PERIOD
0 - 5,000	5,000	0.00
5,001 - 10,000	10,000	1.60
10,001 - 15,000	15,000	2.40
15,001 - 20,000	20,000	3.20
20,001 - 25,000	25,000	4.00
25,001 - 30,000	30,000	4.80
30,001 - 35,000	35,000	5.60
35,001 - 40,000	40,000	6.40
40,001 - 45,000	45,000	7.20
45,001 - 50,000	50,000	8.00
50,001 - 55,000	55,000	8.80
55,001 - 60,000	60,000	9.60
60,001 - 65,000	65,000	10.40
65,001 - 70,000	70,000	11.20
70,001 - 75,000	75,000	12.00
75,001 - 80,000	80,000	12.80
80,001 - 85,000	85,000	13.60
85,001 - 90,000	90,000	14.40
90,001 - 95,000	95,000	15.20
95,001 - 100,000	100,000	16.00
100,001 - 105,000	105,000	16.80
105,501 - 110,000	110,000	17.60
110,001 - 115,000	115,000	18.40
115,001 - 120,000	120,000	19.20
120,001 - 125,000	125,000	20.00
125,001 - 130,000	130,000	20.80
130,001 - 135,000	135,000	21.60
135,001 - 140,000	140,000	22.40
140,001 - 145,000	145,000	23.20
145,001 - 150,000	150,000	24.00

To calculate the premium for 2 times salary, double the salary and round up to the next \$5,000. Look at the table for that amount.

**MISSISSIPPI COLLEGE EMPLOYEES
LONG-TERM DISABILITY**

Guardian Life Insurance Company
 Premium Rate is .34 per \$100 of salary coverage
 (Mississippi College pays ½ and employee pays ½ of the premium amount.)

SALARY AT NEAREST \$5000 (in dollars)	Employee Premium per MONTH	Employee Premium per PAY PERIOD
5,000	.71	.35
10,000	1.42	.71
15,000	2.13	1.06
20,000	2.83	1.42
25,000	3.54	1.77
30,000	4.25	2.13
35,000	4.96	2.48
40,000	5.67	2.83
45,000	6.38	3.19
50,000	7.08	3.54
55,000	7.79	3.90
60,000	8.50	4.25
65,000	9.21	4.60
70,000	9.92	4.96
75,000	10.63	5.31
80,000	11.33	5.67
85,000	12.04	6.02
90,000	12.75	6.38
95,000	13.46	6.73
100,000	14.17	7.08
105,000	14.88	7.44
110,000	15.58	7.79
115,000	16.29	8.15
120,000	17.00	8.50
125,000	17.71	8.85
130,000	18.42	9.21
135,000	19.13	9.56
140,000	19.83	9.92
145,000	20.54	10.27
150,000	21.25	10.63
155,000	21.96	10.98
160,000	22.67	11.33

NOTE: The premium amount is given for estimates.