BENEFITS AT A GLANCE

Whether you are considering employment with George Fox University or you are a current employee, this brochure is designed to summarize the university's employee benefits.
George Fox University values its employees and offers a comprehensive benefits package that represents a significant component of George Fox employees' total compensation package.

Most benefits are available to all regular employees, and benefits are prorated for employees who work less than .75 of full time but at least half time. The Tax-Deferred Annuity (TDA) retirement plan is available to all employees (except student employees). More detailed information, including specific eligibility requirements, is provided in the Employee Handbook and/or in the various benefit plan booklets; which can be found online at hr.georgefox.edu; or by calling the Office of Human Resources at 503-554-2188.

MEDICAL INSURANCE

George Fox University offers two medical insurance options, an HMO plan and a PPO plan, allowing employees to choose the plan that best suits their needs. Benefits, including co-pays and out-of-pocket maximums, vary between plans. Both include a prescription drug benefit and one plan includes basic vision coverage as well. Employees, .75FTE and above, and their dependents are required to enroll in a medical insurance plan through George Fox University unless they have medical insurance through another plan.

George Fox pays 80 percent of the premium cost for employees at least .75 of full-time and their dependents. Each employee pays the remaining 20 percent through pre-tax payroll reductions. Premium cost is pro-rated for employees who work less than .75 of full time, but at least half time.

Coverage begins on the first day of the month coinciding with or following the start of employment. An Open Enrollment period occurs during February and March, at which time employees may make changes to their insurance coverage for the upcoming plan year beginning April 1.

Employees, .75FTE and above, who have group medical coverage through another employer may choose "cash in lieu" of medical insurance and receive a monthly cash benefit of $50. This amount is prorated for employees less than .75FTE, but at least half time.

DENTAL INSURANCE

Employees may purchase dental insurance for themselves and their family members. George Fox contributes 50% of the employee-only premium (pro-rated for less than .75 FTE employees).

FLEXIBLE SPENDING ACCOUNTS

Employees have the opportunity to set aside pre-tax dollars to pay for unreimbursed medical expenses and/or dependent care expenses as allowed by the IRS rules for a Section 125 Cafeteria Plan. Redirecting a portion of one's salary into a flexible spending account(s) means an employee's taxable income is calculated after these dollars are deducted. IRS regulations generally prohibit modifying or revoking elections during the plan year. A carefully established flexible spending account provides a worthwhile tax advantage for dollars spent on dependent care and/or eligible medical expenses. The George Fox plan features a debit card option and a $500 roll over allowance for medical and a 2 ½ month "grace period" (extension) for dependent care. Special care should be taken in calculating the annual election amounts, as any unspent funds will be forfeited.

LIFE and DISABILITY INSURANCE

After one year employment at .75FTE or above, term life insurance and long-term disability insurance are provided at no cost to employees. Employment credit for eligibility for both of these plans may be earned through previous benefits-eligible, full-time employment at any educational institution immediately prior to employment at George Fox.

The amount of life insurance is two (2) times the employee's base salary up to a maximum of $250,000.

If an employee becomes continuously disabled for six months, this coverage provides 60 percent of an employee's monthly base salary less any applicable, offsetting income (up to a maximum of $6,000 per month) for the duration of the disability up to age 65. During the first six months of disability, after any vacation or sick leave is exhausted, George Fox provides 60 percent of the employee's monthly base salary less any applicable, offsetting income (up to a maximum of $6,000 per month) until the waiting period for long-term disability coverage is satisfied.

Employees have the option of purchasing voluntary benefits for themselves and family members. Life insurance is available after one year of employment and long term care insurance upon hire. Medical underwriting may apply.

VACATION

Administrators earn 15 days their first year of employment and then 1 additional day per year up to a maximum of 20 days per year. Staff earn 10 days their first year of employment and then 1 additional day per year up to a maximum of 20 days per year. Regular administrators and staff who work less than full time but at least half time earn vacation on a prorated basis. Accrual begins with the first month of employment, and employees are eligible to use accrued vacation after six months of service.

SICK LEAVE

Administrators and Staff earn one day per month of sick leave, beginning with their first month of employment, up to a maximum of 90 days. They are eligible to use sick leave after three months of service. Regular administrators and staff who work less than full time but at least half time earn sick leave on a prorated basis. Regular faculty are provided 4 weeks of sick leave each year, which does not accrue or roll over from year to year.

HOLIDAYS

George Fox University employees are provided 12 paid holidays each calendar year:

- New Year's Day
- Martin Luther King, Jr. Day
- Spring Holiday (late March)
- Good Friday
- Memorial Day
- Independence Day
- Labor Day (all campuses except Newberg)
- Mid-Semester Break (Newberg only)
- Thanksgiving Day
- Day after Thanksgiving
- Christmas (3 days)

RETIREMENT PROGRAM

George Fox University offers a 403(b) pre-tax retirement savings plan to employees half time and above after one year of employment. In this plan, the university contributes an amount equal to 6 percent of each employee's base salary, when the employee contributes 3 percent. Employment credit for eligibility for the 403(b) plan may be earned through previous full-time, benefits-eligible, employment at any educational institution immediately prior to employment at George Fox. Participation in the 403(b) plan is required of employees between the ages of 30 and 62 after three years of full-time employment.

ALL employees including adjunct, temporary and part time (excluding student employees) are eligible to contribute to the supplemental tax-deferred annuity (TDA) plan with TIAA-CREF. This plan offers pretax payroll reductions using only the employee's contributions. It has no length-of-service or regular status requirement.

These programs are administered through retirement contracts with TIAA-CREF, providing numerous investments from which employees may choose to invest their contributions. There is no vesting period imposed.

TUITION REMISSION

UNDERGRADUATE TUITION REMISSION

George Fox University provides this benefit primarily to assist its employees in offsetting college educational costs for their spouses and/or dependent children who do not yet have an undergraduate degree and to provide opportunity for employees to take occasional classes for self-enrichment.

Employees at least .75 of full-time receive tuition remission according to the following schedule:

- During 1st year of employment: 25 percent of full tuition
- During 2nd year of employment: 50 percent of full tuition
- During 3rd year of employment: 75 percent of full tuition
- After three years of employment: 100 percent of full tuition

The above discounts apply to the semester following an employee's hire/anniversary date. Credit toward the three-year employment requirement may be earned through previous benefits-eligible, full-time employment at any educational institution immediately prior to employment with George Fox. The university has reciprocal undergraduate tuition exchange scholarships with other accredited institutions for employees' dependent children. These scholarships are granted on a competitive basis.

GRADUATE TUITION REMISSION

Graduate tuition remission is also available to employees who work at least .75 of full-time and their spouses up to a maximum of 50 percent of the tuition cost. Tuition remission at the Tier One graduate level is as follows regardless of the number of credit hours taken:

- During 1st year of employment: 12.5 percent
- During 2nd year of employment: 25 percent
- During 3rdyear of employment: 37.5 percent
- After three years of employment: 50 percent

By meeting specified criteria, some staff and administrators may qualify for a Tier Two tuition remission, which allows up to 90 percent benefit after three years of full-time service. Various restrictions/limitations apply to tuition remission. The full Tuition Remission Policy is in the Employee Handbook.

ADDITIONAL BENEFITS

- Tickets to University-sponsored concerts, lectures, plays, athletic events, etc.
- Use of the Murdock Learning Resource Center and the Wheeler Sports Center.
- 10% discount off of merchandise (other than textbooks) at the Blue Zone Store.

CONTACT INFORMATION

George Fox Human Resources Department
414 Meridian Street
Newberg, Oregon 97132
503-554-2188
www.georgefox.edu
hr@georgefox.edu