Loyola University Chicago strives to promote a holistic lifestyle for faculty and staff—which includes good health and personal welfare to promote a healthy balance of work, life, and family. Loyola provides a wide array of benefits to meet your needs both at and outside of work. These benefits can help you enjoy increased well-being, build and protect your financial security, advance your career, balance your personal and professional life, better manage an unexpected illness or accident, and meet everyday needs. These benefits are affordable, comprehensive, and competitive. We encourage you to take a few moments to review the benefit programs available to you. You can find more detailed information about all of these benefits at www.luc.edu/hr and click “Faculty & Staff Benefits.” Please also refer to the Faculty and Staff Benefits Booklet posted online for additional details.

Loyola University Chicago
2020 Benefits Overview for Full-Time Staff
For staff member employee positions classified as .80 full time equivalent or higher.

<table>
<thead>
<tr>
<th>Health and Welfare Benefits</th>
<th>Retirement/Income Protection Benefits</th>
<th>Work/Life Benefits</th>
</tr>
</thead>
<tbody>
<tr>
<td>To help you manage your health and protect you from the unexpected</td>
<td>To help you build and protect your financial security</td>
<td>For your personal development and lifestyle</td>
</tr>
</tbody>
</table>

- Medical Plan Options (including Prescription Drug Coverage)
- Wellness Programs
- Dental Insurance
- Vision Insurance
- Health Care & Dependent Care Flexible Spending Account
- Health Savings Account
- 403(b) Defined Contribution Retirement Plan
- University Paid Basic Life Insurance
- University Paid Short-term and Long-Term Disability
- University Paid Parental Leave
- Supplemental Life Insurance for you and your dependents
- AD&D Insurance for you and your dependents
- Long-Term Care Insurance
- Accident & Critical Illness Insurance
- Group Legal Plan
- Adoption Assistance
- Employees’ Federal Credit Union
- Employee Assistance Program
- Paid Time-off
- University Scheduled Holidays
- Pet Insurance
- Transit Benefit
- Tuition Benefit
- University Assisted Housing Program
- On-Campus Parking
- Health & Fitness Membership Opportunities
- Professional Development

Note: These programs are available in 2020 for benefit-eligible Loyola staff.

Benefits Enrollment – General Information
Your benefits become effective on your first day of employment if your date of hire is the first day of the month. Otherwise, your benefits become effective on the first day of the month following your date of hire. You have 31 days from your date of hire to enroll in your benefits. Loyola also offers coverage to your spouse/Legally Domiciled Adult (LDA) and child(ren).

Get more information on all your benefits by talking to ALEX, your interactive benefits counselor. Learn more at www.myalex.com/loyola/newhire. When you are ready to get your personalized, confidential guidance, talk to ALEX at www.myalex.com/loyola/2020.
Medical Plan Options
Loyola offers you three medical plan options through Aetna. These plans provide services to help you stay well and provide access to quality care.

- **PPO 1:** Traditional PPO medical plan option with the lowest deductible, but you pay the most in monthly premium rates.
- **PPO 2:** Traditional PPO medical plan option with a deductible higher than PPO 1, but you pay less in monthly premium rates than PPO 1.
- **PPO 3 HSA:** PPO medical plan option compatible with a Health Savings Account (HSA). You pay the lowest in monthly premium rates. However, this plan option has the highest deductible and out-of-pocket maximum. If you choose this plan option, Loyola helps cover eligible health care expenses by funding your HSA with $600 (Employee Only) or $1,200 (Employee + 1 or More). *This amount is prorated for new hires based on the month your coverage begins.*

How the Plan Options Compare

<table>
<thead>
<tr>
<th>Feature</th>
<th>PPO 1</th>
<th>PPO 2</th>
<th>PPO 3 HSA</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>In-network</td>
<td>Out-of-network</td>
<td>In-network</td>
</tr>
<tr>
<td>Deductible (You/You + 1 or More)</td>
<td>$500/ $1,000</td>
<td>$1,000/ $2,000</td>
<td>$1,200/ $2,400</td>
</tr>
<tr>
<td>Out of Pocket Max (You/You + 1 or More)</td>
<td>$3,000/ $6,000</td>
<td>$6,000/ $12,000</td>
<td>$4,000/ $8,000</td>
</tr>
<tr>
<td>Coinsurance</td>
<td>Covered at 80%*, after deductible</td>
<td>Covered at 80%*, after deductible</td>
<td>Covered at 80%*, after deductible</td>
</tr>
<tr>
<td>Incentive Funds from Loyola (You/You + 1 or More)</td>
<td>N/A</td>
<td>N/A</td>
<td>HSA: $600/ $1,200</td>
</tr>
<tr>
<td>Office Visit</td>
<td>Covered at 80%* after deductible</td>
<td>Covered at 80%* after deductible</td>
<td>Covered at 80%* after deductible</td>
</tr>
<tr>
<td>Specialist</td>
<td>Covered at 80%* after deductible</td>
<td>Covered at 80%* after deductible</td>
<td>Covered at 80%* after deductible</td>
</tr>
<tr>
<td>Wellness Visits</td>
<td>Covered at 100%</td>
<td>Covered at 50% after deductible</td>
<td>Covered at 100%</td>
</tr>
<tr>
<td>Emergency Health Services</td>
<td>$150 Copay; waived if admitted</td>
<td>$150 Copay; waived if admitted</td>
<td>Covered at 80% after deductible</td>
</tr>
<tr>
<td>Hospital - Inpatient</td>
<td>Covered at 80% after $250 per admission fee and deductible**</td>
<td>Covered at 50% after $500 per admission fee and deductible**</td>
<td>Covered at 80% after $250 per admission fee and deductible**</td>
</tr>
<tr>
<td>Hospital - Outpatient</td>
<td>Covered at 80%* after deductible</td>
<td>Covered at 80%* after deductible</td>
<td>Covered at 80%* after deductible</td>
</tr>
</tbody>
</table>

*Covered at 90%, if Home Hospital  ** Covered at 90% after $100 per admission fee and deductible
Monthly Premium Rates
Monthly premium rates deducted from your paycheck are based on the tier of your annual salary: Under $40,000, $40,001 - $120,000, or $120,001 and above. If newly hired for 2020, you will automatically receive a $50 Wellness reduction on premiums per month. Please see the 2020 Monthly Premium Rates document for details on monthly premium contributions based on the plan option(s) you elect.

Prescription Drug Coverage
Loyola medical plan options include prescription drug coverage through CVS Caremark, which provides in-network pharmacy coverage for generic and brand name medications. The chart below compares coverage.

<table>
<thead>
<tr>
<th>PPO 1 &amp; PPO 2</th>
<th>PPO 3 HSA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Retail Pharmacy (up to 30 day supply)</td>
<td>Mail Order (90 day supply)</td>
</tr>
<tr>
<td><strong>Generic Drugs</strong></td>
<td></td>
</tr>
<tr>
<td>Deductible does not apply to generic drugs</td>
<td>Covered at 95%, you pay 5% to a maximum of $400 per script</td>
</tr>
<tr>
<td>Covered at 85%, you pay 15% to a maximum of $200 per script</td>
<td>Covered at 85%, you pay 15% to a maximum of $400 per script</td>
</tr>
<tr>
<td><strong>Preferred Brand &amp; Specialty Drugs</strong></td>
<td></td>
</tr>
<tr>
<td>Annual deductible applies: $100 – Employee; $200 – Employee + 1 or More</td>
<td>Deductible does not apply to mail order drugs</td>
</tr>
<tr>
<td>Covered at 70%, you pay 30% to a maximum of $200 per script</td>
<td>Covered at 85%, you pay 15% to a maximum of $400 per script</td>
</tr>
<tr>
<td><strong>Non Preferred Brand &amp; Specialty Drugs</strong></td>
<td></td>
</tr>
<tr>
<td>Annual deductible applies: $100 – Employee; $200 – Employee + 1 or More</td>
<td>Deductible does not apply to mail order drugs</td>
</tr>
<tr>
<td>Covered at 55%, you pay 45% to a maximum of $400 per script</td>
<td>Covered at 75%, you pay 25% to a maximum of $400 per script</td>
</tr>
<tr>
<td><strong>Annual Out-of-Pocket Maximum</strong></td>
<td></td>
</tr>
<tr>
<td>$3,000 Employee / $6,000 Employee + 1 or More</td>
<td>$2,800 Employee / $5,600 Employee + 1 or More (included in combined Medical/RX OOP Max)</td>
</tr>
</tbody>
</table>

Wellness Programs
Wellness activities give you the opportunity to earn quarterly wellness cash incentives. By completing wellness challenges, events, preventive doctor visits and physical activities, you can earn cash rewards every quarter. You do not have to be enrolled in a Loyola medical plan to earn the $75 quarterly reward. The Wellness Program is administered by Health Maintenance Institute (HMI).

Simple Steps to a Healthier Life®
Aetna offers an online program which starts with a simple health assessment of your health history and habits. Personalized results help you understand where you may be at risk, and what you can do to improve your health in many areas. Available personalized online health programs focus on a variety of topics, including relieving stress, eating healthy, sleeping better, quitting tobacco, living well with asthma, and increasing physical activity.

Smoking Cessation Resources
Loyola offers a variety of smoking cessation advocacy programs and resources to support a healthier lifestyle for all employees.
**Dental Insurance**  
Loyola offers two dental plan options: Delta Dental (a dental PPO plan) and Guardian/First Commonwealth (a managed-care dental plan, or HMO).

**Vision Insurance**  
Loyola offers vision insurance through Vision Service Plan (VSP). VSP offers eye care services through the VSP Signature Network of service providers and access to national eye care chains.

If you elect medical coverage through a Loyola medical plan through Aetna, you are also eligible for a basic vision exam and discounts on hardware through an EyeMed provider.

**Tax-advantaged Accounts**  
To help you save money on eligible health care and dependent care expenses throughout the year, Loyola offers opportunities for you to save with pre-tax accounts. In 2020, you can save on eligible expenses in many ways.

<table>
<thead>
<tr>
<th>Account</th>
<th>Eligibility</th>
<th>2020 Contribution Limit</th>
<th>Catch-up Contribution</th>
<th>Eligible Expenses</th>
<th>Year-End Remaining Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health Care Flexible Spending Account (FSA)</td>
<td>If not enrolled in PPO 3</td>
<td>$2,750</td>
<td>N/A</td>
<td>Health care (including dental, vision, and RX)</td>
<td>Roll over up to $500 to the following year</td>
</tr>
<tr>
<td>Health Savings Account (HSA)</td>
<td>If enrolled in PPO 3 and not enrolled in Medicare</td>
<td>$3,550 (You)/ $7,100 (You + 1 or More)</td>
<td>Up to $1,000</td>
<td>Health care (including dental, vision, and RX)</td>
<td>Balance rolls over each year</td>
</tr>
<tr>
<td>Limited Flexible Spending Account (LFSA)</td>
<td>If enrolled in PPO 3 and have an HSA</td>
<td>$2,750</td>
<td>N/A</td>
<td>Dental and vision only</td>
<td>Roll over up to $500 to the following year</td>
</tr>
<tr>
<td>Dependent Care Flexible Spending Account (FSA)</td>
<td>If incurring expenses for eligible dependent so you can work</td>
<td>$5,000 ($2,500 per spouse)</td>
<td>N/A</td>
<td>Child day care and adult day care</td>
<td>Funds expire on December 31</td>
</tr>
<tr>
<td>Transit Benefit</td>
<td>If using CTA/Ventra, Pace, Metra, etc. to commute to work</td>
<td>$270 monthly ($3,240 annually)</td>
<td>N/A</td>
<td>Transit benefits</td>
<td>N/A</td>
</tr>
</tbody>
</table>

**Defined Contribution Retirement Plan (DCRP)/403(b) Plan**  
You may enroll in and make elective contributions to the Defined Contribution Retirement Plan (DCRP) 403(b) Plan beginning with your date of hire. After one year of employment, benefit-eligible employees will receive University contributions of 5% of their salary each pay period to the DCRP. After one year of employment, employees can also receive additional matching contributions (up to a maximum of 5% of salary) each pay period from the University. Employees are 50% vested in the University’s contributions between their first and second work anniversary. After two years of employment, employees are 100% vested in the University’s contributions.

<table>
<thead>
<tr>
<th>2020 IRS Limits</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Maximum amount you can contribute (does not include University contributions)</td>
<td>$19,500</td>
</tr>
<tr>
<td>Catch-up contribution maximum amount (for participants age 50 and older)</td>
<td>$6,500</td>
</tr>
</tbody>
</table>
Paid Time-off
The University provides generous paid time off to Loyola employees to rest and recharge throughout the year:

<table>
<thead>
<tr>
<th>Staff Group</th>
<th>Years of Service</th>
<th>Annual Vacation Accrual</th>
<th>Annual Family Friendly Days</th>
<th>Annual Holidays</th>
<th>Annual Sick Days</th>
<th>Parental Leave</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Staff (Hourly or Salaried Working 12 Months)</strong></td>
<td>Less than 10 years</td>
<td>3 weeks</td>
<td>4 days</td>
<td>12 days</td>
<td>10 days</td>
<td>3 weeks</td>
</tr>
<tr>
<td></td>
<td>10 but less than 20 years</td>
<td>4 weeks</td>
<td>4 days</td>
<td>12 days</td>
<td>10 days</td>
<td>3 weeks</td>
</tr>
<tr>
<td></td>
<td>20 or more years</td>
<td>5 weeks</td>
<td>4 days</td>
<td>12 days</td>
<td>10 days</td>
<td>3 weeks</td>
</tr>
<tr>
<td><strong>Department Director &amp; Above; Librarians</strong></td>
<td>Less than 20 years</td>
<td>4 weeks</td>
<td>4 days</td>
<td>12 days</td>
<td>10 days (5 days upon hire)</td>
<td>3 weeks</td>
</tr>
<tr>
<td></td>
<td>20 or more years</td>
<td>5 weeks</td>
<td>4 days</td>
<td>12 days</td>
<td>10 days</td>
<td>3 weeks</td>
</tr>
</tbody>
</table>

*Part Time Staff (less than 1.0 FTE) accrue vacation and sick time on a pro-rated basis based on FTE.*

*Staff employees who are paid monthly are not covered by the paid time off policies. Work schedule and time off for monthly paid staff is determined with their department head.*

**Vacation:** *New hires begin accruing vacation time immediately, but are not eligible to use it until you have completed 90 days of employment. Paid vacation time is accrued bi-weekly. The maximum vacation accrual carryover is one times (1X) the annual accrual. This means that if you accrue 3 weeks of vacation per year, once you have 3 weeks of vacation accrued in your “bank,” you will stop accruing additional vacation until you use vacation time.

**Personal/Family-Friendly Days:** *Newly hired staff employees are eligible after you have completed 90 days of employment. The amount of Personal/Family Friendly Days may be prorated based on date of hire:
- Hire period January 1 – March 31: Three (3) days
- Hire period April 1 – June 30: Two (2) days
- Hire period on or after July 1 are not eligible for Personal/Family-Friendly Days for that year

*Part Time Staff (less than 1.0 FTE) will receive two (2) personal days each year.*

**University Holidays:** *The University provides 12 annual paid holidays. The holiday calendar can be viewed at https://luc.edu/hr/holiday-calendar.*

**Sick Leave:** *Sick leave is accrued based on your regularly scheduled hours of work. Up to five (5) of these days may be used for the care of ill family members. Sick leave may be carried over from year to year, up to a maximum of 30 days.*

**Parental Leave:** Full-time staff employees receive three (3) weeks of paid parental leave due to the birth, adoption, or foster placement of a child. The benefit will be available to employees with at least one year of service, and must be taken as one consecutive period within the first six months of the birth or placement.

**Funeral Leave:** The University allows three (3) consecutive paid days off to a staff member (after 30 days of employment) experiencing a death in the immediate family, or one (1) day if the death is in the extended family.

**Jury Duty:** The University supports the judicial system by paying full salary to employees (after 30 days of employment) who serve on jury duty.
**Life Insurance**

The University provides you with Basic Term Life Insurance equal to one-and-one-half (1½) times your annual salary, up to $500,000. You may also purchase supplemental coverage. Note: Basic and Supplemental Life Insurance coverage automatically reduces to a lower rate beginning at age 65:

- **Supplemental Life Insurance – Employee:** Up to five (5) times your annual earnings rounded to the next higher $10,000, up to a maximum of $500,000. You may purchase coverage for your dependents only if you purchase Supplemental Life for yourself.

- **Supplemental Life Insurance – Spouse:** Up to $100,000 (coverage may be purchased in $5,000 increments up to $50,000, and thereafter, in $10,000 increments up to a maximum of $100,000) but no more than 100% of your Supplemental Life Insurance election. The maximum coverage for your spouse without Evidence of Insurability (EOI) is $25,000, for new hires only.

- **Supplemental Life Insurance – Child(ren):** $5,000 per child ($1,000 from birth to age 6 months).

- **Accidental Death & Dismemberment (AD&D) Insurance:** Choose from four amounts of coverage for you and/or your family: $50,000, $100,000, $200,000, or $300,000.

**Short-term and Long-term Disability**

The University provides you with short-term and long-term disability benefits:

- **Short-term Disability:** After six (6) months of employment, short-term disability benefits may be payable if you are absent from work more than three (3) consecutive working days or 10 working days (based on your employee classification) due to your illness or non-work related disability.

- **Long-term Disability:** Upon date of hire, long-term disability benefits may be available after 90 or 180 calendar days of disability beginning with the onset of the illness or injury causing disability.

**Accident and Critical Illness Insurance**

Accident and Critical Illness Insurance coverage may be purchased for you and your dependents on a voluntary basis. If you enroll in the PPO 3 HSA medical plan, Loyola automatically enrolls you in Accident employee-only coverage, and Critical Illness (up to $10,000) employee-only coverage at no cost to you.

- **Accident Insurance:** This coverage provides a range of fixed-sum benefits for injuries resulting from a covered accident. If you are insured, you can purchase coverage for your dependents, too.

- **Critical Illness Insurance:** This coverage provides a fixed, lump-sum benefit upon diagnosis of a critical illness. If you are insured, you can purchase coverage for your dependents, too. This benefit is available in the following amounts:
  - Employee: $10,000 benefit included (if enrolled in PPO 3 HSA), else, option to purchase $10,000 or $20,000 self-coverage
  - Spouse: Option to purchase $10,000 or $20,000
  - Child(ren): Option to purchase 25% of your approved coverage amount, up to $5,000

- **Wellness Benefit:** Accident and Critical Illness coverage provide a wellness benefit for those who are enrolled and receive a health screening. You will get reimbursed $50 on Critical Illness insurance and another $75 on Accident Insurance for going for your annual physical each year.

**Long-term Care Insurance**

The Long-term Care insurance program is designed to protect you when you are no longer able to perform some Activities of Daily Living (ADLs) by yourself due to an illness, disability, or severe cognitive impairment. This optional benefit is provided by LifeSecure, to whom payments are made directly.
Tuition Benefit
After completing one year of employment, full-time employees are eligible for a tuition benefit:

- 100% tuition benefit toward 3 courses per semester (9 semester hours) or 2 courses per quarter (8 quarter hours) for undergraduate tuition
- 100% of tuition benefit for graduate and professional programs for two courses per semester (8 semester hours) or two per quarter (8 semester hours)

Enrolled dependent child(ren) under age 24, or your spouse/LDA may receive the benefit toward undergraduate studies after contributing a 10 percent copay toward tuition.

Professional Development

- **EMERGE Training & Development**: A series of training programs and resources are provided to enhance personal and professional development on many topics at no cost to you.
- **Skillsoft**: Loyola offers the opportunity to learn a new skill or expand knowledge regarding a specific business topic. More than 200 online courses are available to explore learning content aligned to your personal and professional development goals to increase your knowledge and strengthen your skills.

Transit Benefit
The Transit Benefit Program allows you to pay for certain transportation expenses on a pre-tax basis. You can elect up to $270 per month in 2020. This benefit will allow you to purchase or fund your transit options for the Chicago Transit Authority (Ventra), Pace, Metra, Chicago Water Taxi, and ride shares (uberPOOL, Lyft Line, and Via) to and from work.

Parking Benefit
Loyola offers parking permits at the Lake Shore Campus and the Water Tower Campus to allow you to park conveniently on campus. Monthly rates are posted online at https://transportation.luc.edu. For employees at the Health Sciences Campus, bi-weekly parking rates are available for purchase through the parking office.

Adoption Assistance
Loyola’s adoption assistance benefit is provided to you at no cost. This program will reimburse you at 90% for covered adoption expenses, up to a maximum of $5,000 (or $6,000 if the child has special needs).

KinderCare
When you enroll your child(ren) at a participating KinderCare Learning Center or Champions Before- and After-School Program, you’ll save 10% on the cost of full-time, part-time, and drop-in tuition as a Loyola University Chicago employee. Child care programs are available for children ages six weeks to 12 years old.

Loyola Preschool
The Loyola University Chicago Preschool located on the Lake Shore Campus provides a safe and secure environment for young children. Full-day preschool is open year-round from 7:30AM – 6:00PM, Monday through Friday, for children ages two through five.

Pet Insurance
Loyola offers comprehensive pet insurance options to cover veterinary expenses and more for your covered dog, cat, bird, rabbit, reptile, or other exotic pet. You receive the group Loyola discount, and are billed directly from Nationwide. You can receive a 5% multiple pet discount by insuring two or three pets, or a 10% discount on each policy for four or more pets.
Housing Assistance
The University Assisted Housing Program can provide qualified employees with up to $10,000 to put toward a house or condo as your primary residence located near one of Loyola’s Chicago-area campuses.

Fitness Centers
Fitness Centers are located at our Lake Shore and Health Sciences Campuses, and a fitness center membership is available for purchase at each. At our Water Tower Campus, there is a smaller Fitness Studio available for use and a membership is also available for purchase.

Group Legal
For $15 a month, the Hyatt Group Legal Services Plan provides employees and their families with access to a network of participating attorneys who can provide a wide range of professional legal services.

Employee Assistance Program (EAP)
The University offers an Employee Assistance Program (EAP) to help solve issues and difficulties of daily life. This useful program includes 24/7 counseling, online trainings/seminars, and referrals to care resources. This confidential program is offered at no cost, and is available to all employees and their families.

24 Hour Travel Assistance
Loyola offers 24/7 access to On Call International’s 24-hour, toll-free travel assistance services if you need assistance while traveling.

Identity Theft Restoration and Credit Monitoring
You are protected by a full service ID Recovery Program that will perform the recovery process for you, should you or a family member fall victim to identity theft. This benefit is provided to you through Reliance Standard.

Employee Discounts
As a Loyola staff employee, you will be eligible to receive discounts and perks from a variety of programs.

Discounts & Perks (Find the complete list at www.luc.edu/hr/discounts)

- Loyola Federal Credit Union (Discounts on Great America Tickets)
- WW® (Weight Watchers Reimagined) Program Reimbursement
- AAA Membership and Travel Services Discounts
- Cellular Service Discounts (AT&T, Sprint, and Verizon)
- Rental Car and Divvy Bike Discounts
- Fitness Membership Discounts
- Personal Computer Hardware and Software Discounts
- Florist, Restaurants, Office Products, and Invitations/Correspondence Discounts
- National Seminars Training

Please visit www.luc.edu/hr for detailed information on Loyola University Chicago benefits.

Loyola University Chicago reserves the right to change, alter, amend, or terminate benefits plans at any time.
© Loyola University Chicago, January 2020