



Gonzaga University Benefits Summary

Staff



As of October 2011

Contents

3	Benefit Plan Contact information
4	Medical Benefits
6	Dental Benefits
7	Vision Benefits
8	Premium Rates
9	Life Insurance
9	Long Term Disability
10	Supplemental Voluntary Disability
10	Long Term Care
11	Retirement Plan
12	EAP Employee Assistance Plan
12	Travel Assistance Program
13	Flexible Spending
14	Tuition Benefits
14	Wellness Programs
15	Additional Benefits
16	Sick Leave
16	Personal Leave
16	Vacation Leave
17	Holidays
17	Other Leaves

These Benefits Are Effective October 1, 2011

This Benefits Summary is provided for informational purposes only. It is not a Summary Plan Description (SPD) or Summary of Material Modification (SMM). This overview of your Gonzaga University employee benefits is intended only as a brief summary and is not binding. In the event of a conflict between information provided in this summary and the plan document, the plan document determines the benefits that will be provided. For further explanation of Gonzaga's benefit plans or other employee programs, please refer to the plan document, policy, or Summary Plan Description (SPD) that can be found at www.gonzaga.edu/benefits.

Contact Information

Benefit Plan	Member Services Phone Number	Website
Medical: Premera Blue Cross	1-800-722-1471	https://www.premera.com
Dental: Washington Dental Service	1-800-554-1907	http://www.deltadentalwa.com
Vision: VSP	1-800-877-7195	www.vsp.com
Life Insurance: The Standard	1-800-628-8600	
Long Term Disability: The Standard	1-800-368-1135	
Flex Spending: Rehn and Associates	509-534-0600 Fax: 509-535-7883	http://www.ezflexplan.com/rehn
Employee Assistance Program (EAP): Horizon Health	1-877-851-1631 Available 24 hours/day	www.horizoncarelink.com Enter standard6 as login ID Enter eap4u6 as password
Supplemental Disability: MassMutual	1- 206-346-3269	jthomsen@finsvcs.com or sreiger@fulcrumfinancialgroup.com
Voluntary Long Term Care: Unum Long Term Care	1-800-227-4165	www.unumprovident.com
Retirement:		
Fidelity	1-800-343-0860	http://www.fidelity.com/atwork
TIAA-CREF	1-800-842-2776	http://www.tiaa-cref.org
Medicare	1-800-633-4227	http://www.medicare.gov
Social Security	1-800-772-1213	http://www.ssa.gov

Refer to this list when you need to contact one of your benefit vendors. For general information contact Human Resources.

Insurance



Medical Insurance

Who is Eligible and When:

To be eligible for coverage under this plan, an employee must meet all of the following requirements:

- Be a regular and active employee who is paid on a regular basis through Gonzaga's domestic payroll,
- Regularly work full-time or part-time (minimum of 20 hours per week), or
- Be a retired employee who has served a minimum of 10 years at Gonzaga University.

Coverage for the employee and enrolled dependents may become effective on the first of the month that coincides with or next following the dates below:

- The employee's date of hire
- The date the employee meets the eligibility requirements described above.



Benefits Description:

Gonzaga University provides a comprehensive medical program that is administered by Premera Blue Cross. The Preferred Provider Program (PPO) allows covered employees and their dependents to directly access care through one of the contracted providers. When care is accessed through a contracted provider, the plan pays a higher percentage of the medical expense.

The chart below provides an outline of the coverage and a side-by-side look at the benefits provided using in-network and out-of-network providers.

PCY = Per Calendar Year

Plan Feature	In-Network	Out-of-Network
Individual Deductible PCY (Family- 3 x Individual)	\$300	Shared with In-Network
Coinsurance (Member's percentage of costs based on allowable charges after deductible)	20%	40%
Individual Coinsurance Maximum PCY Excluding Deductible (Family – 3 x Individual)	\$2,500	Not Applicable
Office Visit Copay	\$25 Copay	40%
PREVENTIVE CARE		
Preventive Care Office Visit unlimited	Covered in Full	Not Covered
Well Baby Care (visits and immunizations)	Covered in Full	
Preventive Diagnostic, Xray and Laboratory unlimited	Covered In Full	
Immunizations unlimited	Covered In Full	
Health Education (\$250 maximum PCY)	Covered In Full	
Community Wellness, Prevention and Safety Programs (shared with health education limit)	Covered In Full	
Nicotine Dependency Programs (Shared with Community Wellness)	Covered In Full	
Diabetes Health Education (Unlimited)	Covered in Full	
PROFESSIONAL CARE		
Professional Office Visit including Urgent Care	\$25 Copay	40%
Outpatient Diagnostic Imaging & Laboratory (Prof & Facility)	20%	
Inpatient Professional Services		
Outpatient Mammography (Prof & Facility)	Covered in Full	

Plan Feature	In-Network	Out-of-Network
FACILITY CARE		
Inpatient Facility	20%	40%
Outpatient Surgery Facility		
Skilled Nursing Facility (180 days maximum PCY)		
EMERGENCY CARE		
Outpatient Emergency Care	20%	
Ambulance Transportation		
Air Ambulance		
OTHER SERVICES		
Transplants (unlimited up to member annual maximum; \$75,000 donor and \$7,500 travel and lodging)	20%	Not Covered
Inpatient	20%	
Outpatient	\$25 Copay	
Chemical Dependency (No limit)		40%
Inpatient	20%	
Outpatient	\$25 Copay	
Mental Health Care		
Inpatient (No limit)	20%	
Outpatient (No limit)	\$25 Copay	
Hospice Care		
Inpatient	Subject to Deductible then Covered In Full	
Respite Care	Subject to Deductible then Covered In Full	
Home Health Care (130 visits PCY)	20%	
Medical Supplies (MS), Equipment (ME), Prosthetics (Pro) and Orthotics	20%	40%
Manipulations: Spinal and Other (24 visits PCY)	\$25 Copay	
Acupuncture (12 visits PCY)	\$25 Copay	
Rehab (Physical, Occupational, Speech and Massage Therapy; Cardiac & Pulmonary Rehab., and Chronic Pain)		
Inpatient (30 days PCY)	20%	
Outpatient (45 visits PCY)	\$25 Copay	
TMJ Disorders (\$1,000 PCY; \$5,000 lifetime)		
Inpatient	20%	
Professional Office Visit	\$25 Copay	
Orthognathic / Maxillofacial Care (\$1,000 lifetime)		
Inpatient	20%	
Professional Office Visit	\$25 Copay	
Routine Vision Exam (1 visit PCY)	\$25 Copay	
LIFETIME MAXIMUM BENEFITS	Unlimited lifetime max, \$2,000,000 Aggregate Annual max	

+Any coinsurance amounts based on a percentage of allowable charges. You may be responsible for additional charges when a provider is not contracted with Premera Blue Cross Blue Shield

PRESCRIPTION DRUGS

Tier 1 = Generic Tier 2 = Brand Tier 3 = Non-Preferred Brand

For more information on your pharmacy benefits, Including Out-Of-Network benefits, see your benefit booklet. To find out what tier applies to a specific medication, see our Preferred Drug List in your pharmacy packet or at www.premera.com.

Retail Pharmacy Copays (30 day supply)	Tier 1 / Tier2 / Tier3 \$10 / \$25 / \$50
Mail Order Copays (90 days supply)	\$25 / \$62.50 / \$125
Out of Network	Applicable Tier Cost Share, then 40%

This is not a complete explanation of covered services, exclusions, limitations, reductions or the terms under which the program may be continued in force. This benefit highlight is not a contract. For full coverage provisions, including a description of waiting periods, limitations and exclusions please contact Customer Service.

Dental Insurance



Who is Eligible and When:

To be eligible for coverage under this plan, an employee must meet all of the following requirements:

- Be a regular and active employee who is paid on a regular basis through Gonzaga’s domestic payroll,
- Regularly work full-time (minimum of 32 hours per week), or
- Be a retired employee who has served a minimum of 10 years at Gonzaga University.

Coverage for the employee and enrolled dependents may become effective on the first of the month that coincides with or next following the dates below:

- The employee’s date of hire
- The date the employee meets the eligibility requirements described above.

Benefits Description:

Gonzaga University provides a comprehensive dental program that is administered by Washington Dental Service (WDS). The Preferred Provider Program (PPO) allows you and your covered dependents to directly access care through one of the contracted providers. When care is accessed through a contracted provider, the plan pays a higher percentage of the dental expense. As a member of WDS, employees have access to the largest provider network in the country.

The chart below provides an outline of the coverage and a side-by-side look at the benefits provided using in-network and out-of-network providers.

Type of Service	Benefit Payments		
	Delta Dental PPO Dentist	Non-PPO Dentist	Out-of-State Dentist
Class I – Diagnostic & Preventive Exams, Cleanings, Fluoride, X-rays, Sealants	100%	80%	100%
Class II – Restorative Restorations, Endodontics, Periodontics, Oral Surgery	70%	60%	70%
Class III – Major Crowns, Dentures, Partials, Bridges and Implants	50%	40%	50%
Annual Maximum Per Person Benefit Period: (January 1 – December 31)	\$1500	\$1500	\$1500
Deductible (Waived on Class I) Per person/per benefit period Annual family maximum	\$25 \$75	\$25 \$75	\$25 \$75

Optional Vision



Who is Eligible and When:

To be eligible for coverage under this plan, an employee must meet all of the following requirements:

- Be a regular and active employee who is paid on a regular basis through Gonzaga's domestic payroll,
- Regularly work full-time or part-time (minimum of 20 hours per week).

Coverage for the employee and enrolled dependents may become effective on the first of the month that coincides with or next following the dates below:

- The employee's date of hire
- The date the employee meets the eligibility requirements described above.

Benefits Description:

Gonzaga University offers an optional vision program through Vision Services Program (VSP) that can be purchased on a payroll deduction basis. The plan pays higher reimbursements when VSP providers are accessed. As a member of VSP, employees have access to the largest provider network in the country.

Below is a schedule of benefits available:

Service or Material	VSP Network Doctor Benefit	Non-VSP Provider Benefit	Frequency
Eye Examination	\$10 Copay	Up to \$45.00	Available once each 12 months*
Complete initial vision analysis: includes appropriate examination of visual functions and prescription of corrective eyewear where indicated.			
Prescription Glasses	\$25 Copay	See Below	Available once each 12 months*
Single Vision	Covered with Copay	Up to \$45.00	
Bifocal	Covered with Copay	Up to \$65.00	
Trifocal	Covered with Copay	Up to \$85.00	
Frames (\$130 allowance)	Covered with Copay	Up to \$47.00	Available once every 24 months*
Contact Lenses (\$130 allowance)	No Copay	Up to \$105.00	Available once each 12 months*
Participants may receive Contact Lenses OR Prescription Glasses every 12 months. When contact lenses are obtained, the employee is not eligible for lenses and frames again for 12 months.			
Extra Discounts and Savings			
Glasses and Sunglasses	20% discount on additional glasses and sunglasses Average savings of 30% on options such as progressives and coatings		
Contacts	15% off cost of contact lens exam (fitting and evaluation)		
Laser Vision Correction	Average 15% off regular price of surgery		
*Beginning with the first date of service.			

Semi-Monthly Rates



Medical Insurance - Premera

	Total Monthly Premium	<u>Full-time</u> Semi-monthly Share	<u>Part-time</u> Semi-monthly Share	Both Spouses Employed FT at GU Semi-monthly
Employee	\$424.04	\$10.60	\$108.51	\$10.60
Employee/Spouse or Registered Domestic Partner	\$911.68	\$120.32	\$352.33	\$21.20
Employee/Child(ren)	\$750.56	\$84.06	\$271.77	\$10.60
Family	\$1,238.20	\$193.78	\$515.59	\$21.20

Dental Insurance – Washington Dental

	Total Monthly Premium	<u>Full-time</u> Semi-monthly <i>Less than 1 year/service</i>	<u>Full-time</u> Semi-monthly <i>More than 1 year/service</i>	Both Spouses Employed FT at GU Semi-monthly
Employee	\$49.29	\$24.65	\$0	\$0
Employee/Spouse or Registered Domestic Partner	\$101.15	\$50.58	\$25.93	\$0
Employee/Child(ren)	\$104.82	\$52.41	\$27.76	\$27.76
Family	\$156.68	\$78.34	\$53.69	\$27.76

Vision Insurance - VSP

	Total Monthly Premium	Semi-monthly Premium		
Employee	\$7.96	\$3.98		
Employee/Spouse or Registered Domestic Partner	\$12.72	\$6.36		
Employee/Child(ren)	\$12.98	\$6.49		
Family	\$20.92	\$10.46		

Rates are effective **October 1, 2011- September 30, 2012** – payable one month in advance. Under the IRS code section 125, payroll deductions for medical, dental and vision are automatically withheld on a pre-tax basis.

Life and Accidental Death and Dismemberment Insurance



Who is Eligible and When:

To be eligible for coverage under this plan, an employee must meet all of the following requirements:

- Be a regular and active employee who is paid on a regular basis through Gonzaga's domestic payroll,
- Regularly work full-time (minimum of 32 hours per week); or
- An active Phased Retirement participant who is on the domestic payroll.

Coverage becomes effective on the first day of the calendar month following the date the employee meets the requirements above.

Benefits Description:

Gonzaga University provides full-time employees with 2 times their annual earnings to a maximum amount of \$400,000. The amount of accidental death and dismemberment (AD&D) insurance is equal to the amount of the Life Insurance Benefit.

Employees are asked to keep updated beneficiaries on file in Human Resources.

Employer Pays 100% of the cost of the coverage.

Long Term Disability Insurance



Who is Eligible and When:

To be eligible for coverage under this plan, an employee must meet all of the following requirements:

- Be a regular and active employee who is paid on a regular basis through Gonzaga's domestic payroll,
- Employed with Gonzaga for 365 consecutive days (one year),
- Regularly work full-time (minimum of 32 hours per week).

Coverage becomes effective on the first day of the calendar month following the date the employee meets the requirements above.

Benefits Description:

Gonzaga University provides full-time employees with a long-term disability income benefit, and pays the full cost of this coverage. In the event an employee becomes disabled from a non work-related injury or sickness, disability income benefits are provided as a source of income. Employees will work with Human Resources on their application for benefits.

Long-term Disability - Staff	
Benefits Begin	91 st day of disability
Percentage of Income Replaced	66 2/3%
Maximum Benefit	\$13,000 per month

Employer Pays 100% of the cost of the coverage.

Supplemental Long Term Disability Insurance



Who is Eligible and When:

To be eligible to apply for coverage under this plan, an employee must meet all of the following requirements:

- Be a regular and active employee who is paid on a regular basis through Gonzaga's domestic payroll,
- Regularly work full-time (minimum of 32 hours per week), and
- Not currently disabled.

Benefits Description:

Employees have the option to purchase supplemental disability insurance coverage to fill in the gap between employer provided coverage and a maximum allowable coverage. This opportunity provides discounted rates that will not increase over time. The benefit is portable when employment ends. Eligible employees must contact either Sarah Reiger at (509-747-2075) or Jennifer Thompson (877-568-8825) for a personalized quote.

Employee pays 100% of premium.

Long Term Care Insurance



Who is Eligible and When:

To be eligible to apply for coverage under this plan, an employee must meet all of the following requirements:

- Be a regular and active employee who is paid on a regular basis through Gonzaga's domestic payroll,
- Regularly work full-time or part-time (minimum of 20 hours per week).

Benefits Description:

Employees have the option to purchase individual long term care coverage. The insurance pays benefits when a physician certifies that the covered participant (employee or a family member) has lost the ability, for a period of 90 days, to perform at least two of six Activities of Daily Living (ADLs), or suffers severe cognitive loss (like Alzheimer's Disease). Employees have a guaranteed benefit – with no medical underwriting – at time of initial eligibility only. Group rates are also available for a spouse, parents/grandparents (including in-laws), siblings, and children. The benefit is portable when employment ends.

Employee pays 100% of premium.



Retirement Plan

Who is Eligible and When:

To be a participant under this plan, an employee must meet all of the following requirements:

Voluntary

- Be a regular and active employee who is paid on a regular basis through Gonzaga's domestic payroll.
- Entry date is the first of the month coinciding with or immediately following the completion of one hour of service.

Mandatory

- Be a regular and active employee who is paid on a regular basis through Gonzaga's domestic payroll,
- Completed one Year of Service which is defined as a 12-consecutive month period beginning on the date of hire during which the employee is credited with at least 1000 Hours of service.
- Entry date is the first of the month coinciding with or immediately following the date the employee satisfies the requirements.

Contributions:

Voluntary Eligible participants may authorize the University to withhold a **tax-deferred** salary deduction in the University retirement plan or an **after-tax** Roth deduction on their behalf. Voluntary contributions are typically made by employees who have not yet met the requirements for the mandatory contribution or would like to contribute more than the required amount in the mandatory contribution. Deductions must be designated as a percentage of salary and are subject to the IRS limitations for the calendar year. See **Contribution Limits** below.

Mandatory Beginning with the first of the month following the completion of one Year of Service, eligible employees are required to make a pre-tax contribution of 5% of their compensation. In addition, the University will make a Matching contribution in the amount of 8.5% of compensation.

Plan Sponsor and Investments:

Participants may choose either Fidelity Investments or TIAA-CREF as their fund sponsor for this plan. Participants may elect different sponsors for voluntary and mandatory contributions. Both Fidelity Investments and TIAA-CREF offer funds across the investment spectrum including lifecycle investment options. For more information on investment options, please review the enrollment information available online or from the Human Resources Office.

Contribution Limits:

The IRS places limits on voluntary contributions in the 403(b) plan. The 2011 maximum contribution is \$16,500. There are special "catch up" contribution provisions available. If the participant is over age 50 during any part of the plan year he/she may contribute an additional \$5,000. There is also a catch up for employees with more than 15 years of service that allows some to exceed the general limit. Please contact the Human Resources Department for more information.

Vesting:

Any contribution plus or minus any earnings or losses, is always 100% vested and cannot be forfeited for any reason.

See the Summary Plan Description for more details.

Work Life Balance Benefits



EAP – Employee Assistance Plan

Who is Eligible and When:

To be eligible for coverage under this plan, an employee must meet all of the following requirements:

- Be a regular and active employee who is paid on a regular basis through Gonzaga's domestic payroll,
- Employed with Gonzaga for 365 consecutive days (one year),
- Regularly work full-time (minimum of 32 hours per week).

Coverage becomes effective on the first day of the calendar month following the date the employee meets the requirements above.

Benefits Description:

The Employee Assistance Program is offered to all employees and immediate family members of Gonzaga University through Horizon Health. Members may receive support, guidance and resources to help resolve personal issues. Services include telephone consultations, online reference information and up to 6 face to face sessions per issue per year. All calls and services are strictly confidential. HorizonCare can help with issues such as: childcare and eldercare, life improvement, difficulties in relationships, stress and anxiety, depression, personal achievement, emotional well-being, financial and legal concerns, grief and loss, identity and fraud resolutions.

Members may contact Horizon Health toll free at 877-851-1631, or visit the website at www.horizoncarelink.com, enter **standard6** as the login ID, enter **eap4u6** as the password.



Travel Assistance Program

Who is Eligible and When:

To be eligible for coverage under this plan, an employee must meet all of the following requirements:

- Be a regular and active employee who is paid on a regular basis through Gonzaga's domestic payroll,
- Employed with Gonzaga for 365 consecutive days (one year),
- Regularly work full-time (minimum of 32 hours per week).

Coverage becomes effective on the first day of the calendar month following the date the employee meets the requirements above.

Benefits Description:

The Travel Assistance Program is a comprehensive program of information, referral, assistance, transportation and evacuation services designed to help respond to a medical care situation and many other emergencies that may arise during travel. The MEDEX Travel Assist program also offers pre-travel assistance, which gives access to information on things like passport and visa requirements, foreign currency and worldwide weather. Whether the member is traveling for business or pleasure, 100 miles or 10,000 miles from home the program works to protect the member every hour, every day.

More information is available in the Human Resources Department.



Flexible Spending Accounts



Who is Eligible and When:

All regular employees of Gonzaga University who work full-time or part-time (minimum of 20 or more hours a week) are eligible to participate in the Plan on the first day of the month following their date of employment. Faculty members whose contract is the first of the month are eligible to participate on that date. Regular employees who are on the University's group medical plan, and do not otherwise meet the definition above, may participate in the Insurance Premium Plan only.

Benefits Description:

FSAs provide an important tax advantage that can help pay health care and dependent care expenses on a pre-tax basis. By anticipating their family's health care and dependent care costs for the next year, participants can actually lower their taxable income by electing a pre-tax payroll deduction to a flexible spending account.

Health Care Reimbursement FSA

This program allows Gonzaga University's employees to pay for certain IRS-approved medical care expenses with pre-tax dollars. Participants may choose any amount of plan year reimbursement up to a maximum reimbursement amount of \$5,000 per year and a minimum of \$120 per year.

Some examples of approved medical care expenses include:

- Co-pays, deductibles and coinsurance paid by the employee for services during the year
- Hearing services, including hearing aids and batteries
- Vision services, including contact lenses and eyeglasses (not covered by another plan)
- Dental services and orthodontia
- Acupuncture
- Prescription contraceptives

Dependent Care FSA

The Dependent Care FSA lets Gonzaga University employees use pre-tax dollars towards qualified dependent care such as caring for children under age 13 or caring for elders. The annual maximum amount that may be contributed to the Dependent Care FSA is \$5,000 (or \$2,500 if married and filing separately) per calendar year. Examples include:

- The cost of child or adult dependent care
- The cost for an individual to provide care either in or out of your house
- Nursery schools and preschools (excluding kindergarten)

Tuition Benefits



TUITION WAIVER

Who is Eligible and When:

Regular employees (Faculty, Administrative, Professional, Staff) are eligible to receive tuition waivers effective the semester following their hire date.

Employee Benefit:

Full-time employees are eligible for 100% tuition waiver. Part-time employees (non-faculty 20-31 hours/week; regular faculty 50%-75% contract) are eligible for 50% tuition waiver. Tuition waiver is available for undergraduate; graduate, and doctoral courses. Tuition waiver is not available for Law School courses.

Spouse and Dependent Children:

Legal spouses and dependent children of full-time employees are eligible for tuition waivers based on the employees' completed years of service before the beginning of the semester as follows: 0-1 year – 0%, 1-3 years – 50%, 3-5 years – 75%, 5 or more years – 100%. Spouse tuition waivers are for one Gonzaga University degree, either undergraduate or graduate courses only. Dependent children tuition waivers are for undergraduate courses only. Dependent children are defined as natural born, adopted or step-children under the age of 26. This policy is applied to tuition only; all related fees such as course fees, labs, books, etc. are the responsibility of the student.

See policy for more details and special grandfather provisions.

FACHEX

Students who are eligible dependents of Gonzaga employees are eligible for an undergraduate tuition exchange program with other Jesuit colleges and universities throughout the country. They must be eligible for full tuition waivers at the participating schools by which the parent is employed. FACHEX does not apply toward any study-abroad program. See policy for additional information and the application process.

TUITION EXCHANGE

Students who are eligible dependents of Gonzaga employees who are eligible for the full tuition waiver benefit may apply for the Tuition Exchange program. The Tuition Exchange program is for first time, undergraduate dependents who are applying for enrollment at one of the participating schools. There is a limited number of dependents accepted for the program and the selection is based on the employee's seniority date maintained in Human Resources. For more information and the application process, please refer to the full policy.

Wellness Program



Gonzaga University's Wellness Program helps provide optimal working conditions and enhances the physical and emotional health of employees through activities that support positive lifestyle changes. These result in improved employee morale and health-care-related cost savings. A wellness committee composed of faculty and staff directs the program and presents enjoyable activities that promote self-esteem and self-acceptance. Some of the programs offered include onsite fitness classes such as Basic Yoga, Pilates, Zumba, and a 30-Minute Fitness Challenge. There are monthly speaker events, annual flu shots, newsletters, Get Moving GU program and the ZAGFit Challenge. The ZAGFit Challenge is voluntary health improvement program where participants track their healthy lifestyle activities to earn a financial incentive.

A current schedule of events and programs can be found on the website at www.gonzaga.edu/wellness.

Additional Benefits



IDENTIFICATION CARDS (Ext. 5996): Employee identification cards give Gonzaga employees access to a variety of activities and facilities on campus: Rudolf Fitness Center, Foley Center, Law Library, Campus Bookstore, Sodexho Campus Services, athletic events and theatrical and musical presentations. I.D. card authorizations are secured from Human Resources. I.D. cards are sponsored by US Bank and, therefore, they can also be used as a US Bank ATM Debit Card if the cardholder opens an account with US Bank. **Pictures for the ID cards are taken in Student Accounts (Room 024) during limited hours. (Ext. 6812)**

RUDOLF FITNESS CENTER (Ext. 4200): Staff and Faculty are considered primary users and have free access to the Rudolf Fitness Center during all open recreation hours. Spouses & children (ages 16 – 18) of employees may pay a semester use fee, or a per-use fee. Children have access to the fitness center on Saturday and Sunday and must be supervised by their parents. For more information, contact Jose Hernandez, Rudolf Fitness Center Director at ext. 3976 or go to www.gonzaga.edu/athletics and click on Rudolf Fitness Center.

PARKING (Ext. 6147): All Gonzaga personnel must have a Gonzaga parking permit on their vehicle in order to park in designated parking areas. Parking permits may be obtained from the University Security Department, Welch Hall basement, at the cost of \$75 per year for Staff and Faculty red lot permits which can also be used in green lots. Employees that prefer to park at the Martin Center, Boone/Hamilton, upper Jepson & Schoenberg parking lots, the fee is \$65 per year for a green lot permit which cannot be used in a red lot. At all times, Astor Street along St. Al's Church is **only** available for church elderly.

FOOD SERVICE (Ext. 6906): Operated by Sodexho Campus Services, breakfast, lunch and dinner are served in the COG at the Marketplace and Sub Connection. There are several other food locations on campus including Cherry Blossom (Crosby) and Cataldo. The price of the meals varies and all facilities are open to all personnel. Bulldog Bucks loaded onto your id card make it easier to eat on and off campus at participating merchants without carrying money. You can enroll online at: www.gonzagabulldogbucks.com or at the Sodexho office in the COG. For more information regarding times of service and programs, please contact Sodexho.

MAIL SERVICES (Ext. 5697): The Mail Services Department is located in the basement of the Crosby Student Center. Hours of operation are from 9:00 a.m. to 4:00 p.m., Monday thru Friday (hours may vary). The following services are provided to University departments and personnel: Express Mail, Certified Mail (but not Registered), United Parcel Service (UPS), Fedex, Airborne shipments, and package mailing through the U.S. Postal Service – foreign mail included and postage stamps for purchase.

GU BOOKSTORE (Ext. 6390): The Gonzaga University Bookstore has two locations: in the lower level of the COG (Student Union Building) and at corner of Boone and Ruby. The store hours are 8 a.m. to 5 p.m., Monday-Friday except for summer and holidays when hours may vary. Employees receive a 10% discount on regular priced items, excluding candy, software, and sale items.

GU DISCOUNTS: Local businesses offer Gonzaga employees and their family discounts by showing their GU ID card. These discounts include services such as car care, dry cleaning, and wireless phones service. Other businesses offer discounts or special offers for food/restaurants, hotel accommodations, hearing and vision services. Check our website for the most accurate listing at: www.gonzaga.edu/benefits and click on work/life benefits.

Paid Time Off – Staff Only



Sick Leave

Who is Eligible and When:

Sick leave benefits are available to staff members (non-faculty) who work a minimum of 20 hours per week and have been employed for a minimum of 6 months.

Benefits Description:

Sick leave is accrued on a monthly basis for the purpose of protecting against loss of income and benefits in the event of a bona fide illness, injury, pregnancy and/or childbirth. Sick leave can also be used to care for an immediate family member (defined as spouse, child, mother, father, sister, brother, grandparents, grandchildren, or spouse's parents or grandparents.)

Sick leave accrues at one-fifth of a work week for each calendar month of paid service. There is no maximum accrual. Sick leave accrual begins with the first day of employment and is available for use after 6 months of employment. Unused sick leave is not paid out at the end of employment.

Personal Leave Days

Who is Eligible and When:

Personal leave is available to staff members (non-faculty) who work a minimum of 20 hours per week and are employed a minimum of six months and have at least two days of sick leave available.

Benefits Description:

On January 1 of each year, two days of sick leave are converted to two personal leave days which can be used for personal days and should be scheduled in advance and approved by the employee's supervisor.

Vacation

Who is Eligible and When:

Regular full-time (40-32 hours per week) and part-time (20-31 hours per week) employees, employed on a regular twelve-month basis, are eligible for paid vacation. Vacation becomes available after the completion of 6 months of service.

Benefits Description:

Non-exempt (40 hour per week) employees begin to accrue vacation at the rate of 6.67 hours per month (10 days per year). At five years of services, non-exempt employees will accrue at 10 hours per month (15 days per year) and at 15 years of services will accrue at 13.33 hours per month (20 days per year).

Exempt employees earn 10 hours per month (15 days per year) and at five years of service earn 13.33 hours per month (20 days per year).

Academic Associate Deans, Academic Assistant Deans, Associate Academic Vice Presidents and Associate Vice Presidents receive an immediate 20 working days per year and continue to accrue at 13.33 hours per month.

Academic Deans, Deans and Executives receive an immediate twenty-two working days paid vacation per year and continue to accrue at 14.67 hours per month.

Employees may accrue a maximum of 200% of their annual accrual. Once an employee reaches the maximum accrual, he/she will not accrue until the number of available hours drops below the 200% maximum.

Regular part-time employees accrue vacation on an equivalent pro-rated basis according to their established work schedule.

Holidays

Who is Eligible and When:

All regular employees working a minimum of 20 hours per week are eligible for holiday pay upon their hire date. Holiday pay equals one-fifth of an employee's regular work week. Part-time employees are paid holiday pay equivalent to the number of hours regularly scheduled on that day.

The University observes these holidays:

Founders Day	President's Day
Thanksgiving Day	Good Friday
Day after Thanksgiving	Easter Holiday (Monday)
Christmas Eve (if falls on Mon.-Thurs)	Memorial Day
Christmas Day.	Independence Day
New Year's Day	Labor Day
Martin Luther King Jr. Day	

Employees required to work on a holiday are paid their regular salary for the shift worked and granted an additional day's pay or day off at their supervisor's discretion. The day off should be scheduled as soon as possible after the holiday.

Human Resources publishes and distributes the annual holiday calendar, subject to change.

Other

Gonzaga University also provides paid and unpaid leave of absences depending on length of service, department work load, state and federal laws, and medical necessity.

These types of leave include:

- Family and Medical Leave
- Active Military Duty
- Washington Family Care Leave
- Adoption and Paternal Leave
- Community Service
- Jury Duty
- Death in Family

Details of these leaves and others may be found in the Gonzaga University Policy Manual.

The information in this Benefits Summary is presented for illustrative purposes and is based on information provided by the employer. The text contained in this Summary was taken from various summary plan descriptions and benefit information. While every effort was taken to accurately report your benefits, discrepancies, or errors are always possible. In case of discrepancy between the Benefits Summary and the actual plan documents the actual plan documents will prevail. All information is confidential, pursuant to the Health Insurance Portability and Accountability Act of 1996. If you have any questions about this summary, contact Human Resources.