



BENEFITS ENROLLMENT AGREEMENT

I hereby acknowledge that I received the employee Benefits-at-a-glance document. I understand that in order to elect *or opt out* of any available insurance coverage(s), I must complete the insurance enrollment via www.andrews.edu/go/mybenefits within 30 DAYS of becoming employed.

I understand that if I fail to complete the online enrollment before my effective date, I will be automatically enrolled in the high deductible health plan (employee coverage only) until the next open enrollment period or within 30 days of a qualifying event (birth or adoption of a child, marriage, divorce, death, change in status of spouse's employment).

Employee's Signature

Date

Witness' Signature

Date

Benefits At A Glance

For more detailed information, please see: www.andrews.edu/services/hr/current_employees/benefits/overview

Benefits	Full Time	Part Time	Hourly Half Time	Benefit Starting/Eligibility Date
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GROUP INSURANCE PLANS

Health Plan (Employee, Spouse, Eligible Dependents)	X*	X*		Hire date (election or opt-out must be made within 30 days of eligibility)
Dental/Vision Plan (Employee, Spouse, Eligible Dependents)	X*	X*		
Life Insurance Employee \$100,000 Spouse \$50,000 Children \$10,000	X			Hire date (if hire date is not first of the month, coverage begins first of the next month)
Voluntary Insurance through UNUM 1. Supplemental Life Insurance 2. Accidental Death & Dismemberment 3. Short term Disability 4. Accident Plan 5. Critical Illness 6. Whole Life	X*	X*	X*	Supplemental Life and AD&D available for New Hires. The rest are only available during the annual open enrollment period.
Automobile and Home Voluntary Insurance	X*	X*	X*	Hire date

RETIREMENT

Employer Basic Contribution (5% of annual earnings)	X	X	X	Hire date (More details can be found on the Andrews HR website)
Employee Contribution (with auto-escalation until your contribution reaches 15%)	X*	X*	X*	Hire date (More details can be found on the Andrews HR website)
Employer Matching Contribution (up to 3%)	X	X	X	Hire date (More details can be found on the Andrews HR website)

TUITION BENEFIT

Employee	X			First day of work (Up to 4 credits per semester through doctoral level)
Spouse	X			First day of work (Up to 4 credits free plus 50% of the tuition cost through master's level)
Children	X			First day of work (35% Commute; 60% Dormitory attending a Lake Union SDA School for K-12)

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TIME OFF

Holidays - 9 days (dates and times set each year)	X	X	X	First day of work
Vacation - Based on a full year of service 0 - 4 years - 2 weeks 5 - 9 years - 3 weeks 10+ years - 4 weeks	X	X	X	First day of work
6 Short Term Sick Days (Hourly Employees only)	X	X	X	First day of work
4 Long-Term Sick Leave (Hourly Employees only)	X	X	X	First day of work
Extended Sick Leave (Salaried Employees only)	X	X		Paid sick leave time is available within a given twelve-month period for extended leave time beyond one week
Long Term Disability	X			Hire Date
Bereavement Leave	X	X	X	First day of work (up to 3 days – certain limitations apply)
Jury Duty	X	X	X	First day of work (will be paid for the hours lost during your regular workweek while you serve on jury duty or during jury selection)
FMLA	X	X	X	Available when an employee has worked for at least 12 months in total and for at least 1,250 hours during the 12-month period
Worker's Compensation	X	X	X	First day of work
Personal Leave (unpaid)	X	X	X	After 12 months of service

OTHER BENEFITS

Flexible Spending Account	X*	X*		First day of work Initial and annual open enrollment periods apply
Health Savings Account	X*	X*		First day of work Initial and annual open enrollment periods apply
Dining Services (25% discount at the cafeteria)	X	X	X	First day of work
Library (free of charge)	X	X	X	First day of work
Verizon and AT&T Employee Discount	X	X	X	First day of enrollment 15% discount on phone plan 25% off the monthly service charge
Andreasen Center for Wellness	X	X		Free membership
Caring Connection	X	X	X	Hire date – Employees Assisting Employees www.andrews.edu/employees/caringconnection/

X = Benefit

* = Employee contributes/pays premium

Updated: 11/29/2023