

**MISSOURI STATE UNIVERSITY
OFFICE OF HUMAN RESOURCES**

**BENEFITS SUMMARY
STAFF ORIENTATION
January 2021**

This booklet summarizes the University's benefit programs available to Staff, including:
Group Medical Plan
Group Dental Plan
Voluntary Benefits
Retirement

The full benefit booklet for each of these programs is available online. Employees who have questions about the University's benefit programs should contact the Office of Human Resources (ext. 65102) for assistance. Additional information is also available on the Human Resources website at <http://www.missouristate.edu/human/benefits.html> and in chapter 6.0 of the *Employee Handbook* available at <http://www.missouristate.edu/human/staffhandbook/Chapter6.htm>.

I. INSURANCE PROGRAMS

Group Medical, Group Dental, Life, Accidental Death and Dismemberment, Long Term Disability

Coverage for new employees becomes effective on the first day of the month following the first date of employment. For example, a newly hired employee who starts employment on May 10th will have an insurance effective date of June 1st.

Coverage ends on the last day of the month following termination. For example, an employee who resigns on May 10th would have an insurance termination date of May 31st.

A. Group Medical Plan

The University's medical plan is a self-funded plan administered by Med-Pay, Inc., a Third Party Administrator.

The University offers two plans for our employees to choose from, the Base Plan and the Buy-Up Plan. The portion of the premium paid by employees for their coverage is approximately 8% of the total cost for medical coverage. The balance is paid by the University. Premiums are payroll deducted.

The employee premium may be reduced with participation in various wellness activities announced in the fall. Employees whose employment begins on or after September 1st will have \$30.00 of the employee premium waived for the remainder of the calendar year and the following calendar year in order to provide the employee an opportunity to participate in the wellness activities.

Family medical coverage is available for employees who wish to also cover their dependents, including spouses, sponsored dependents, children and other eligible dependents. Employees who elect dependent medical coverage pay the full premium cost of dependent coverage.

Employees may decline the University's group health insurance. Employees who decline the coverage for themselves are also declining coverage for their family members. Employees who decline the coverage will not receive compensation or an increase in salary in lieu of the coverage.

Both medical plan options are full coverage plans and are compliant with the Affordable Care Act. Benefits include coverage of preventive services, hospital services, office visits, diagnostic tests, physical therapy, mental and behavioral health, prescription drugs as well as many other medical services.

Utilization of On-Campus Clinics, providers participating in the Mercy Health Plans Preferred Provider Organization (PPO), and pharmacies participating with Elixir will provide the employee with the best benefit at the lowest overall cost to the employee and University. Employees are free to choose their own providers with benefits available for both Participating and Non-Participating Providers. However, utilization of Non-Participating providers results in the lowest benefit and additional cost to the employee.

On-Campus Clinics include:

- a. Health and Wellness Center (including the pharmacy)
- b. Physical Therapy Clinic
- c. Speech and Hearing Clinic
- d. Learning Diagnostic Clinic
- e. Center City Counseling Center

A list of Mercy Health System PPO providers is available on the Human Resources webpage at: <https://healthplan.mercy.net/directory/search>

A list of pharmacies participating with Elixir is also available on the Human Resources webpage at www.missouristate.edu/human/Pharmacies.htm.

Refer to the [Schedule of Benefits](#) for Details on Plans

Links to the general information for each plan: [Base plan](#)
[Buy-Up Plan](#)

Missouri State University
2021 Medical and Pharmacy Benefits

Member Responsibility

Base Plan	Mapco Health Center	In-Network	Out-of-Network
Medical Benefits			
Preventive Care	0% Plan Pays 100%	0% Plan Pays 100%	Regular Benefits
Deductible Individual (maximum) Family (maximum)	\$0 \$0	\$1,600 \$3,200	\$1,200 \$6,400
Coinurance Individual (maximum) Family (maximum)	20% \$2,000 \$4,000	20% \$2,000 \$4,000	40% \$4,000 \$8,000
Office Visit Copay Primary Care* Specialist*	\$10 \$10	\$40 \$60	N/A N/A
Emergency Room Deductible (per incident)*	N/A	\$500	\$500
*Copay & ER Deductible Individual (maximum) Family (maximum)	\$1,750 \$3,500	No Maximum No Maximum	No Maximum No Maximum
Total Medical Out of Pocket Individual (maximum) Family (maximum)	\$5,350 \$10,700	No Maximum No Maximum	No Maximum No Maximum
Pharmacy Benefits			
Pharmacy Preventive	0% Plan Pays 100%	0% Plan Pays 100%	N/A
Pharmacy All Other	20%	30%	N/A
Total Pharmacy Out of Pocket Individual (maximum) Family (maximum)	\$2,000 \$4,000	\$2,000 \$4,000	N/A N/A
Total Out of Pocket Maximum** Individual (maximum) Family (maximum)	Mapco + In-Network \$7,350 \$14,700	Out-of-Network No Maximum No Maximum	Out-of-Network No Maximum No Maximum
<small>Out-of-Network amounts do not include eligible amounts, including amounts over Usual and Customary.</small>			
Monthly Premium	Without Incentive	With Incentive	
Employee Only	\$40	\$10	
Employee + Spouse	\$380	\$350	
Employee + Child(ren)	\$280	\$250	
Employee + Family	\$435	\$405	

Missouri State University
2021 Medical and Pharmacy Benefits

Member Responsibility

Buy-Up Plan	Mapco Health Center	In-Network	Out-of-Network
Medical Benefits			
Preventive Care	0% Plan Pays 100%	0% Plan Pays 100%	Regular Benefits
Deductible Individual (maximum) Family (maximum)	\$0 \$0	\$800 \$1,600	\$1,600 \$3,200
Coinurance Individual (maximum) Family (maximum)	20% \$2,000 \$4,000	20% \$2,000 \$4,000	40% \$4,000 \$8,000
Office Visit Copay Primary Care* Specialist*	\$5 \$5	\$20 \$30	N/A N/A
Emergency Room Deductible (per incident)*	N/A	\$250	\$250
*Copay & ER Deductible Individual (maximum) Family (maximum)	\$700 \$1,400	No Maximum No Maximum	No Maximum No Maximum
Total Medical Out of Pocket Individual (maximum) Family (maximum)	\$3,500 \$7,000	No Maximum No Maximum	No Maximum No Maximum
Pharmacy Benefits			
Pharmacy Preventive	0% Plan Pays 100%	0% Plan Pays 100%	N/A
Pharmacy All Other	20%	30%	N/A
Total Pharmacy Out of Pocket Individual (maximum) Family (maximum)	\$1,500 \$3,000	\$1,500 \$3,000	N/A N/A
Total Out of Pocket Maximum** Individual (maximum) Family (maximum)	Mapco + In-Network \$5,000 \$10,000	Out-of-Network No Maximum No Maximum	Out-of-Network No Maximum No Maximum
<small>Out-of-Network amounts do not include eligible amounts, including amounts over Usual and Customary.</small>			
Monthly Premium	Without Incentive	With Incentive	
Employee Only	\$76	\$46	
Employee + Spouse	\$416	\$386	
Employee + Child(ren)	\$316	\$286	
Employee + Family	\$471	\$441	

B. Dental Benefits

The University's dental plan is a self-funded plan administered by Med-Pay, Inc., a Third Party Administrator.

Employees pay no premium for their coverage. It is fully paid by the University. Family dental coverage is available for employees who wish to also cover their dependents, including spouses, sponsored dependents, children and other eligible dependents. Employees who elect family dental pay full cost for that coverage.

Employees may decline the University's dental insurance. Employees who decline the coverage for themselves are also declining coverage for their family members. Employees who decline the coverage will not receive compensation or an increase in salary in lieu of the coverage.

Utilization of the Connection Dental Network will provide the employee with the best benefit at the lowest overall cost to the employee and University. Employees are free to choose their own providers with the same benefits available for both Participating and Non-Participating Providers. However, Non-Participating providers are subject to usual and customary allowances which may result in additional cost to the employee. **Orthodontia is not covered.**

A list of participating providers can be found at:

<https://ppousa.com/Connection-Dental-Network/Dentist-Search/>

**Missouri State University
2021 Dental Benefits
Member Responsibility**

Dental Plan	Participating and Non-Participating Providers
Dental Benefits	
Deductible Individual (maximum) Family (maximum)	\$50 \$150
Type I / Class A Preventive Care (no deductible applied) Cleanings, Exams, X-Rays (limitations apply)	20%
Type II / Class B Basic Restorative Services Fillings, Extractions, Periodontics, Endodontics	20% + deductible
Type III / Class C Major Restorative Services Crowns, Dentures	50% + deductible
Type IV / Class D TMJ (Temporomandubular Joint Dysfunction)	50% + deductible
Maximum Benefit Paid by Plan (Per Calendar Year)	\$1,000
Monthly Premium	
Employee Only	\$0
Employee + Spouse	\$27.25
Employee + Child(ren)	\$21.22
Employee + Family	\$42.78

C. Life Insurance and Accidental Death and Dismemberment

Life insurance coverage is underwritten by CIGNA Life Insurance Company. The University provides each employee with basic term life insurance coverage equal to his/her basic annual

earnings or with a minimum \$50,000 of coverage if the annual earnings is less than \$50,000.

The University also provides accidental death and dismemberment (AD&D) coverage equal to an employee's basic life insurance coverage amount.

D. Long Term Disability

This coverage is underwritten by the CIGNA Life Insurance Company and is paid in full by the University. The policy provides a monthly income to an employee if they become totally disabled for an extended period as a result of an accident or illness. Benefits begin after a waiting period of the later of 180 calendar days or the date the employee's accumulated sick leave payments end. Benefits are equal to 60% of the employee's regular monthly earnings (up to a maximum amount of \$10,000 per month) and continue as long as the employee remains disabled or until age 65. Additional benefits beyond age 65 may be available if the disability occurs after age 60.

E. Worker's Compensation Insurance

Workers' Compensation Insurance provides for the payment of medical expenses and compensation to an employee who suffers the effects of an injury or who incurs an occupational disease arising out of and in the course of employment with the University. This coverage is fully funded by the University with no cost to the employee.

Compensability under Workers' Compensation is set by state statutes and not by the University. Employees injured in a work-related accident or who incur an illness arising from the course of employment should contact the Office of Human Resources. Additional information regarding the Workers' Compensation policy and procedures is included in this orientation packet and at <http://www.missouristate.edu/human/79501.htm>.

F. Employee Assistance Program (EAP)

The EAP is a free, confidential service to help you and your immediate family members with a wide range of problems. The University provides two programs. One is through CIGNA and the other through Mercy. Services are available 24 hours a day, 7 days a week and 365 days a year. An EAP can help you by providing information, support and referral services to assist you with any of life's concerns. The assistance may include telephonic, web-based and/or face-to-face counseling.

For information about the CIGNA "Life Assistance" program contact 1-800-538-3543 or visit <https://www.cignabehavioral.com/cgi>. For more information on the services offered by Mercy, visit the website at <https://www.ndbh.com/> and use the code "msu" or refer to the Human Resources website, <https://www.missouristate.edu/Human/employee-assistance-program.aspx>

G. Voluntary Benefits

The University also provides certain voluntary benefits to full-time employees. Premiums for voluntary benefits are paid through payroll deductions. When possible these premiums may be paid through the Cafeteria Plan. Additional information is available on the Human Resources web page at <https://www.missouristate.edu/human/insurance.aspx>. Voluntary benefits include:

- VSP vision insurance (2 plans available)
- Allstate critical illness insurance
- Allstate accident insurance
- Allstate universal life insurance
- CIGNA term life insurance

Employees may purchase additional term life insurance (called supplemental life insurance) on themselves in increments of one, two, three, four, or five times the annual earnings rounded to the next \$1,000. The rates for this coverage are based on age and amount of coverage chosen. Employees may also purchase dependent life insurance coverage for their spouse, sponsored dependent and/or eligible children. Premiums are paid through monthly payroll deductions according to the following rates:

Employee Supplemental Life Insurance Rates			
Age Brackets	Cost per \$1,000	Age Brackets	Cost per \$1,000
Less than age 30	\$0.04	50-54	\$0.22
30-34	\$0.05	55-59	\$0.42
35-39	\$0.07	60-64	\$0.65
40-44	\$0.09	65-69	\$1.26
45-49	\$0.14	70 and older*	\$1.83
*Basic and supplemental coverage reduces to 65% at age 70; to 50% at age 75; and to 30% at age 80.			

Dependent Life Insurance Rates			
Options	Coverage		Monthly Cost
Option 1	Spouse: \$10,000	Child(ren): \$5,000	\$2.30
Option 2	Spouse: \$20,000	Child(ren): \$10,000	\$4.60
Option 3	Spouse: \$30,000	Child(ren): \$20,000	\$7.80
Option 4	Spouse: \$40,000	Child(ren): \$20,000	\$17.40
Option 5	Spouse: \$50,000	Child(ren): \$20,000	\$27.40

II. CAFETERIA PLAN

Employees may participate in the Missouri State Employees' Cafeteria Plan. The Cafeteria Plan allows employees to contribute money to an account on a pre-tax basis. This money can be used for payment of certain voluntary insurance coverage and eligible health care expenses and/or child/dependent care expenses. Under current tax law, any before-tax benefit payments made through the Cafeteria Plan will not be subject to federal income tax, state income tax, or social security taxes. As a result, the taxes withheld from an employee's paycheck are less.

It is important to understand how the Cafeteria Plan works, its restrictions and limitations, before choosing to participate. As an example, participation in the flexible spending account requires employees to carefully estimate their allowable expenses for the Cafeteria Plan year. Funds remaining in the account past the filing deadline at the end of the year will be forfeited. Additional guidelines, the enrollment agreement form for participation, and other important information concerning this plan are included in the benefits packet.

Employees who begin employment with Missouri State University after the open enrollment period and who wish to participate in the Cafeteria Plan must enroll within 31 days of their hire date.

III. LEAVE BENEFITS

A. Vacation Leave

Employees on a full-time regular appointment are eligible to receive paid vacation based upon a monthly accrual rate established upon employment.

The monthly accrual rate for non-exempt employees is determined by years of service with the University:

Non-Exempt Employee Vacation Accrual Summary			
Years of Service	Monthly Accrual	Annual Accrual	Maximum
Less than 5 years	6.67 hours	80 hours (10 days)	160 hours (20 days)
At least 5 but less than 10 years	10 hours	120 hours (15 days)	240 hours (30 days)
10 or more years	13.34 hours	160 hours (20 days)	320 hours (40 days)

The monthly accrual rate for exempt employees is not determined by years of service. Vacation accrual for exempt employees is determined by their immediate supervisor upon employment. The annual vacation allowance for exempt employees can be 15 or 20 days.

Exempt Employee Vacation Accrual Summary		
Monthly Accrual	Annual Accrual	Maximum
10 hours	120 hours (15 days)	240 hours (30 days)
13.34 hours	160 hours (20 days)	320 hours (40 days)

The accrual rates shown above apply to staff on full-time, twelve-month appointments. Staff with appointments of less than twelve months, (e.g., 9-month or 10-month) will accrue vacation on a pro-rated basis to twelve-month employees. Employees will accrue leave with a minimum of 80 hours paid time in a pay period.

Employees accrue vacation monthly and may carry days over from one month to the next. However, the accrual is limited to a maximum amount of two times the employee's annual allowance. For example, if an employee earns vacation at the rate of 6.67 hours each month (10 days per year), the employee may accumulate up to a maximum of 20 days. Any amount of leave over the maximum accumulation of two times the annual allowance is lost at the end of the fiscal year in which the maximum accumulation has been reached.

B. Sick Leave

All staff employees on a full-time regular appointment accrue paid sick leave at the rate of 8 hours (one day) per month of employment. Employees will accrue leave with a minimum of 80 hours paid time in a pay period. Sick leave may be accrued without a limit on the number of hours.

C. Personal Leave (applies to staff only)

All staff employees on a full-time regular appointment are eligible to use 24 hours (three days) of paid sick leave for personal leave. If used, the personal leave day(s) will be deducted from the employee's sick leave balance. If the personal leave day(s) is not used, it is not lost, but accumulates as paid sick leave. Personal leave may be granted for any reasons deemed important to the employee, such as: community service, legal business, birthday, anniversary, graduation, home repairs, or funeral of anyone not covered by the Funeral Leave Policy, see section E.

D. Family Medical Leave (applies to staff only)

Staff employees on a full-time regular appointment are eligible to use paid sick days for illness or injury of their spouse, sponsored dependent, child(ren), parents, mother-in-law, father-in-law, or other family member who requires the employee's personal care and attention. If paid sick time is used for a family illness or injury, it will be deducted from the employee's current paid sick leave balance.

E. Funeral Leave (applies to staff only)

Paid funeral leave of up to 40 hours (5 consecutive days) may be granted for each funeral involving a family member or close relative as defined in the *Employee Handbook*.

IV. SOCIAL SECURITY (OASDI)

All employees are required to participate in the Federal Social Security Program. Employee contributions are made through payroll deduction. For 2021, the employee will contribute 7.65% and the University will contribute 7.65% on earnings up to \$142,800. (The 7.65% is the combined Social Security 6.20 and the Medicare portion of 1.45%.) In addition, the Medicare tax applies to all earnings. Individuals with more than \$200,000 (\$250,000 for married couples filing jointly) pay an additional 0.9 percent in Medicare taxes.

V. RETIREMENT

All employees on full-time regular appointments are enrolled in the Missouri State Employees' Retirement System, referred to as MOSERS. MOSERS is a defined benefit, public retirement plan. Eligibility and length of service requirements for normal retirement and early retirement are described fully on the MOSERS website at <http://www.mosers.org>. Effective January 1, 2011, a new MOSERS contributory plan, MSEP 2011, was instituted. New employees enrolled in MOSERS hired effective January 1, 2011 or later will contribute 4% of their monthly salary, the University contributes 22.88%. Employee will be vested after five years. Those employees who have had service prior to 2011 under MOSERS will **not** contribute 4% of their monthly salary.

VI. SUPPLEMENTAL RETIREMENT SAVINGS

Optional retirement savings are available through defined contribution plans i.e., 403(b) and 457.

A. Section 403(b) Plan

All employees, including part-time, (except student workers) may elect to participate in a tax-sheltered investment program under Section 403(b) of the Internal Revenue Code. This voluntary option also includes the opportunity to save under a 403(b) Roth account. Contributions to a 403(b) plan are limited by the Internal Revenue Service (IRS) to the lesser of \$19,500 or 100% of gross annual salary. The Office of Human Resources website, <http://www.missouristate.edu/human/approv.html> contains additional information such as the written Plan Document and the available vendors. Employees interested in participating in a tax-sheltered investment program must contact an agent from one of the approved companies listed on the website. Additional information about investment options can also be obtained from each of the vendors. From this website employees may access the "Retirement Manager" which is a convenient, secure, web-based access point from which you can manage your retirement plan accounts anytime and anywhere, 24 hours a day, seven days a week.

B. Section 457(b) Plan

Employees may participate in the State of Missouri 457 Deferred Compensation Plan, which is administered by ICMA-RC. Contributions to a 457 plan are limited by the Internal Revenue Service (IRS) to the lesser of \$19,500 or 100% of gross annual salary. ICMA-RC is responsible for calculating and monitoring contributions that exceed the general limit. The rules for exceeding the deferral on the 457 plan differ from a 403(b) plan. Employees must contact the ICMA-RC office in Jefferson City, Missouri at (800) 392-0925 (option 3, ext. 3) to speak with our service area representative, Ms. Ronda Peterson. The ICMA-RC representative will assist the employee in completing the appropriate forms and will forward the forms to Jefferson City for processing. ICMA-RC will forward documentation to the University's Payroll Office indicating the amount and the date to start the salary deferral. Additional information is available on the Human Resources webpage at:

<http://www.missouristate.edu/human/approv.html>

VII. SECTION 529 PLAN

The University participates in the State of Missouri Section 529 Plan, called MOST (Missouri Saving for Tuition). The MOST program allows employees to set aside money for qualified higher education expenses such as tuition, fees and the cost of books, supplies and equipment, and with some limitations the cost of room and board. Eligible educational institutions are accredited, postsecondary educational institutions and certain proprietary institutions and postsecondary vocational schools and some institutions in foreign countries which offer credit towards a bachelor's degree, an associate's degree, a graduate level or professional degree or other recognized postsecondary credential. Information about the MOST program can be found online at: <http://www.missouristate.edu/human/most.htm>

VIII. MO ABLE PROGRAM

MO ABLE account is an investment account that allows qualified individuals with disabilities or parents or guardians of individuals with disabilities to save and invest money without losing eligibility for certain public benefit programs, like Medicaid or SSI. This account is made possible by the federal Achieving a Better Life Experience Act in 2014. MO ABLE accounts are similar to a 529 college savings account or 401(k) retirement plan and can work alongside Special Needs Trusts. They can also function like a regular checking account. For more information see www.moable.com

IX. EDUCATIONAL BENEFITS - COURSE ENROLLMENT FEE WAIVERS

A. Credit Course Fees

Employees on a full-time regular appointment may have the tuition and student fees for up to fifteen (15) credit hours of college courses paid by the University in an academic year (Fall, Spring, Summer, Intersession). Employees who enroll in more than 15 credit hours in a year must pay the required tuition and student fees for all courses over fifteen (15) credit hours per year. This benefit is not applicable to non-credit courses, book costs or any special fee pertaining to a specific class or private instruction. Participation in courses must not interfere with the employee's normal work responsibilities. If participation occurs during scheduled work hours, arrangements must be made with supervisor for work responsibilities to be completed.

Employees may assign part or all of the 15-hour benefit to a spouse, sponsored dependent and/or eligible dependents. Under this benefit an eligible dependent child is an employee's son, stepson, daughter, and stepdaughter. Such child(ren) must be a dependent of the employee and must not have attained the age of 24 years. A child(ren) of divorced or separated parents is treated as a dependent of both parents where (1) the parents are divorced, legally separated, or separated under a written separation agreement; (2) the child(ren) receives over half of his/her support from his/her parents; and (3) the child(ren) is in the legal custody of one or both parents for more than half the calendar year. To receive this educational benefit, the individual must have been admitted to

Missouri State University or qualify for the high school early admission program and meet all academic requirements stipulated in the *Missouri State University Catalog*.

Full-time regular faculty and staff employees who are eligible for the credit course fee waivers as described above may apply one-half of the total undergraduate credit hour benefit to their eligible dependent children who attend Greenwood Laboratory School toward payment of required student fees.

Credit course fee waiver requests can be accessed by employees through the Profile tab at www.my.missouristate.edu under Employment Details – Benefits. As an additional convenience, employees may also check the number of their credit course fee waiver hours used from the Profile tab as well. Fee waiver requests that are approved are entered into the fee payment system and after approval are automatically applied to fees within 24 hours.

B. Noncredit Course Fees

Employees on full-time regular appointments may receive assistance with course fees to enroll for noncredit courses offered by many Missouri State University departments. Some departments included, but not limited to are:

- Management Development Institute
- Small Business and Technology Development Center
- Foster Recreation Center/Fitness and Wellness Programs
- Health and Wellness Center/Fitness and Wellness Programs
- Faculty Center for Teaching and Learning sponsored courses and seminars
- Human Resources Employee Development and Performance sponsored courses and seminars.

The University will pay \$150 per employee, per fiscal year (July 1 through June 30). The fee benefit will be for course fees only and will not be applicable to special book fees, lab fees, or other special fees other than the course fees. The course enrollment must not interfere with the employee's normal work responsibilities. If participation occurs during scheduled work hours, arrangements must be made with supervisor for work responsibilities to be completed. Noncredit course fee assistance is for the employee only, and does not extend to family members.

To receive the enrollment benefit, the employee must register for the class through the Profile tab at www.my.missouristate.edu under Professional Development – *My Learning Connection*. Employees will utilize a discount code to apply at checkout for payment of course fees.

X. PAY PROCEDURE - DIRECT DEPOSIT

Pay is disbursed on the last banking day of the month. Employees will have their pay deposited directly to a financial institution of their choice. The University is required to deduct withholdings for federal and state income taxes, social security taxes, and retirement contributions from an employee's salary each month. Additionally, the University will withhold voluntary deductions for: University group medical, dental, and life insurance; participation under the Missouri State Employees' Cafeteria Plan; deposits to the Educational Community Credit Union; donations to United Way and/or the Missouri State University Foundation; salary reductions for a University-approved 403(b) tax-sheltered program, salary deferral to ICMA-RC, union dues, and contributions to the Missouri Savings for Tuition (MOST) program. A direct deposit of payroll, the authorization form must be completed and submitted to the Payroll Office by the end of the month in order to take effect the following month. The direct deposit form is available at www.missouristate.edu/financialservices/directdepositforpayroll.htm.

XI. MISSOURI STATE UNIVERSITY IDENTIFICATION CARD (BearPass)

Every employee on a full-time regular appointment is issued a picture identification card. Employees may use their BearPass for use of the Library, Bookstore, Health & Wellness Center, recreational facilities, check cashing, and other benefits. .

XII. PERSONNEL FILES

The Office of Human Resources maintains the personnel files for all employees. We hope employees make every effort to supply all of the information that was requested during the employment process. Please contact the Office of Human Resources to report changes or to provide appropriate updates. Listed below are some of the changes that should be reported.

<u>Nature of Change</u>	<u>Records That Need to be Changed</u>
Name, Address, Marital Status, Dependents for Tax Withholding	Personnel Files, W-4, Retirement System Record, Insurance Records, Cafeteria Plan
Attainment of Additional Degree (furnish transcript)	Department Records, Personnel File
Home Telephone, Spouse's Name, Campus Address	Personnel File
Change in Life Insurance Beneficiary Information	Life Insurance Records

XIII. OTHER UNIVERSITY FACILITIES AND SERVICES

- A. ATM's
- B. Athletic Events
- C. BearLine Shuttle Service
- D. Bookstore Discounts (10%)
- E. Campus Communications
- F. Campus Recreation
- G. Center City Counseling Center (Located in Park Central Office Building)
- H. Check Cashing (Bursar's Office)
- I. Copy This
- J. Counseling Services (Located in Health & Wellness Center)
- K. Credit Union
- L. Deferred Payment
- M. Designated Performing Arts Activities (Juanita K. Hall for Performing Arts, Coger Theater, Ellis Recital Hall, Ozarks Celebration)
- N. Food Service – Vendors and Union Club in Plaster Student Union, Dining Dollars for Faculty and Staff (<https://dineoncampus.com/missouristate/faculty-and-staff>)
- O. Foster Recreation Center
- P. Learning Diagnostic Clinic
- Q. Library
- R. Missouri State University Child Development Center
- S. Notary Public (see list at www.missouristate.edu/dos/notaries.htm)
- T. Physical Therapy Clinic
- U. Plaster Student Union Facilities
- V. Postal Services
- W. Recreational Facilities (Hammons Student Center; Plaster Sports Complex)
- X. Safety & Transportation
- Y. Speech and Hearing Clinic
- Z. Spouse BearPass Card
- AA. Health & Wellness Center (On Campus Clinic and Pharmacy)
- BB. Testing Services (Located in the Library)
- CC. University Sponsored Events

XIV. REQUIRED NOTICES

Annual Notice

<https://www.missouristate.edu/DOS/AnnualNotice.htm>

Legal Notices

<https://www.missouristate.edu/assets/human/LegalNotices2020V2.pdf>

Summary of Benefits and Coverage (Base Plan)

<https://www.missouristate.edu/Assets/human/202101MSUBasePlanSBC.pdf>

Summary of Benefits and Coverage (Buy-Up Plan)

<https://www.missouristate.edu/Assets/human/202101MSUBuy-UpPlanSBC.pdf>