

STAFF BENEFITS SUMMARY

2022 PLAN YEAR



2022 Staff Orientation

The purpose of this is to educate you about your benefits package. The full plan documents for these benefits are available online. Employees who have questions about the University's benefit programs should contact the Office of Human Resources for assistance. Additional information is also available 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>

Included is an overview of benefits and benefit changes for informational purposes.

- Online Benefit Platform
- Coverage effective date
- Changing benefits
- Medical
- Dental
- Vision
- Cafeteria Plan/ Flexible spending
- Employee Assistance Program (EAP)
- Term Life Insurance
- Group Universal Life Insurance
- Long-Term Disability
- Short-Term Disability
- Accident insurance
- Critical Illness insurance
- Retirement Plans (MOSERS, 403(b), 457)
- Missouri MOST Program
- MO ABLE
- Fee Waiver Program (Credit and Non-Credit)
- Workers Compensation
- Change of Personal Information
- Time away from work

Online Benefit Platform – Enroll or decline benefits to fit your unique needs. You may enroll by phone 417-836-3000/ 877-282-0808 or utilize the online enrollment platform at <https://my.missouristate.edu/> Benefit counselors will also reach out via phone during your new hire enrollment period to assist with enrollment process. The online platform houses benefit information as well as your personalized enrollment elections.

When coverage begins: Coverage requires enrollment and enrollment must be completed within 30 days of hire. Coverage for new employees becomes effective on the first day of the month following the first date of employment. Coverage ends on the last day of the month following termination. (Example: hire date May 10 would have coverage effective June 1). Medical and dental coverages are paid advance; enrollment timing and payroll periods could result in multiple deductions on your first paycheck.

Changes outside of new hire period- Open enrollment for benefit eligible staff and faculty is held annually in the fall. Open Enrollment is the period during which you can elect/decline/or make changes to your medical/dental/vision and Cafeteria plan benefits for the upcoming calendar year. After your new hire period changes can only be made at open enrollment, or within **31 days of a qualified event**.

Medical and Prescription Drugs – Employees have the choice of two (base and buy-up) PPO plan options. Plans are self-funded and administered by Med-Pay, Inc a third-party administrator. Both plans feature 100 % coverage on preventive care and reduced cost with utilization of Mager’s Health and Wellness Center. Second tier benefits are provided for services rendered with Mercy Health Plans PPO participating providers. Third tier available for out of network providers. We encourage employees to review the medical plan and compare the plan options. Missouri State University pays a significant portion of employee premiums for Health Insurance. Employee’s may also participate in the annual wellness incentive to earn up to an additional \$30 per month savings. **Employee’s whose employment begins on or after September 1st will receive the wellness discount for the remainder of the calendar year and the following calendar year to provide the employee an opportunity to participate in the wellness activities.*

On-campus clinics: Utilization of On-Campus clinics will provide employees with the highest level of savings under both PPO plans.

Clinics include:

- Mager’s Health & Wellness Center
- Speech & Hearing Clinic
- Mager’s Pharmacy
- Learning Diagnostic Clinic
- Physical Therapy clinic
- Center City Counseling Center

Prescription drug coverage – Prescription drug coverage is included as part of the base and buy-up medical plans. Mager’s Health and Wellness Center Pharmacy is an Elixir preferred provider. Save an additional 10% by utilizing the Mager’s pharmacy over other In-network pharmacies. Both base and buy-up plans participate in the following RX programs:

Generic Incentive – Covered expenses are limited to the cost of a generic drug if an equivalent generic drug is available when a multi-source brand name drug is dispensed. In addition to the coinsurance, the covered person must pay the difference between the cost of the generic drug and the multi-source brand name drug. This is a significant increase in the incentive to use generic drugs when available and has been necessary to reduce unnecessary pharmaceutical costs to the health plan.

Step Therapy - This program requires you to try a particular drug that is cheaper before you can move to a more expensive choice. However, if you have already tried the cheaper drug without benefit, you will not have to try it again if you obtain documentation from your doctor.

Declination of Medical coverage: Employees may decline the University’s medical plan. Under the Affordable Care Act, Employees may choose to purchase plans on the Health Insurance Marketplace also known as the Health Insurance Exchange. Re-enrollment is allowed only during open enrollment or within 30 days of a qualifying life event.

Missouri State University
2022 Medical and Pharmacy Benefits

Member Responsibility

Buy-Up Plan	Magers 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
Coinsurance Individual (maximum) Family (maximum)	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
Total Medical Out of Pocket Individual (maximum) Family (maximum)	\$3,500 \$7,000		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		
Total Out of Pocket Maximum** Individual (maximum) Family (maximum)	Magers + In-Network \$5,000 \$10,000		Out-of-Network No Maximum No Maximum
**Total Out of Pocket Maximum does not include ineligible amounts, including amounts over Usual and Customary.			
Monthly Premium	Without Incentive	With Incentive	
Employee Only	\$81	\$51	
Employee + Spouse	\$444	\$414	
Employee + Child(ren)	\$337	\$307	
Employee + Family	\$502	\$472	

Missouri State University
2022 Medical and Pharmacy Benefits

Member Responsibility

Base Plan	Magers 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	\$3,200 \$6,400
Coinsurance Individual (maximum) Family (maximum)	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
Total Medical Out of Pocket Individual (maximum) Family (maximum)	\$5,350 \$10,700		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		
Total Out of Pocket Maximum** Individual (maximum) Family (maximum)	Magers + In-Network \$7,350 \$14,700		Out-of-Network No Maximum No Maximum
**Total Out of Pocket Maximum does not include ineligible amounts, including amounts over Usual and Customary.			
Monthly Premium	Without Incentive	With Incentive	
Employee Only	\$40	\$10	
Employee + Spouse	\$380	\$350	
Employee + Child(ren)	\$280	\$250	
Employee + Family	\$435	\$405	

Dental Plan- The University offers a comprehensive dental plan. With Preventative Care services offered at 100% and a per covered individual calendar year benefit maximum up to \$3000.

Missouri State University
2022 Dental Benefits
Member Responsibility

Dental Plan	Participating and Non-Participating Providers
Dental Benefits	
Type I / Class A ---- Paid by Plan 100% Preventive Care Cleanings, Exams, X-Rays (limitations apply)	0%
Deductible - Type II, III, IV / Class B, C, D Individual (maximum) Family (maximum)	\$50 \$150
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 (Temporomandibular Joint Dysfunction)	50% + deductible
Deductible - Type V / Class E Individual (maximum) Family (maximum)	\$50 \$150
Type V / Class E Orthodontia and Implants	50% + deductible
Maximum Benefit Paid by Plan (Per Calendar Year)	\$3,000
Monthly Premium	
Employee Only	\$0
Employee + Spouse	\$27.25
Employee + Child(ren)	\$21.22
Employee + Family	\$42.78

Vision Insurance – Employees have the choice of two (Base and Premium) VSP Vision plans. Both plans offer \$10 copay for well-vision exam with a VSP provider as well as additional savings like discounts on Laser vision correction. We encourage you to review the plan options.

VSP Vision	Base (Per Month)	Premium (Per Month)
Employee Only	\$7.65	\$13.22
Employee + Spouse	\$14.95	\$25.82
Employee + Child(ren)	\$16.05	\$27.73
Employee + Family	\$23.85	\$41.22

Cafeteria and flexible spending plan- Flexible spending accounts are tax-advantaged accounts that let you use pre-tax dollars to pay for eligible medical or dependent care expenses. *These accounts require annual enrollment* and cannot be “carried forward” from the prior plan year. Additionally, eligible premiums will be deducted pre-tax; employees who do not want premiums deducted pre-tax must “opt-out” each year. The Flexible Spending Account (FSA) limit is \$2,750 for medical and \$5000 for dependent care expenses. **Debit cards are available to participants of the plan.**

Complete Flex enrollment: <https://asiflex.com/MissouriState/Enrollment.aspx>

***Only Medical, Dental, and Vision plans may be deducted pre-tax basis. Additional benefits are post-tax; this applies to Critical Illness Insurance, Accident Insurance, Life Insurance, and short-term disability.

EMPLOYEE ASSISTANCE PROGRAM (EAP) – EAP is a voluntary program that offers free and confidential assessments, short-term counseling, referrals, and follow up services to employees who have personal and/or Work-related problems. The EAP can address issues affecting mental and emotional well-being and provide an array of services including mental health, financial wellness, legal resources and more. The University has 2 EAP programs available for assistance:

Mercy EAP

Mercy EAP toll free phone number 800-413-8008 (option 2)
<https://helpwhereyouare.com/CompanyLogin/1515/mercy>

UNUM EAP

UNUM EAP toll free phone number 800-854-1446
<https://www.unum.com/employees/services/life-balance>

Term Life Insurance – Missouri State University provides basic term life and AD&D coverage for employees effective on your first working day. Supplemental Term life insurance coverage for employees and dependents may be purchased by the employee. Rates for the employee supplemental term life insurance are shown in the following table. Rates are age rated and increase as you reach the corresponding age range. Supplement term life insurance is purchase based on your annual salary.

Coverage and Premiums auto increase/decrease with pay changes. Premiums are paid post-tax through payroll deduction monthly.

New hires have guaranteed issue (no medical questions) enrollment into Supplemental term life insurance up to \$300,000 during their new hire period.

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 term Life insurance - The group basic term life insurance plan includes optional supplemental dependent term life insurance. You may elect dependent coverage from five different levels of coverage. The following shows the five levels of coverage and monthly premium rates. The monthly rate is a unit price. You pay the amount shown in the table regardless if you cover a spouse/sponsored dependent, a child or children, or a family with spouse and child(ren). Dependent, as noted, also includes sponsored dependent. Premiums are paid post-tax through payroll deduction monthly.

New hires have guaranteed issue (no medical questions) enrollment into Supplemental dependent term life insurance up to \$30,000 (option 3) during their new hire period.

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

Group Universal Life Insurance - This is a permanent/whole life insurance policy provides a lump-sum cash benefit upon death. Further, it has life event riders that let you draw upon the death benefits to help pay for long-term care or to help provide income if you are terminally ill. As in previous years, this benefit is offered at guaranteed issue for MSU employees, spouses working outside the home, and children under age 25. Premiums are based on age and level of coverage. The policy is portable, and rates/coverage are locked at the time of purchase. Premiums are paid post-tax through payroll deduction monthly.

Long Term disability – Missouri State University provides long-term disability insurance coverage for full time benefit eligible employees at no cost to the employee. Long-term disability coverage pays 60% of salary, less other income for employees who are unable to work due to an illness/injury that results in the employee being unable to work for 6 months or longer.

Short Term disability- Benefit is designed to protect employee income when an employee is unable to work related to an off-the-job illness or injury. STD benefit allows employees to choose base amount of coverage. Option 1 has a fifteen (15) day covered injury and illness waiting period. Option 2 does not have a waiting period for a covered accident and has a seven (7) day waiting period for illness. Payment, based on medical necessity, up to employee's ability to return to work or 26 weeks. Pre-existing conditions have limited coverage. Pre-existing limitation does not apply after coverage in force for 1 year. Guaranteed issue with enrollment in new hire period means no medical questions. Benefit will not offset other income.

Accident insurance- This plan pays benefits for accident-related services based on a set schedule. Covered spouses get 50% of the amount shown in the injury benefit schedule and children receive 25%. The plan has two coverage levels available. Benefits are paid directly to the insured and used at your discretion. Plan options include outpatient physician treatment benefit (\$50/\$75) which can claimed on non-accident-related services, including a vision exam.

Critical Illness insurance- Plan provides a lump-sum benefit to covered individuals diagnosed with qualifying critically ill medical condition. The plan has two coverage levels available. Benefits are paid directly to the member and can be utilized at your discretion. Plan options include \$100 per year wellness benefit for completing wellness/preventative screening.

Retirement – All full-time regular staff employees are enrolled in the Missouri State Employees' Retirement system (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>. New employees enrolled in MOSERS hired effective January 1, 2011, or later will contribute 4% of their monthly salary. Employee will be vested after five years. Employees with non-forfeited MOSERS state service prior to 2011 will be continued in their noncontributory plan.

SECTION 403(b) – All employees (except student workers), may choose to participate in the 403(b) program. Employees may elect to participate in a tax-sheltered investment program under Section

403(b) of the Internal Revenue Code or 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 <https://www.myretirementmanager.com/>

SECTION 457(b) – State of Missouri Deferred Compensation plan – Benefit eligible employees may choose to participate in the State of Missouri 457 Deferred Compensation Plan, which is administered by ICMA-RC. Contributions are limited by the Internal Revenue Service (IRS) to the lesser of \$19,500 or 100% of gross annual salary. Employees may enroll online <https://www.modeferrredcomp.org/> or by calling our area representative, Ronda Peterson (800) 392-0925 (option 3, ext. 3). ICMA-RC will forward documentation to the University's Payroll Office indicating the amount and the date to start the salary deferral.

Missouri's MOST program - Missouri's 529 Education Plan is a tax-favored program which provides a way to save for educational expenses for you or your family. Missouri taxpayers can contribute up to \$8,000 per taxpayer in contributions annually from their Missouri adjusted gross income. Earnings on the contributions are exempt from Missouri and Federal state taxes when used for qualified educational expenses, including K-12 tuition expenses at a public, private, or religious school, post-secondary at qualified public, private colleges and universities, community college, vocational, technical, and trade schools. Qualified higher education expenses include tuition, certain room and board expenses, computer, and peripheral equipment. www.most529.com.

MOABLE -MOABLE 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. MO ABLE accounts are similar to 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. After account set up, provide payroll with direct deposit information. www.moable.com

Credit Fee Waiver – Full time employees and their eligible dependents are eligible to utilize up to 15 credit hours in an academic year. The fee waiver is non-taxable when used for undergraduate courses. Additionally, it is non-taxable when used by the employee for graduate courses (taxes apply for dependents in graduate courses). You may request your fee waiver through the credit fee waiver platform on <https://my.missouristate.edu/> portal under the "Profile" tab in "Employment Details".

Non-Credit Fee Waiver - A \$150 non-credit course fee waiver is available to each fiscal year (i.e., July 1 through June 30) to pay course fees related to noncredit courses offered by Missouri State University for the purpose of professional and personal development. Spouses, sponsored dependents/domestic partners, and dependent children are *not* eligible for this benefit. Utilize the non-credit course fee waiver upon registering for a class in MyLearningConnection.

Worker's compensation (On-The-Job Injuries) - If you are injured on-the-job you must call **1-800-624-2354** to get approval from the State's Workers' Compensation office before seeking medical attention. In the case of a life or limb-threatening injury, you should immediately seek medical attention from the nearest hospital emergency room or by calling **911**. Failure to obtain approval for treatment when the

injury is not life or limb-threatening may result in a denial of workers' compensation benefits. You must complete and submit the required forms associated with your work-related injury.

Change of personal information - You should contact the Office of Human Resources **within 31 days** of a change in personal information such as home address or home telephone number, birth of a child, marriage, or divorce.

Vacation Leave- Full-time regular appointment staff employees are eligible to receive paid vacation.

Accrual rates shown are for twelve-month appointments. Staff with appointments less than 12 months will accrue on a pro-rated basis. Employees must have 80 hours of paid time in a pay period to accrue.

Accrued vacation may be accumulated up to two (2) times the annual allowance. Amounts over the maximum will be lost at the end of the fiscal year for which the maximum accumulation has been reached.

Nonexempt 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)

Exempt and professional nonexempt employee vacation accrual summary

Monthly Accrual	Annual Accrual	Maximum
1 day 2 hours	15 days	30 days
1 day 5 hours 20 minutes	20 days	40 days

Sick Leave- Full-time regular appointment staff employees accrue sick leave at the rate of eight (8) hours per month of employment. Employees must have 80 hours of paid time in a pay period to accrue. Sick leave does not have an accrual max. Employees who retire under one of the university's public retirement plans will be paid for 40 percent of any accrued unused sick leave rounded up or down to the nearest full day (up to a maximum of 384 hours (48 days), and the remaining unused sick leave will be reported to MOSERS for inclusion as creditable service in accordance with MOSERS' policies regarding the reporting of unused sick leave.

Personal Leave- Full-time, regular employees may use up to three days of accrued sick leave each fiscal year as personal leave. Personal leave may be granted for any reason deemed important to the employee, such as: community service, legal business, household repairs, personal or family birthday, anniversary, or graduation or other personal business or significant event.

Funeral Leave- The employee's supervisor may grant funeral leave for up to five (5) consecutive work days for each funeral involving a family member as defined in the *Employee Handbook*.

Family Medical Leave (FMLA)- Eligible employees who have a qualifying event and provide appropriate notice and requested certification(s) are entitled to a total of 12 weeks of unpaid, job-protected leave and health insurance continuation during a rolling 12-month period, except military caregiver leave which can be up to 26 weeks. *FMLA runs concurrent with other leave policies*. The minimum requirements for an employee to be eligible for FML:

- Worked for the university for at least 12 months;
- Worked at least 1,250 hours in the 12 months prior to when the leave will commence;
- Has not used all available FML in the 12 months prior to when the leave will commence; and
- Has a qualifying event.

Victims of Domestic & Sexual Violence: The University will provide employees (whether full-time or part-time) who themselves have been the victim of domestic or sexual violence, or who have a family or household member who has been the victim of domestic or sexual violence, with unpaid leave in accordance with the requirements of Mo. Rev. Stat. § 285.630. See [policy 7.21](#)

Holidays & Extra given days: The university observes several paid holidays throughout the year during which all employees, except those engaged in continuous operations, will be excused from work. Nine (9) holidays always observed include the following days:

- | | | |
|--|-----------------------------|-----------------|
| • New Year's Day | • Martin Luther King Jr Day | • Memorial Day |
| • Juneteenth National Independence Day | • Independence Day | • Labor Day |
| • Thanksgiving Day | • Day After Thanksgiving | • Christmas Day |

Each year, additional days off may be designated by the university president. These days are referred to as "extra given days".

A full-time employee shall be paid for a holiday or extra given day only if the full-time employee worked or was on an approved paid leave (e.g., vacation or sick), including compensatory time off, on his/her regular scheduled workday prior to the holiday or extra given day. A .75 employee shall receive prorated pay.

Refer to the *Employee Handbook*.

Missouri State University Identification card (BearPass)- Every employee is issued a picture identification card. Employees may use their Bearpass for use of the Library, Bookstore, Magers Health & wellness center, Recreational facilities, check cashing, community discounts, and more.

Other University Facilities and Services-

- ATM's
- Athletic Events & University Sponsored Events
- BearLine Shuttle Service
- Bookstore Discounts (10%)
- Campus Communications
- Campus Recreation
- Center City Counseling Center (Located in Park Central Office Building)
- Check Cashing (Bursar's Office)
- Copy This
- Counseling Services (Located in Health & Wellness Center)
- Credit Union
- Deferred Payment
- Designated Performing Arts Activities (Juanita K. Hall for Performing Arts, Cogger Theater, Ellis Recital Hall, Ozarks Celebration)
- Food Service – Vendors and Union Club in Plaster Student Union, Dining Dollars for Faculty and Staff (<https://dineoncampus.com/missouristate/faculty-and-staff>)
- Foster Recreation Center
- Learning Diagnostic Clinic
- Library
- Missouri State University Child Development Center
- Notary Public (see list at www.missouristate.edu/dos/notaries.htm)
- Physical Therapy Clinic
- Plaster Student Union Facilities
- Postal Services
- Recreational Facilities (Hammons Student Center; Plaster Sports Complex)
- Safety & Transportation
- Speech and Hearing Clinic
- Spouse BearPass Card
- Health & Wellness Center (On Campus Clinic and Pharmacy)
- Testing Services (Located in the Library)

Required Notices- required notices (Legal, CHIP, SBC-Base, SBC-Buy up) are listed on the benefits site:

<https://www.missouristate.edu/Human/medical-insurance.aspx>

Disclaimer- Information provided is for informational purposes; Please review all plan documents and staff handbook information available on the human resources benefits page under the corresponding plan information. <https://www.missouristate.edu/Human/benefits.aspx> Plan documents will supersede any discrepant information.