Welcome to New Faculty Orientation
New Faculty Orientation

What Will We Cover Today?

✓ Your Paycheck Information
✓ Employee Perks
✓ Get Healthy Now Program
✓ Your Benefits
✓ Campus Safety
✓ Parking
✓ Resources for Faculty – including research resources, graduate education, Ideas to Action program, library information and helping students in distress
New Faculty Orientation

What Will You Leave With?

- Your UofL Cardinal Card
- Parking Pass
- Benefits Packet (30 days to complete elections)
- A wealth of knowledge about your new role at the University of Louisville!

Please note that you can find this entire PowerPoint Presentation online at www.louisville.edu/hr/facultyorientation
New Faculty Orientation

Next Steps After Orientation

New Employee Online Training (within 30 days)

✔ Preventing Sexual Harassment Training
✔ Compliance Training
✔ Title IX Training
Check Your Folder for Great Resources!

✓ Customized Employment Information Sheet

✓ New Employee Onboarding Checklist

✓ IT New Employee Guide
Get to know your colleagues

Check out your name tags!

Take some time to get to know your new colleagues throughout the day!
Getting to Know the University

Our Diversity Vision Statement

The University of Louisville strives to foster and sustain an environment of inclusiveness that empowers us all to achieve our highest potential without fear of prejudice or bias.

We commit ourselves to building an exemplary educational community that offers a nurturing and challenging intellectual climate, a respect for the spectrum of human diversity, and a genuine understanding of the many differences—including race, ethnicity, gender, gender identity/expression, sexual orientation, age, socioeconomic status, disability, religion, national origin or military status—that enrich a vibrant metropolitan research university.

We expect every member of our academic family to embrace the underlying values of this vision and to demonstrate a strong commitment to attracting, retaining and supporting students, faculty and staff who reflect the diversity of our larger society.
Getting to Know the University

Diversity Resources on Campus

- Black Faculty and Staff Association
- Faculty and Staff for Human Rights
- The Muhammad Ali Institute for Peace and Justice
- The Cultural Center
- LGBT Services
- The Women’s Center

- The Vice Provost for Diversity and Equal Opportunity
- The Interfaith Center
- The Commission on Diversity and Racial Equality (CODRE)
- The Commission the Status of Women (COSW)

Additional information available at www.louisville.edu.
To get involved in volunteer activities at UofL, visit Community Engagement’s webpage

http://louisville.edu/communityengagement

and click on Service Opportunities

or call at 852-6026.
Getting to Know the University

BIRT (Bias Incident Response Team)

U of L’s Bias Incident Response Team
http://louisville.edu/biasresponse

If you are a target of hate or bias, contact us:
502-852-BIRT (2478)
Email:  BIRT@louisville.edu

BIRT will follow up with you promptly, make an appointment to discuss your concerns, and help you determine next steps.
Introducing the University of Louisville

Mission

Kentucky's premier, nationally recognized metropolitan research university.

Student Body: 22,640
Total Faculty: 2,439
Total Staff: 4,635

(From Fall 2016)
The University of Louisville has three campuses.

**Belknap Campus** is three miles from downtown Louisville and houses seven of the university’s 11 colleges and schools.

**Health Sciences Center** is situated in downtown Louisville’s medical complex and houses the university's health related programs and the University of Louisville Hospital.

**ShelbyHurst Campus** is located in eastern Jefferson County and houses the Center for Predictive Medicine regional biosafety lab, Delphi Center for Teaching and Learning and more.
Your Employment Info & Perks
Employee Resources and Perks

Check out the pamphlet in your folder!
The Cardinal Card is the official identification card for University of Louisville students, faculty, and staff.

- **IDENTIFICATION CARD**
- **LIBRARY CARD**
- **MEAL PLAN PURCHASES**
- **CARDINAL CASH PURCHASES** (Printing and copying, dining locations on and off campus, vending, etc.)
- **FACILITIES/DOOR ACCESS** (If required. Your department will request privileges on your behalf. Public Safety will add it electronically).
- **ACCESS TO ATHLETIC FACILITIES**
- **DISCOUNTS**
- **FREE TARC SERVICE**

For more information regarding your Cardinal Card, please visit [http://louisville.edu/campuscard/](http://louisville.edu/campuscard/)
Tuition Remission for You

Full Time (.80 FTE or greater)

Receive 100% of in-state undergraduate, graduate or professional program tuition (excluding fees) for two classes of up to eight credit hours each semester.

Part Time (.40 to .79 FTE)

Receive 100% of in-state undergraduate, graduate or professional program tuition (excluding fees) for one class of up to four credit hours each semester.
Faculty and Staff Tuition Waiver Program

- A program with the state of Kentucky to promote employee and faculty development. This may be used at any public post secondary institution in Kentucky other than UofL.

- Any regular full-time employee may, with prior administrative approval of the course offering institution, take a maximum of **six (6) credit hours** per term tuition free at any Kentucky public post-secondary institution.

- For more information about this program visit the Bursar’s webpage at:

  [https://louisville.edu/finance/bursar/staffinfo/fstw](https://louisville.edu/finance/bursar/staffinfo/fstw)
Tuition Remission for Dependent Children

The dependent children under the age of 26 of eligible employees* receive **100% of in-state undergraduate tuition** (excluding fees) for courses counting toward their first undergraduate degree.

- You must be claiming the child for tax purposes or must certify that you are providing more than 50% of the child's support.

- You must have been employed for 12 months (as of the first day of classes) before the child is eligible for tuition remission.

For more information visit:

http://louisville.edu/hr/benefits/education

* Regular status employees at .80 FTE or greater are eligible.
Employee Assistance Program (EAP)

**HUMAN DEVELOPMENT COMPANY**

- Free to university employees and their families
- Confidential counseling, assessment, and referral services
- Convenient and easy to use. **Just call 589-HELP.**

**EAP’S WORK/LIFE WEBSITE**

- Go to [www.humandev.com](http://www.humandev.com)
- Click on: “New Members Register Here” button.
- Enter the company name as University of Louisville or UofL.
- Create a user name and password & Click "I agree" box. Click Register.
Your Employment

Grievances

Any employee who believes that a condition of employment is unjust, inequitable, or a hindrance to effective operations or performance may initiate a grievance.

The name and number of the Faculty Grievance Officer is:

• Cedric Merlin Powell: 852-6363

For more information:

http://louisville.edu/provost/what-we-do/grievance/
Policies and Procedure Library

All university policies, including all HR policies, are online at
http://louisville.edu/policies
Your Paycheck

**Payday**

**Monthly**

Payday is the 30\(^{th}\) of each month

**Heads Up!**

When the 30\(^{th}\) is a weekend, payday is the Friday before.

**Bi-Weekly**

Payday is every other Friday

**Heads Up!**

The university work week is Thursday through Friday
Your Paycheck

Direct Deposit

Pay must be electronically deposited as a condition of employment.

1. **DIRECT DEPOSIT** - elect to have your net pay transmitted to a checking or savings account at your preferred bank or credit union

2. **PLASTIC PAYCHECK** - will receive if choose not to set up direct deposit

Most local financial institutions offer free checking and a variety of other reduced-cost services to their customers.
Your Paycheck

First Check

New employees first check is typically a direct deposit. You can view your check on self service, all direct deposits paycheck number start with the number (9) and paper checks start with the number (6). Paper checks must be picked up in Business Operations, 2315 S. First Street, Suite 02C, Miller IT Center. **You must present a valid picture ID.**

**HOURS OF OPERATION:**
Monday – Friday: 8:00 am – 5:00 pm
Your Paycheck

Pay Stub Available Online on ULink*

- View current and previous paychecks
- Find out if your first check will be direct deposit or a check. **If it is a check, you must pick up in Payroll.**
- To print your stub, be sure you are using Internet Explorer and then
  - Click File > Page Setup.
  - Change the Left Margins setting to .5.
  - Click OK and Print.

* More info on ULink will be provided during the IT presentation.
## Your Paycheck

### Sample Online Paycheck Stub

<table>
<thead>
<tr>
<th>Description</th>
<th>Rate</th>
<th>Hours</th>
<th>Earnings</th>
<th>YTD</th>
<th>Description</th>
<th>Rate</th>
<th>Hours</th>
<th>Earnings</th>
<th>YTD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular Base Pay</td>
<td>25.75</td>
<td>54</td>
<td>1353.75</td>
<td>54</td>
<td>Essay Writing</td>
<td>113.75</td>
<td></td>
<td>1334.75</td>
<td>54</td>
</tr>
<tr>
<td>Holiday Pay</td>
<td>25.75</td>
<td>40</td>
<td>925.00</td>
<td>40</td>
<td>Refund</td>
<td>0.75</td>
<td></td>
<td>10.75</td>
<td>54</td>
</tr>
<tr>
<td>Vacation Pay</td>
<td>25.75</td>
<td>7</td>
<td>170.25</td>
<td>7</td>
<td>Refund</td>
<td>0.75</td>
<td></td>
<td>10.75</td>
<td>54</td>
</tr>
<tr>
<td>Overtime Premium</td>
<td>33.33</td>
<td>3</td>
<td>100.00</td>
<td>3</td>
<td>Refund</td>
<td>0.75</td>
<td></td>
<td>10.75</td>
<td>54</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td></td>
<td>2136.25</td>
<td></td>
<td><strong>TOTAL</strong></td>
<td></td>
<td></td>
<td>955.75</td>
<td></td>
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</table>

### BEFORE-TAX DEDUCTIONS

<table>
<thead>
<tr>
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<th>YTD</th>
<th>Description</th>
<th>Current</th>
<th>YTD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical Plan PPO</td>
<td>109.75</td>
<td>54</td>
<td>Life Insurance</td>
<td>4.99</td>
<td>54</td>
</tr>
<tr>
<td>Dental Plan PPO</td>
<td>113.58</td>
<td>54</td>
<td>Life Insurance</td>
<td>4.99</td>
<td>54</td>
</tr>
<tr>
<td>Term Life-employee</td>
<td>2.75</td>
<td>54</td>
<td>Accidental Death</td>
<td>0.65</td>
<td>54</td>
</tr>
<tr>
<td>Disability</td>
<td>0.65</td>
<td>54</td>
<td>Long Term Disability</td>
<td>0.65</td>
<td>54</td>
</tr>
<tr>
<td>Short Term Disability</td>
<td>13.40</td>
<td>54</td>
<td>Tuition Reimbursement</td>
<td>42.34</td>
<td>54</td>
</tr>
<tr>
<td>Unemployment Insurance</td>
<td>3.01</td>
<td>54</td>
<td>Workers' Compensation</td>
<td>13.27</td>
<td>54</td>
</tr>
<tr>
<td>Workers' Compensation</td>
<td>13.27</td>
<td>54</td>
<td><strong>TOTAL</strong></td>
<td>216.96</td>
<td>54</td>
</tr>
</tbody>
</table>

### EMPLOYER PAID BENEFITS

<table>
<thead>
<tr>
<th>Description</th>
<th>Current</th>
<th>YTD</th>
<th>Description</th>
<th>Current</th>
<th>YTD</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TOTAL</strong></td>
<td>216.96</td>
<td>54</td>
<td><strong>TOTAL</strong></td>
<td>216.96</td>
<td>54</td>
</tr>
</tbody>
</table>

### TAXABLE

- Gross Pay: 1309.75
- Federal Tax: 539.46
- State Tax: 339.35
- Social Security: 131.53
- Medicare: 13.53
- Federal Withholding: 47.50
- State Withholding: 10.75
- deductions: 937.54
- net pay: 372.21

### OTHERS

- Personal Leave: 1.75
- Sick Leave: 1.75
- Voluntary B 1.50%
- Voluntary Employment: 0.00
- Voluntary Employment: 0.00
- Voluntary Employment: 0.00
- Voluntary Employment: 0.00
- **TOTAL** voluntary Employment: 0.00

### MESSAGE

LOUISVILLE.EDU
Your Paycheck

Consenting To Receive Electronic W-2

• Employees may choose to receive their W-2 information electronically. By consenting to receive your W-2 online you will not receive a paper W-2 from the university. You will continue to receive all of your W-2s electronically unless you withdraw your consent, which you may do through the website at any time. If you wish to choose electronic delivery of your W-2 or withdraw your consent for electronic delivery for tax year 2015 you must do so before midnight on January 14, 2016.

• Electronic W-2s are expected to be available at noon on January 15, 2016. For those employees who did not elect to receive their 2015 W-2 information electronically, paper W-2s will be printed between January 26 and 28, 2016, and will be mailed within 48 hours. Employees receiving a paper W-2 will have access to print a duplicate copy after January 31, 2016.

• To access W-2 Express, employees must enter their employee identification number and a personal identification number (PIN). Employees who do not remember their existing PIN may have their PIN reset to the default PIN scheme at any time by contacting the payroll office. PIN numbers are generally reset within 24 hours or less.

• W-2 Express offers many of the same features through the phone that are offered on the web. Employees may access the interactive voice response (IVR) portion of the service by calling 1-888-818-6021.
Get Healthy Now

UofL’s award-winning employee health management program
Enroll in Get Healthy Now and **earn the rewards** of good health!

### What is GHN?
- UofL’s award-winning, nationally recognized, employee health management program
- Voluntary, incentive-based program
- Launched in 2005

### Why GHN?
- Contain health care costs
- Promote sustainable health behaviors
- Empower employees to champion their health
- Create a culture of wellbeing
What’s in it for me?

- **$40 monthly** premium incentive (up to **$480 per year**).
- Multiple **wellness opportunities** designed to support a healthy campus culture.
- Opportunities to earn **additional incentives**.
- **Health excellence!** Life well lived!

If you **waive UofL’s health coverage**, you can still participate in GHN wellness initiatives and become a member of the GHN employee-based wellness center (**no monthly membership fee** for all employees).
Who can participate?

All employees, retirees, their spouse or QAs.

The $40 monthly premium incentive is awarded **only** to participating employees and retirees **covered on UofL’s health plan**.
Getting enrolled is as easy as 1, 2, 3!

1. **Assessment**
   Complete the online Health Assessment (HA) within **45 days** of your hire date and **annually** during Open Enrollment. Follow instructions to set up your account (employee ID# will be needed). uoflgethealthynow.biovia.healthfitness.com

2. **Advisory Call**
   Within **2-3 weeks** of completing the HA, you will receive a Health Advisory Call to review results and participation guidelines. Questions? 1-888-886-4684

3. **Earn Rewards**
   Overall Wellness Score (OWS). If **OWS is 67 or above**, Congrats! You’ve earned your rewards for 2017. If **OWS is 66 or below**, action required for rewards. Monthly participation in:
   - Wellness coaching program
   - OR -
   - Good Health is in the Cards program
Assessment

How do I get started?

• Go to: uoflgethealthynow.biovia.healthfitness.com
• Create your personal “New User” account.
• First/last name, DOB, and employee ID# are needed to set up your personal health account.

Password requirements: 8 characters long, must include a number, a mix of upper and lower case letters, and less than 3 sequential characters from the username, first/last name.
Within **2-3 weeks** of completing the Health Assessment, you will receive a confidential **Health Advisory Call**. This call gives you the chance to review your results and determine if additional action steps are needed to maintain the $40 monthly premium incentive.
Good Health is in the Cards program

If OWS is 67 or above, Congrats! You’ve earned your rewards for 2017. If OWS is 66 or below, action required for rewards. Monthly participation in:

1. **Kings Feast** – Nutrition
2. **Queens Rule** – Work/Life Balance
3. **Jacks Jump** – Physical Activity
4. **Aces Change** – Renew & Refresh

**Wellness Coaching Program**

**Online:** based on goal achievement
[uoflgethealthynow.biovia.healthfitness.com](http://uoflgethealthynow.biovia.healthfitness.com)

**Telephonic:** based on participation
To schedule monthly calls: **1-888-886-4684** (option 2).

**NEW!...**this year we have designed a program around a thematic approach of game cards. By completing activities in each of four categories, you can automatically earn points and receive rewards.

- **Kings Feast** – Nutrition
- **Queens Rule** – Work/Life Balance
- **Jacks Jump** – Physical Activity
- **Aces Change** – Renew & Refresh
Health Assessment Questions

- Health measures
- Lifestyle
- Safety
- Personal health

Got health... numbers?

Health numbers are helpful for a comprehensive, accurate health summary and impact your Overall Wellness Score (OWS):
- Height and weight
- Blood pressure (systolic/diastolic)
- Cholesterol (HDL/LDL/TRG)
- Glucose (blood sugar)
- A1C

Obtain information through:
- **Primary care physician:** Lab results from the last six months.
- **GHN Wellness Center:** Call 852-7755 to schedule a **FREE health screening** (one/year).

It takes approximately **15 minutes** to complete your online Health Assessment.
HIPAA compliant.
Confidentiality through HealthFitness™ (third party vendor).
Only you and your Health Advisor/Coach have access to your individual level personal health information.

A comprehensive Privacy Policy is available in your online account, under Support.
Premium incentive is automatically processed

The first $40 monthly premium incentive is processed **30-60 days** after you complete the Health Assessment.

To confirm you are receiving the premium incentive every month, login to Ulink and review your paystub. Look for “GHN Inctv” located in the “Before Tax Deduction” panel.

Don’t see your reward? Contact us at ghn@louisville.edu (provide your Employee ID#)
Location
• 601 Presidents Blvd. (off Bradley Ave.)

Hours
• M-F 6a-9p
• Sat. 9a-5p
• Sun. 12-5p

Parking
• Biking/walking distance from Belknap
• Bike racks available
• Free onsite parking

Enrollment
• Complete Enrollment Packet during first visit (also available online)
## Membership Fees

<table>
<thead>
<tr>
<th>Membership Category</th>
<th>Monthly Fee</th>
<th>Spouse/QA Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>UofL employees and retirees on UofL medical plan</strong></td>
<td>No monthly membership fee</td>
<td>$10/month</td>
</tr>
<tr>
<td></td>
<td>* $15 fee effective September 1st</td>
<td></td>
</tr>
<tr>
<td>Retirees not on the UofL medical plan</td>
<td>$15/month</td>
<td>$10/month</td>
</tr>
<tr>
<td>Alumni</td>
<td>$30/month</td>
<td>$10/month</td>
</tr>
<tr>
<td>UofL partner group</td>
<td>$30/month</td>
<td>$10/month</td>
</tr>
</tbody>
</table>
Cardio Equipment

- Nearly 70 pieces
  - 15 new treadmills
- Vertical Climbers
- NuStep
- Adjustable elliptical machines:
  - Lateral, Seated lower body, Total body
- Variety of cycling options
  - Spin, Ball, Total Body, Recumbent
  - Bike Share Program

Strength Training

- Selectorized Machines:
  - All major muscle groups
- Dumbbells
  - Range from 2.5-100 pounds
- Assisted squat/bench rack
- Adjustable benches
- Medicine balls, kettle bells, and resistance bands
• Fully renovated men’s and women’s locker rooms
• Nice, private showers and dressing stalls
• Day use lockers
• Amenities
Wellness Initiatives

Something for everyone!

- Group fitness classes
- Specialty classes
- Indoor walking track
- Biking initiatives
- Fitness training
- Health screenings
- Wellness coaching
- Stress-management
- Wellness education
- Treadmill desks
- Conference room
- Healthy snacks on the go
- And much more!

For a comprehensive list of wellness initiatives, please visit louisville.edu/gethealthynow
ULP Health Management Services partners with you to manage the following conditions:

- Chronic Obstructive Pulmonary Disease (COPD)
- Diabetes
- High Blood Pressure (Hypertension)
- High Cholesterol (Hyperlipidemia)

**Offices and Clinics**

**UofL Physicians Outpatient Center - Health Management Services**
401 E. Chestnut St.
Suite 170
Louisville, Kentucky 40202
502-588-0770

**UofL Get Healthy Now Wellness Center**
601 Presidents Blvd.
Louisville, Kentucky 40217
502-588-0770
Get Healthy Now encourages employees to **take proactive steps** to improve their wellbeing and to **celebrate the benefits** of your good health! We celebrate the accomplishments of our participants by sharing their success stories on our website.

---

Get **inspired**! Read more **success stories** at [louisville.edu/gethealthynow](louisville.edu/gethealthynow)
Questions?

GHN Wellness Center
601 Presidents Blvd., 40217

852-7755 Main
852-1907 Admin

louisville.edu/gethealthynow
ghn@louisville.edu

Welcome to your Cardinal Family!

Life well lived. It's in you!
Take a Break!

5 minutes
Your Benefits at UofL

Benefits Department, HR
Your Benefits

The Who, What, When and How of Benefit Coverage

Who is Eligible for Benefits

- Full time faculty and staff (FTE of 80% or greater, regular status)
- Part-time employees and temporary part-time lecturers (FTE 40% up to 79%).

What Benefits are Available?

- Health & Pharmacy Coverage
- Vision Coverage
- Dental Coverage
- Flexible Spending Accounts
- Life Insurance
- Long Term Disability
- Short Term Disability
- Retirement Plans

When Benefits Begin

Your first date of employment.

How to Enroll

You have 30 days from your date of hire to make your elections online.

- Email will be sent within your first week with instructions
- If you haven’t received the email in 2 weeks, email benefits@louisville.edu.
**Your Benefits**

**Plan Options: Basic Comparison***

**Provider: Anthem BlueCross Blue Shield**  
Network: Anthem Blue Access PPO Network

| **EPO**  
(employer provider organization) | **PPO**  
(preferred provider organization) | **PCA High and Low**  
with a HealthEquity Account |
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>• In-network level of coverage only</td>
<td>• Both in-network and out-of-network coverage</td>
<td>• Both in-network and out-of-network coverage</td>
</tr>
<tr>
<td>• NO out-of-network level of coverage</td>
<td>• Has required copayments and coinsurance to meet</td>
<td>• University funded benefit allowance based on level coverage you select</td>
</tr>
<tr>
<td>• NO annual deductible</td>
<td>• Encourages you to use network providers by charging lower deductibles, copayments and coinsurance amounts</td>
<td>• Separate “preloaded” HealthEquity (PCA) debit card usable first day of effective coverage.</td>
</tr>
<tr>
<td>• Has required copayments and coinsurance to meet</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* For a more detailed plan comparison, see page 15 of your benefits guide.
Your Benefits

How a PCA High or Low with Health Equity Account Works

**HOW MUCH DOES THE UNIVERSITY CONTRIBUTE TO YOUR ACCOUNT?**

- **$500** (Employee), **$1000** (Employee & Spouse)
- **$2000** (Employee & Child(ren) & Family)

*Unused account balances roll to the next year, up to three times the annual contribution.*

**DEDUCTIBLES**

- PCA High: $1,000 per person/ $3,000 per family
- PCA Low: $2,000 per person/$4,000 per family

**AFTER DEDUCTIBLE AND BEFORE MAXIMUM OUT OF POCKET:**

Plan generally pays 90% PCA High/ 80% PCA Low (for participating providers).

Employee pays 10% PCA High/ 20%PCA Low

**MAXIMUM OUT OF POCKET:**

- PCA High: $4,000 per person/ $9,000 per family
- PCA Low: $5,000 per person/ $10,000 per family
Dependent Coverage

Dependents can be covered under the health, dental and vision plans as long as they meet the following criteria:

✓ Spouses or Qualifying adults of covered UofL employees (refer to page 5 of the benefits guide for the definition of a qualifying adult)

✓ Child(ren) (natural children, step children, foster children, legally adopted children, and children placed for adoption) to the end of the calendar year in which they turn 26 even if they are married; not living with parents; attending school; not financially dependent on their parents; or eligible to enroll in their employer’s health plan.

✓ Child(ren) of the employee or the employee’s spouse of any age when such children are incapable of self-support because of a total and permanent disability;

✓ Child(ren) age 26 and under for whom the employee is required to provide health care coverage under a qualified medical child support order (QMCSO), regardless of where the child resides or if the child is dependent upon the employee for support.
All employees enrolled in a health plan will automatically be enrolled in the Express Scripts Pharmacy Benefit plan.

- Your health Anthem BlueCross BlueShield ID card is also your Express Scripts prescription coverage.
- The Express Scripts formulary (list of covered drugs and pricing) is available at [louisville.edu/hr/benefits/pharmacy](louisville.edu/hr/benefits/pharmacy).

<table>
<thead>
<tr>
<th>Prescription Drug</th>
<th>Retail (30 day supply)</th>
<th>Mail/Home Delivery (90 day supply for appx. 2 co-pays)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Generic</td>
<td>$8.00</td>
<td>$16.00</td>
</tr>
<tr>
<td>Brand Formulary</td>
<td>You pay 25% up to $60 max</td>
<td>You pay 15% up to $120 max</td>
</tr>
<tr>
<td>Non-Formulary</td>
<td>You pay 40% up to $100 max</td>
<td>You pay 35% up to $200 max</td>
</tr>
</tbody>
</table>
UofL is part of the KY RX Coalition whose goal is to help improve clinical outcomes, share best practices and maximize cost efficiencies in our prescription benefit program.

**KY RX Coalition**

- To find lower cost Rx alternatives
- To contact your MD for lower cost alternatives
- To help get Mail Order Rxs from MD
- To ask questions about your medications

Call:
KY Rx Coalition
1-855-218-5979
KYRxCoalition@uky.edu
www.kyrx.org

**Express Scripts**

- To enroll in Mail Order
- To find Network Pharmacy
- To price check an Rx

Call:
Express Scripts
1-800-298-6890
www.Express-Scripts.com
## Your Benefits

### 2017 Monthly Full-time Health Plan Rates*

<table>
<thead>
<tr>
<th></th>
<th>EPO</th>
<th>PPO</th>
<th>PCA High</th>
<th>PCA Low</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Employee (EE)</strong></td>
<td>$136.12</td>
<td>$118.58</td>
<td>$67.12</td>
<td>$65.00</td>
</tr>
<tr>
<td><strong>EE &amp; Spouse/QA</strong></td>
<td>$495.04</td>
<td>$456.46</td>
<td>$343.24</td>
<td>$211.64</td>
</tr>
<tr>
<td><strong>EE &amp; Child(ren)</strong></td>
<td>$268.21</td>
<td>$236.63</td>
<td>$144.01</td>
<td>$65.00</td>
</tr>
<tr>
<td><strong>Family (EE, S/QA &amp; Children)</strong></td>
<td>$553.24</td>
<td>$500.62</td>
<td>$346.24</td>
<td>$166.78</td>
</tr>
<tr>
<td><strong>Two EE Family ** (rates per EE)</strong></td>
<td>$135.52</td>
<td>$109.21</td>
<td>$52.50</td>
<td>$52.50</td>
</tr>
</tbody>
</table>

The health plan rates do not include the $40 per month premium incentive from participation in the health management program, Get Healthy Now. If you plan to participate in Get Healthy Now, deduct $40 from the monthly rate above to get your final cost.

* These are rates for 12 month employees. See page 13 of the benefits guide for a full listing of all rates.
** Two Employee family rates apply when your spouse is also a benefits eligible UofL employee and you have dependent children to cover.
Your Benefits

**Waiving UofL Health Coverage**

If you are **full-time (80% or above)** and waive health insurance coverage the university will automatically make a contribution of $175/month in a flexible spending account.

Dependent Care Flexible Spending Account you **must** elect Dependent Care coverage. Otherwise, funds will automatically default to the Health Care Flexible Spending Account.

Health Care and Dependent Care spending accounts **must** be maintained separately. Funds cannot be transferred from one account to the other.

$175 per month
**Your Benefits**

**Dental Coverage - MetLife**

Coverage begins date of hire.

**WHAT THE PLAN COVERS:**

Summary of benefits are in your orientation packet and online at [http://louisville.edu/hr/benefits](http://louisville.edu/hr/benefits). There are two plans, the **basic plan** and the **enhanced plan**.

**DENTISTS IN THE PLAN:**

Visit any dentist however, out-of-pocket expense is less with greater savings when utilizing an in-network provider. Find a participating provider at [www.metlife.com/mybenefits](http://www.metlife.com/mybenefits) and enter 'University of Louisville' or call 1-866-832-5756.

---

### 2017 Full-Time and Part-Time Rates

<table>
<thead>
<tr>
<th></th>
<th>Basic</th>
<th>Enhanced</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Employee (EE)</strong></td>
<td>$19.37</td>
<td>$22.70</td>
</tr>
<tr>
<td><strong>EE &amp; Spouse</strong></td>
<td>$38.72</td>
<td>$45.37</td>
</tr>
<tr>
<td><strong>EE &amp; Children</strong></td>
<td>$45.71</td>
<td>$53.56</td>
</tr>
<tr>
<td><strong>Family</strong></td>
<td>$70.68</td>
<td>$82.83</td>
</tr>
</tbody>
</table>

These rates are for 12 month employees. For full list of rates, see page 14 of the benefits guide.

**VISIT UOFL SCHOOL OF DENTISTRY:**

For discount services and appointments call 852-5401.
Your Benefits

Vision Coverage – Davis Vision

Coverage begins date of hire.

Out of-pocket expense is less with greater savings when utilizing an in-network vision provider.

Davis Vision Collection:
Increased allowance towards frames and contacts when selecting from the Davis Vision collection, or using a VisionWorks store location.

Find Provider:
To find a network provider, visit davisvision.com and click "Find a Provider" to locate a provider near you, including Visionworks locations.

2017 FULL-TIME AND PART-TIME RATES

<table>
<thead>
<tr>
<th></th>
<th>2017 Full-Time and Part-Time Rates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee (EE)</td>
<td>$3.70</td>
</tr>
<tr>
<td>EE &amp; Spouse/QA</td>
<td>6.71</td>
</tr>
<tr>
<td>EE &amp; Children</td>
<td>7.11</td>
</tr>
<tr>
<td>Family</td>
<td>10.21</td>
</tr>
</tbody>
</table>

These rates are for 12 month employees. For full list of rates, see page 14 of the benefits guide.
**Your Benefits**

**Flexible Spending Accounts (FSA)**

Set aside *pre-tax* dollars to pay for eligible health and day care expenses. You may enroll in one or both accounts. Plan carefully, IRS rule states you lose it if you don’t use it! You must incur the expenses from your account(s) between now and March 15th of the following year for reimbursement.

<table>
<thead>
<tr>
<th>Health Care FSA</th>
<th>Dependent Care FSA</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Annual employee contribution can be from $150 up to $2,550 per calendar year.</td>
<td>• Annual employee contribution can be from $150 up to $5,000 <em>per household</em> per calendar year.</td>
</tr>
<tr>
<td>• If you waive health coverage, university waiver contributions do not affect the $2,550 annual limit.</td>
<td>• This is to pay for child care (or elder care) expenses for your dependents, while you and your spouse are working.</td>
</tr>
<tr>
<td>• Total annual contributions are available from account start date.</td>
<td>• Participants receive reimbursements up to the total amount contributed through each payroll deduction.</td>
</tr>
<tr>
<td>• Eligible expenses are any healthcare expense approved by the IRS for reimbursement through the plan.</td>
<td>• Reimbursements are received by faxing, emailing or mailing claim forms to Chard Snyder.</td>
</tr>
<tr>
<td>• Participants cannot change individual elections unless they experience a qualifying event.</td>
<td>• Participants cannot change individual elections unless they experience a qualifying event.</td>
</tr>
</tbody>
</table>
Your Benefits

Flexible Spending Accounts (FSA)

WHERE TO USE CARD:

Cards will only work at locations with eligible merchant category codes. Examples include:

✓ Pharmacies - at the pharmacy counter only
✓ Medical, dental and vision care offices
✓ Hospitals including emergency rooms

ELIGIBLE AND INELIGIBLE EXPENSES:


KEEP YOUR RECEIPTS:

You must submit substantiation for expenses when requested by Chard-Snyder.
Your Benefits

About your Coverage

**Selection:** You may only make your selection once during your first 30 days of employment.

**Effective Date:** Date of hire.
Any missed premium will be deducted on your next pay.

**No Election Made:** You will not have medical health coverage. You will be defaulted into a Health Care Flexible Spending Account.

**Adding Beneficiaries:** Complete online. Steps in Benefits Guide.

**Benefit ID Cards:** Allow 3 weeks to receive ID cards from date you enroll online. No card? Contact Anthem BlueCross BlueShield at 1-855-747-1137 or www.anthem.com.
Your Benefits

Making Changes to Your Plan

You may only make changes to your health coverage during our annual open enrollment period or within 30 days of qualifying events:

- Birth or adoption of a child
- Marriage
- Divorce or legal separation
- Death
- Spouse’s change in insurance eligibility due to gain or loss of employment
- Change in your employment status (ex: full time to part time)
- Dependent loses or gains insurance eligibility
## Your Benefits

### Life Insurance

<table>
<thead>
<tr>
<th>Life Insurance</th>
</tr>
</thead>
<tbody>
<tr>
<td>• The university provides life insurance at twice your base annual salary adjusted to the nearest $1000 (maximum of $200,000).</td>
</tr>
<tr>
<td>• There is no cost to eligible employees, but you need to complete the MetLife enrollment/beneficiary form.</td>
</tr>
</tbody>
</table>

### Accidental Death & Dismemberment

<table>
<thead>
<tr>
<th>Accidental Death &amp; Dismemberment</th>
</tr>
</thead>
<tbody>
<tr>
<td>• The university provides Accidental Death and Dismemberment (AD&amp;D) insurance equal to the amount of life insurance.</td>
</tr>
<tr>
<td>• There is no cost to eligible employees.</td>
</tr>
</tbody>
</table>

### Additional Term Life Insurance

<table>
<thead>
<tr>
<th>Additional Term Life Insurance</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Available as a supplement to your basic life insurance coverage provided by UofL.</td>
</tr>
<tr>
<td>• If you purchase additional coverage for yourself, you also can purchase it for your spouse or child(ren).</td>
</tr>
<tr>
<td>• Employees may purchase additional term life coverage of up to $300,000. Maximum coverage for spouses is $25,000.</td>
</tr>
<tr>
<td>• The enrollment form is in your packet.</td>
</tr>
<tr>
<td>• This is a one time guaranteed issue offer. During future annual open enrollments you may elect the lowest level of coverage ($20,000), or bump up one level of coverage if you have already elected supplemental life, without a statement of health. Any level above these would require approval by MetLife through a statement of health.</td>
</tr>
</tbody>
</table>
Your Benefits

Long Term Disability

**Basic Long Term Disability**

- This benefit is provided at no cost to you.

- If you become totally disabled while insured and remain so for six months, the university's LTD plan will pay the greater of 60% of your monthly base salary or 60% of your monthly average earnings from the past two years up to a monthly max benefit amount of $5,000.

- Note: LTD benefit begins when your university retirement contributions begin.

**Optional Short Term Disability**

- Supplements lost wages due to a covered off-the-job injury or sickness.

- Enroll or drop coverage at anytime. You do not need a Qualifying Event.

- More details, call Humana’s enrollment center at **800-463-7420** or email **yourenrollment@ebcoh.com**.
Your Benefits

Retirement

**UOFL 403(B) RETIREMENT PLAN: WHO IS ELIGIBLE?**

Regular status 80% or greater FTE faculty and staff members can contribute at any time and are eligible to receive the university contribution after *one year of service.*
Your Benefits

UofL’s 403(b) Retirement Plan

**THE EMPLOYER 7.5% OPTION:**

- The university automatically contributes 7.5% of your base annual salary
- You contribute NOTHING

**=**

- 7.5% of your base annual salary to your retirement

**THE EMPLOYEE 2.5% MATCH OPTION:**

- The university automatically contributes 7.5% of your base annual salary
- You contribute 2.5% of your base annual salary
- The university contributes an additional 2.5% of your base annual salary to match

**=**

- 12.5% of your base annual salary to your retirement
You have the option of participating before completing one year of service. The Employee Supplemental option is a great opportunity to start saving.

To get started, notify our Retirement Administrator, Kathy Hite, at 852-3555 or by email at kathy.hite@louisville.edu, to set up a shell account on the Netbenefits website for you.

Once the shell account has been established, notification will be sent to your Uof L email address. The email will contain a set of instructions to guide you through process of completing the enrollment online.

The Netbenefits website is the master administrator for the University of Louisville Retirement Plans. Employees will enter all contributions elections and investment changes on this website.
Your Benefits

UofL 403(b) Retirement Plan

You can invest your savings and the university’s contributions with one or both Investment Providers:

**TIAA-CREF**
1 (800) 842-2776

**FIDELITY**
1 (800) 343-0860

Licensed Investment Representatives are available to meet with employees free of charge.

Representatives hold meetings on both the HSC and the Belknap campus at various dates throughout each month. Watch U of L Today daily email publication for appointment dates.
Your Benefits

Three Year Cliff Vesting Schedule

The University of Louisville has a three year cliff vesting schedule for the 403(b) Plan.

- Employer contributions and earnings will be fully 100% Vested upon completion of three years of continuous service.

- Employees who return to the University after a break in service, will be subject to the same Vesting requirements as for new hires, regardless of the duration of the separation. Credit will be given for prior years of service.

- Employees who voluntarily resign or are dismissed from the University prior to completing three years of service will forfeit all University contributions and earnings.
Your Benefits

Waiving the 12-Month Waiting Period

If you worked at another college or university, a non-profit research organization, or a Kentucky state governmental agency (with no break in service between jobs) prior to joining the university, you may be able to waive the waiting period for the retirement plan. *Break in service means that you were not employed between the time left your former employer and before joining the University of Louisville.*

You may also waive the 12-month wait if you have been rehired at U of L and previously participated in the retirement plan.

**WHEN COMING FROM ANOTHER INSTITUTION:**

On your previous employer’s letterhead, signed by your department head or human resources director, please provide the following information:

- ✓ Name
- ✓ Social Security Number (last 4 digits)
- ✓ Date of hire
- ✓ Date of termination
- ✓ Job title
- ✓ FTE

Sent to Kathy Hite, Retirement Administrator. (852-3555 or kathy.hite@louisville.edu)
457(b) Deferred Compensation Plans

Another place to invest pre tax dollars for retirement, in addition to the University of Louisville 403(b) Plan. IRS contribution limits are the same as 403(b). Employees can participate in both the 403(b) and the 457(b) at the same time. **Two Plans are offered:**

### University of Louisville 457(b) Plan
- You may participate with either Fidelity Investments or TIAA-CREF or both
- Enrollment applications and salary deferral forms are available on the Human Resource website [http://louisville.edu/hr/benefits/retirement](http://louisville.edu/hr/benefits/retirement)

### KY Deferred Compensation
- **Local Plan Service Representative:** Kay McHone (502.758.5152) or email at mchong1@nationwide.com
- **Customer Service Center (Frankfort, KY):** 1-800-542-2667;
- **Website:** [www.kentuckydcp.com](http://www.kentuckydcp.com)
Need Answers?

Email questions to Benefits@louisville.edu

or

Visit http://louisville.edu/hr/benefit

or

Call 852-3167

Disclaimer: This presentation and benefit communication highlights many of the University Of Louisville’s Healthcare benefits. Every effort has been made to ensure the accuracy of this information. However, the actual administration of the plans is governed by the plan documents and insurance agreements. In the event of a discrepancy between this communication and the plans documents and agreement, the plan documents and agreements take precedence.
Take a Break!

Return in 10 minutes
Run. Hide. Fight

What to do if confronted with an active shooter event
Run, Hide, Fight

Houston Video
IF YOU SEE SOMETHING, SAY SOMETHING.
Public Safety on Campus

The University of Louisville is committed to maintaining the safety of the entirety of its community.

*Any threat (either direct or veiled) made by a member of the UofL community, will not be tolerated and is subject to immediate disciplinary action, up to termination.*

~PER 5.01 - Staff Disciplinary Policy
University of Louisville Police

Kentucky Association of Chiefs of Police (KACP) Accredited Agency

Community Oriented Policing
Department of Public Safety

Public Safety Operations

Operational 24/7, 365 days, including radio dispatch

We are a full-service police department with a uniformed, well trained staff of police and security officers
Department of Public Safety

Public Safety Location

- Floyd Street Parking Garage, first floor
- 2126 South Floyd Street
- [http://louisville.edu/policе](http://louisville.edu/policе)
Department of Public Safety

Public Safety on Campus

Each campus maintains a satellite ULPD office

Belknap  Shelbyhurst  Health Sciences Center
Who to call?

For Emergencies

call 911!

For all other services, please call
502-852-6111
Department of Public Safety

Public Safety on Campus

Emergency Phones

145 are located in and near heavily traveled areas
Digital Cameras

450 state of the art remote cameras strategically located around campus
Department of Public Safety

Public Safety on Campus

http://louisville.edu/police/

Please see our website for statistics, safety information and a variety of programs offered throughout the year to faculty and staff.

- Emergency Preparedness
- Fire Safety Education
- Assistance for Victims of Violence
- Email Portal
- Crime Log and Clery/Minger Reports
Department of Public Safety

Public Safety on Campus

Escort services are provided from dusk to dawn to locations on campus and within four blocks of the campuses as a courtesy to students, staff, and faculty.

Call
(502) 852-6111
Public Safety on Campus

Historically, most crimes that occur here are property thefts. The most commonly stolen items include:

- Bicycles
- Backpacks
- Purses & Wallets
- Cell Phones
- Laptops
Department of Public Safety

Public Safety on Campus

Almost every case of theft was the result of:

- Lack of vigilance
- Leaving doors unlocked
- Personal items left unattended
- Articles left in plain view in vehicles
Public Safety on Campus

Serial Numbers

Write down the serial numbers, especially of laptops, but also any other devices or appliances.

Be sure check with your insurance company about coverage.
Department of Public Safety

Public Safety on Campus

In Brief:

- Identity Theft/Phishing
- Alcohol & Drug Issues
- My Space/Facebook
Clery Act: Basic Information

- The Clery Act is a federal law that requires colleges to report crimes that occur “on campus” and school safety policies.

- It is named after Jeanne Clery, who was raped and murdered in her dorm room by a fellow student on April 5, 1986.

- The Clery Act was recently expanded by the Campus SaVE Act, which broadened Clery requirements to address all incidents of sexual violence (sexual assault, domestic violence, dating violence and stalking).

- Any time a crime has or is occurring that poses a serious or ongoing threat to the rest of the campus, the college must provide timely warnings in a way that is likely to reach every member of the campus community.
Department of Public Safety

Clery Act/Title IX: Timely Notifications

Crime Alert
Issued by UofL Police via your email within 24 hours regarding any on-campus crime.

Safety Bulletin
Pertain to crimes that happen off-campus but close to the UofL community.

For emergencies call 911!
UofL Alert!

- UofL wants to protect its greatest asset: YOU!

- Check out the FastAlert text messaging system. This is a free service!

- Please log on to http://louisville.edu/alerts/ to receive alerts regarding closings, alerts and emergency notifications.
Department of Public Safety

Public Safety and Technology

CardSafety is a free smartphone app, available online at the Android, BlackBerry, and iPhone stores. It was developed to provide:
- Interactive maps for Bellarmine and Health Sciences campuses
- Emergency procedures for 20 types of emergencies
- Automatic dialer for Safety Escorts, University Police, and 911
- Information regarding crimes and crime prevention
- Links to UofL emergency web sites

Be Card Safe
Download your app today
Department of Public Safety

Public Safety on Campus

Questions? Concerns?

(502) 852-6111

http://louisville.edu/police

Public Safety: Your Umbrella of Protection!

LOUISVILLE.EDU
Parking

Parking Requirements

- Parking permits are required to park on any UofL campus between 7:30 am to 7:30 pm. (Yellow, Orange & Brown parking is enforced 24 hour a day).

- Permits must be displayed on car’s rearview mirror.

- Parking privileges are determined by the type of permit you purchase.

- Areas for parking are indicated on University maps and by signs located in the parking areas.

- UofL permit ownership is not transferable.
# Parking

## Parking Permit Fees (2016-2017)

<table>
<thead>
<tr>
<th>Permit Type</th>
<th>Annually</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Red</strong></td>
<td><strong>$590.00</strong></td>
</tr>
<tr>
<td><em>limited availability may require waiting list. Contact the Parking Service Account at <a href="mailto:ulpark@Louisville.edu">ulpark@Louisville.edu</a></em></td>
<td></td>
</tr>
<tr>
<td>Chestnut Street Garage</td>
<td>$379.00</td>
</tr>
<tr>
<td>620 HSC Garage</td>
<td>$379.00</td>
</tr>
<tr>
<td>Jewish Hospital Garage</td>
<td>$379.00</td>
</tr>
<tr>
<td>Blue</td>
<td>$281.00</td>
</tr>
<tr>
<td>Yellow / Orange / Brown</td>
<td>$150.00 residents only</td>
</tr>
<tr>
<td>Green</td>
<td>$132.00</td>
</tr>
<tr>
<td><strong>Purple (Stadium Permit)</strong></td>
<td>$98.00</td>
</tr>
</tbody>
</table>
Parking

Parking Permits

After 4:15 any purple or green permit holder may park in a designated blue lot.

After 5:00 any permit holder may park in a designated red lot.

Handicap parking permit available.
University Parking

Parking Rules

- University parking rules and regulations are in effect all year (including periods when classes are not in session).
- Citations will be administered:
  - Failure to display a valid permit
  - Parking in areas where permit is not valid
  - Parking in a Reserved space (towing may occur)
  - Parking in a handicapped space without proper university permit
  - Parking in drive lanes/loading zones
  - Please consult University of Louisville Parking Regulations for entire listing

- Citations paid after 7th day are escalated to full rate

- Few exceptions (Handicapped, forged/altered permits)
University Parking

Payment Options

All permanent staff are eligible for payroll deduction and this option is recommended so that you can take advantage of the following:

- Tax sheltered deduction.

- Permits can be deducted from paychecks, depending on the time of year. (a maximum of 10 times, first payment will come out in September.)

- Other payment options include cash, check, Visa, MasterCard or Discover.
University Parking

Cardinal Shuttle

Buses depart approximately every 6 to 8 minutes on Belknap Campus. The shuttle will run from Papa John’s Cardinal Stadium and make stops around the perimeter of campus.

Route #94: (6:40am-9:30pm Monday-Thursday) (6:40am-7:30pm Friday)
Route #98: (8:30am-1:30pm Monday-Friday) Floyd Street Only

On HSC Campus the shuttle runs from 620 HSC Garage with pickups & drop-offs at Medical and Dental Schools. Run times are 10 minutes.

6:00 am – 10:00 pm Monday-Friday
University Parking

Cardinal Shuttle

- Stop the worry & fuss.
  Park at the stadium & ride the #94 Cardinal Shuttle Bus!

- To ride the shuttle and park your vehicle at Papa John’s Cardinal Stadium, you will need:
  - A valid UofL ID card.

- You can ride TARC throughout the city wherever service is provided without fare with a valid picture UofL ID for the 2016-2017 academic year.

- Please see (www.ridetarc.org) for information
University Parking

Motor Assistance Program (MAP)

We’ll help with:

- Jump starts
- Lock outs
- Low air in tires
- Out of Gas

24 hours a day,
7 days a week
Call 852-PARK
University Parking

Office Locations

Belknap campus
Floyd Street Garage
Hours: 7:30 am - 5:00 pm Monday - Friday
Phone #: 852-PARK (7275)

Health Science campus
Chestnut Street Garage
Hours: 8:00 am – 4:00 pm
(closed from 1pm-2pm)
Monday - Friday
Phone #: 852-5111

Parking Webpage
www.louisville.edu/parking
Lunch Break and Resource Fair

Lunch and Resource Fair

Enjoy your lunch, networking with your new colleagues and visit the Resource Fair to ask questions one-on-one about Benefits, Get Healthy Now, Parking and more!

We resume at 1:00 pm