Welcome to New Employee Orientation!

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New Employee Orientation

What Will We Cover Today?

- Employee Info and Perks
- Campus Parking
- Campus Safety
- Get Healthy Now, Health Management Program
- Your Benefits
- Your Paycheck

New Employee Online Training (within 30 days)
- Preventing Sexual Harassment Training
- Compliance Training
- Title IX Training
New Employee Orientation

What Will You Leave With?

✓ Your UofL Cardinal Card
✓ Parking Pass
✓ New Employee Onboarding Checklist
✓ A wealth of knowledge about your new role at the University of Louisville!

❖ Presentation is online at
   www.louisville.edu/hr/newemployee
Check Your Folder for Great Resources!

- Customized Employment Information Sheet
- New Employee Onboarding Checklist
Getting to Know You!

- What is your name?
- Where are you from?
- Where will you be working?
- Are you new to UofL or been here before as a student/staff/faculty?
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.
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.
Your Employment

Classification of Staff Positions

Two classifications for staff positions:

- **Exempt**
  - (Professional/Administrative or PNA)

- **Non-Exempt**
  - (Classified Staff)

- There are provisions of university policy that apply differently depending on the classification.

- All employees are covered by the federal Fair Labor Standards Act (FLSA).

- Classified employees are eligible to receive overtime.
Annual Leave *

Exempt (PNA)

15 days + 1 additional day per year of service = Maximum of 22 days per year

Non-Exempt (Classified)

10 days + 1 additional day per year of service = Maximum of 22 days per year + 2 Personal Days a year **

* Annual Leave accrues on a pay period basis and unused balances cannot exceed 44 days.

** Personal days do not roll over each year and are on a prorated basis your first year.
Your Paid Leave

Sick Leave

All regular staff receive

12 sick days
per year.

Sick leave is the same for exempt and non-exempt positions. This leave accrual is credited on a pro rata basis at the conclusion of each pay period.

There is no maximum limit on the number of sick leave hours which can be accrued.
## Your Paid Leave

### Paid Holidays – 2019 Holiday Calendar

<table>
<thead>
<tr>
<th>Holiday</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Year's Day</td>
<td>Jan 1 (Tues)</td>
</tr>
<tr>
<td>Martin Luther King Day</td>
<td>Jan 21 (Mon)</td>
</tr>
<tr>
<td>Memorial Day</td>
<td>May 27 (Mon)</td>
</tr>
<tr>
<td>Independence Day (observed)</td>
<td>July 4 (Thurs)</td>
</tr>
<tr>
<td>Additional President/Provost Approved Holiday</td>
<td>July 5 (Fri)</td>
</tr>
<tr>
<td>Labor Day</td>
<td>Sept 2 (Mon)</td>
</tr>
<tr>
<td>Early Release Day</td>
<td>Nov 27 (Wed)</td>
</tr>
<tr>
<td>(1/2 day of supervisor approved leave)</td>
<td></td>
</tr>
<tr>
<td>Thanksgiving Holiday</td>
<td>Nov 28-29 (Thurs-Fri)</td>
</tr>
<tr>
<td>Early Release Day</td>
<td>Dec 24 (Tues)</td>
</tr>
<tr>
<td>(1/2 day of supervisor approved leave)</td>
<td></td>
</tr>
<tr>
<td>Winter Break</td>
<td>Dec 25-31 (Wed-Tues)</td>
</tr>
</tbody>
</table>
Your Paid Leave

Additional Paid Leave

Staff Employees also receive:

- Six Week Parental Leave
- Bereavement Leave
- Military Leave
- Community Service Leave
- Jury Duty Leave
Volunteer Opportunities

To get involved in volunteer activities at UofL, visit Community Engagement’s webpage

http://louisville.edu/communityengagement

and click on **Staff, then Service Opportunities**

or call at **852-6026**.
Additional Leave

Additional Leave & Holidays

- FMLA Leave: The university provides up to 12 weeks of catastrophic leave for staff with family medical leave.

- Employees who observe work-restricted religious holidays are allowed to do so. Employees should make their supervisors aware of these observances.

For more information about leave policies at the university, please visit louisville.edu/hr/benefits/leave/.
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.**
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](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
✓ 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

Provisional Employment Period

• All regular status staff members serve a six-month provisional period.

• Progress reports should be done every 60 days during the provisional period.
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 names and numbers of the Grievance Officers are:

Staff
Sandra Russell: 852-4652

Faculty
Cedric Merlin Powell: 852-6363
Your Employment

Policies and Procedure Library

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

Parking Requirements

- Parking permits are required to park on any UofL campus between 7:30 am to 7:30 pm. (Resident 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 (2018-2019)

<table>
<thead>
<tr>
<th>Permit Type</th>
<th>Annually</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Red</strong></td>
<td><strong>$725.00</strong></td>
</tr>
<tr>
<td><em>limited availability may require waiting list. Contact 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><strong>$485.00</strong></td>
</tr>
<tr>
<td>620 HSC Garage</td>
<td><strong>$386.00</strong></td>
</tr>
<tr>
<td>Jewish Hospital Garage</td>
<td><strong>$485.00</strong></td>
</tr>
<tr>
<td><strong>Blue</strong></td>
<td><strong>$296.00</strong></td>
</tr>
<tr>
<td>Resident Permits</td>
<td><strong>$169.00 (residents only)</strong></td>
</tr>
<tr>
<td>3rd Street South/Myers Hall</td>
<td><strong>$199.00</strong></td>
</tr>
<tr>
<td><strong>Purple (stadium permit)</strong></td>
<td><strong>$100.00</strong></td>
</tr>
</tbody>
</table>
Parking

Parking Permits

After 4:15 any **valid permit** 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)

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
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 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

LOUISVILLE.EDU
University of Louisville Police Department
Run. Hide. Fight

What to do if confronted with an active aggressor event
Responding to an Active Aggressor

Run → Hide → Fight

Houston Video
IF YOU SEE SOMETHING, SAY SOMETHING.
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, toward another member, will not be tolerated and is subject to immediate disciplinary action, up to termination.

~PER 5.01 - Staff Disciplinary Policy
University of Louisville Police Department

Kentucky Association of Chiefs of Police (KACP) Accredited Agency
Operational 24/7, 365 days, including radio dispatch

We are a full-service police department with a proficient and highly experienced staff of police officers, security officers, tele-communicators and other specialists.
University of Louisville Police Department

Floyd Street Parking
Garage, first floor

2126 South Floyd Street

http://louisville.edu/police
Each campus maintains a satellite ULPD office

Belknap

Shelbyhurst

Health Sciences Center
University of Louisville Police Department

For Emergencies
call 911!

For all other services, please call
502-852-6111
University of Louisville Police Department

Digital Cameras

Over 400 state of the art remote cameras strategically located around campus
#SafetyisOurCardinalRule

[http://louisville.edu/police/](http://louisville.edu/police/)

[https://www.facebook.com/uoflpolice/](https://www.facebook.com/uoflpolice/)

@UofLPD

Please see our website and social media 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
- Crime Log and Clery/Minger Reports
- Rape Aggression Defense (RAD) Classes
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
Historically, most crimes that occur here are property thefts. The most commonly stolen items include:

- Bicycles
- Backpacks
- Purses & Wallets
- Cell Phones
- Laptops/Tablets
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
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.
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.

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.
University of Louisville Police Department

Clery Act/Title IX: Timely Notifications

Crime Alert
Issued by ULPD 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 RaveAlert 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.
Download the App!

- Event schedules
- Frequent campus contacts
- Campus maps
- Dining options & hours
- UofL lingo and more!
University of Louisville Police Department

Questions? Concerns?

(502) 852-6111

http://louisville.edu/police

https://www.facebook.com/uoflpolice/

@UofLPD
Take a Break!

10 minutes
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
$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.
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!

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.cafewell.com](http://UofLGetHealthyNow.cafewell.com)

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**

Earn Rewards
Overall Wellness Score (OWS). **If OWS is 67 or above**, Congrats! You’ve earned your rewards for 2019. **If OWS is 66 or below**, action required for rewards. Monthly participation in:

- Wellness coaching program
- **OR**-

**Good Health is in the Cards** program
How do I get started?

- Go to: UofLGetHealthyNow.cafewell.com
- Click “Register Now”.
- **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.
If OWS is 67 or above, Congrats! You’ve earned your rewards for 2019. If OWS is 66 or below, action required for rewards. Monthly participation in:

Wellness Coaching Program

**Online:** based on goal achievement
[UofLGetHealthyNow.cafewell.com](http://UofLGetHealthyNow.cafewell.com)

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

Good Health is in the Cards program

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** – Balance for a Life Well Lived
- **Jacks Jump** – Move to Thrive
- **Aces Change** – Be a Wild Card
Health numbers are helpful for a comprehensive, accurate health summary and impact your Overall Wellness Score (OWS):

- Height and weight
- Blood pressure (systolic/diastolic)
- Cholesterols (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.
Confidential and Private

- 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#)
The Basics

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
• MINDBODY® is a new optimized and secure point of sale check-in system that convenient, secure and interactive.
• ALL members must set up a MINDBODY® account to set up your membership and check in!
<table>
<thead>
<tr>
<th>Membership Category</th>
<th>Monthly Rate</th>
<th>Spouse/QA Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Be Well UClub/GHN Center</td>
<td>$40/month</td>
<td>$10/month</td>
</tr>
<tr>
<td>UofL Alumni, Vendor or Affiliated Partner</td>
<td>$30/month</td>
<td>$10/month</td>
</tr>
<tr>
<td>UofL Employee, Retiree, Academic</td>
<td>$15/month</td>
<td>$10/month</td>
</tr>
<tr>
<td>One-time Enrollment Fee</td>
<td>$10/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
Renovated Locker Rooms

- 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
The Smoke-Free Initiative

UofL has been Smoke-Free since 2010, with recent updates to include e-cigarette use, vaping, and smokeless tobacco product use.

Supporting the Policy

• The Nicotine-free Initiative for Civil Engagement – or NICE – training has been developed to empower faculty, staff, and students to encourage others to observe the policy.
• This interactive training can be requested through Get Healthy Now and Health Promotion.

Resources to Quit

• Freedom from Smoking – This is the American Lung Association’s 7-week program devoted to smoking cessation. This will be offered periodically throughout the year by Get Healthy Now and UofL Physicians.
• The Jefferson County Metro Health Department offers options to quit. Contact them at (502)574-6542 for more information.
• The National Smoke-Free Hotline has specially trained operators which can be reached 24/7 at 800-QUIT-NOW.
• The online self-managed option at www.becomeanex.org is a great place to plan cessation efforts.

For more information about the policy and resources, please visit louisville.edu/smokefree
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

Pharmacy Incentive: zero co-pay applies to all medication/supplies associated with primary condition
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
Welcome to your Cardinal Family!

Life well lived. It's in you!

Questions?

GHN Wellness Center
601 Presidents Blvd., 40217

852-7755 Main
852-1907 Admin

louisville.edu/gethealthynow
ghn@louisville.edu

GetHealthyNow
Your Benefits at UofL

Benefits Department, HR
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
- Flexible Spending Accounts
- Long Term Disability
- Dental Coverage
- Life Insurance
- Short Term Disability
- Retirement Plans

Your Benefits

30 days to enroll
Your Benefits

The Who, What, When and How of Benefit Coverage

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 through our HR Portal, ULink*.

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

* To access ULink, you will need to sign up for UL2FCTR / DUO (a two-factor authentication) prior to logging in for the first time to make your benefit enrollment choices. See your folder for quick start guide.
## Your Benefits

### Plan Options: Basic Comparison*

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

<table>
<thead>
<tr>
<th></th>
<th>EPO (Employer Provider Organization)</th>
<th>PPO (Preferred Provider Organization)</th>
<th>PCA High and Low with a HealthEquity Account</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<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></td>
<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></td>
<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></td>
<td>Has required copayments and coinsurance to meet</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* For a more detailed plan comparison, see page 10 of your 2019 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.

**PLEASE NOTE:**
Documents are required within 60 days to verify dependent eligibility.
Please refer page 5 of your 2019 Benefits Guide for details.
2019 Pharmacy Benefit

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.

<table>
<thead>
<tr>
<th></th>
<th>Non-Specialty Drugs</th>
<th>Specialty Drugs</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>You Pay</td>
<td>You Pay</td>
</tr>
<tr>
<td></td>
<td>Retail</td>
<td>Mail/Home delivery</td>
</tr>
<tr>
<td>30 day supply</td>
<td>$10</td>
<td>$30</td>
</tr>
<tr>
<td>90 day supply</td>
<td>$10</td>
<td>$30</td>
</tr>
<tr>
<td>90 day supply</td>
<td>40% up to $100 max</td>
<td>40% up to $300 max</td>
</tr>
</tbody>
</table>

Name brand when a generic equivalent is available

Plan pays the cost of the generic drug.
You pay the remainder of the cost, with no maximum.
Your Benefits

KY RX Coalition

UofL is part of the Know Your RX Coalition whose goal is to help improve clinical outcomes, share best practices and maximize cost efficiencies in our prescription benefit program.

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

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

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

• To enroll in Mail Order
• To find Network Pharmacy
• To price check an Rx
Your Benefits

2019 Monthly Full-time Health Plan Rates*

<table>
<thead>
<tr>
<th>Plan Type</th>
<th>EPO</th>
<th>PPO</th>
<th>PCA High</th>
<th>PCA Low</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee</td>
<td>$142</td>
<td>$124</td>
<td>$70</td>
<td>$68</td>
</tr>
<tr>
<td>Employee &amp; Spouse/QA</td>
<td>$500</td>
<td>$465</td>
<td>$350</td>
<td>$216</td>
</tr>
<tr>
<td>Employee &amp; Child(ren)</td>
<td>$272</td>
<td>$240</td>
<td>$146</td>
<td>$66</td>
</tr>
<tr>
<td>Family</td>
<td>$560</td>
<td>$510</td>
<td>$352</td>
<td>$170</td>
</tr>
<tr>
<td>Two UofL Employee Family** (rates per EE)</td>
<td>$150</td>
<td>$122</td>
<td>$60</td>
<td>$58</td>
</tr>
</tbody>
</table>

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 29 of the 2019 Benefits Guide for a full listing of all rates.
** Spouse/QA must be full-time employee and also have child(ren) covered in plan.
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.

<table>
<thead>
<tr>
<th>Plan Type</th>
<th>Basic</th>
<th>Enhanced</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee</td>
<td>$22.55</td>
<td>$26.43</td>
</tr>
<tr>
<td>Employee &amp; Spouse</td>
<td>$45.07</td>
<td>$52.82</td>
</tr>
<tr>
<td>Employee &amp; Children</td>
<td>$53.21</td>
<td>$62.35</td>
</tr>
<tr>
<td>Family</td>
<td>$82.28</td>
<td>$96.42</td>
</tr>
</tbody>
</table>

These rates are for 12 month employees. For full list of rates, see page 29 of the 2019 Benefits Guide.

**VISIT UOFL SCHOOL OF DENTISTRY:**

For discount services and appointments call 852-5096.
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.

<table>
<thead>
<tr>
<th>Plan Type</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee</td>
<td>$3.70</td>
</tr>
<tr>
<td>Employee &amp; Spouse</td>
<td>6.71</td>
</tr>
<tr>
<td>Employee &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 13 of the benefits guide.
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 $2,650 per calendar year.</td>
<td>• Annual employee contribution can be from $150 up to $5,000 per household per calendar year.</td>
</tr>
<tr>
<td>• Total annual contributions are available from account start date.</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>• Eligible expenses are any healthcare expense approved by the IRS for reimbursement through the plan.</td>
<td>• Participants receive reimbursements up to the total amount contributed through each payroll deduction.</td>
</tr>
<tr>
<td>• Participants cannot change individual elections unless they experience a qualifying event.</td>
<td>• Reimbursements are received by faxing, emailing or mailing claim forms to Discovery Benefits</td>
</tr>
<tr>
<td></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:
Visit Discovery Benefits website


Cards will be mailed approximately 3 weeks from date you enroll in your benefits.

KEEP YOUR RECEIPTS:
You must submit substantiation for expenses when requested by Discovery Benefits.
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 (e.g., full time to part time)
- Dependent loses or gains insurance eligibility
Life Insurance

- The university provides basic life insurance at twice your base annual salary adjusted to the nearest $1000 (maximum of $200,000).

- There is no cost to eligible employees, but you need to complete the MetLife enrollment/beneficiary form.

Accidental Death & Dismemberment

- The university provides Accidental Death and Dismemberment (AD&D) insurance equal to the amount of life insurance.

- There is no cost to eligible employees.

Additional Term Life Insurance

- Available as a supplement to your basic life insurance coverage provided by UofL.
- If you purchase additional coverage for yourself, you also can purchase it for your spouse or child(ren).
- Employees may purchase additional term life coverage of up to $300,000. Maximum coverage for spouses is $25,000.

- This is a one time guaranteed issue offer. During future annual open enrollments you may bump up one level of coverage if you have already elected supplemental life, without a statement of health. Any enrollment other than at time of hire or move to level more than one level up would require approval by MetLife through a statement of health.
## Your Benefits

### Long Term Disability

<table>
<thead>
<tr>
<th>Basic Long Term Disability</th>
<th>Optional Short Term Disability</th>
</tr>
</thead>
<tbody>
<tr>
<td>• This benefit is provided at no cost to you.</td>
<td>• Supplements lost wages due to a covered off-the-job injury or sickness.</td>
</tr>
<tr>
<td>• 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.</td>
<td>• Enroll or drop coverage at anytime. You do not need a Qualifying Event.</td>
</tr>
<tr>
<td></td>
<td>• More details, call Manhattan Life’s enrollment center at <strong>800-463-7420</strong> or email <strong><a href="mailto:yourenrollment@ebcoh.com">yourenrollment@ebcoh.com</a></strong>.</td>
</tr>
<tr>
<td>• Note: LTD benefit begins when your university retirement contributions begin.</td>
<td></td>
</tr>
</tbody>
</table>

LOUISVILLE.EDU
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
Your Benefits

UofL 403(b) Retirement Plan

WANT TO GET STARTED NOW?
You have the option of participating before completing one year of service. The Employee Supplemental option is a great opportunity to start saving.

ENROLLMENT IN THE UNIVERSITY 403(B) PLAN IS A PAPERLESS PROCESS.
To get started, send an email to retplan@louisville.edu, to set up an account on the Netbenefits website for you.

Once the account has been established, notification will be sent to your UofL 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**
1 (800) 842-2252

**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 or visit the HR calendar on the HR website.
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

Send to [retplan@louisville.edu](mailto:retplan@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**
- Customer Service Center (Frankfort, KY): 1-800-542-2667;
- Website: [www.kentuckydcp.com](http://www.kentuckydcp.com)
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.

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.
Need Answers?

Email questions to Benefits@louisville.edu
or
Visit http://louisville.edu/hr/benefit
or
Call 852-6258

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.
Your Paycheck

Payday

Monthly

Payday is the 30th of each month

Heads Up!
When the 30th 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>HOURS AND EARNINGS</th>
<th>TAXES</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>CURRENT</td>
<td>YTD</td>
</tr>
<tr>
<td>Total</td>
<td>1,776.31</td>
<td>1,776.31</td>
</tr>
</tbody>
</table>

## BEFORE-TAX DEDUCTIONS

```
<table>
<thead>
<tr>
<th>Description</th>
<th>CURRENT</th>
<th>YTD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical Inc. PPO</td>
<td>228.23</td>
<td>228.23</td>
</tr>
<tr>
<td>401(k) Voluntary B 2.5%</td>
<td>-41.45</td>
<td>-41.45</td>
</tr>
<tr>
<td>PPO Premium</td>
<td>105.70</td>
<td>105.70</td>
</tr>
<tr>
<td>TELCO Credit Union</td>
<td>104.00</td>
<td>204.00</td>
</tr>
</tbody>
</table>

## AFTER-TAX DEDUCTIONS

```
<table>
<thead>
<tr>
<th>Description</th>
<th>CURRENT</th>
<th>YTD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical Inc. PPO</td>
<td>191.77</td>
<td>191.77</td>
</tr>
<tr>
<td>401(k) Voluntary B 2.5%</td>
<td>-41.45</td>
<td>-41.45</td>
</tr>
<tr>
<td>PPO Premium</td>
<td>105.70</td>
<td>105.70</td>
</tr>
</tbody>
</table>

## EMPLOYEE PAID BENEFITS

```
<table>
<thead>
<tr>
<th>Description</th>
<th>CURRENT</th>
<th>YTD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Life Insurance</td>
<td>4.99</td>
<td>4.99</td>
</tr>
<tr>
<td>Disability</td>
<td>11.88</td>
<td>11.88</td>
</tr>
<tr>
<td>Long Term Disability</td>
<td>0.87</td>
<td>0.87</td>
</tr>
<tr>
<td>Tuition Reimbursement</td>
<td>42.24</td>
<td>42.24</td>
</tr>
<tr>
<td>Unemployment Insurance</td>
<td>3.01</td>
<td>3.01</td>
</tr>
<tr>
<td>Worker’s Compensation</td>
<td>13.27</td>
<td>13.27</td>
</tr>
<tr>
<td>DEDUCENT Gift</td>
<td>121.88</td>
<td>121.88</td>
</tr>
<tr>
<td>DEDUCENT Gift</td>
<td>121.88</td>
<td>121.88</td>
</tr>
<tr>
<td>TDD Tax</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>401(k) Voluntary B 2.5%</td>
<td>-41.45</td>
<td>-41.45</td>
</tr>
</tbody>
</table>

## TOTAL TAXABLE

```
<table>
<thead>
<tr>
<th>Description</th>
<th>CURRENT</th>
<th>YTD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total</td>
<td>319.46</td>
<td>319.46</td>
</tr>
</tbody>
</table>

## NET PAY DISTRIBUTION

```
<table>
<thead>
<tr>
<th>Description</th>
<th>ACCOUNT NUMBER</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total</td>
<td>877.54</td>
<td></td>
</tr>
</tbody>
</table>
```
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.
Click on the Image Above to Enter GLACIER
or Login Now

GLACIER supports Internet Explorer, Firefox (On Windows or MAC platforms), and Apple Safari. Javascript must be enabled to use GLACIER.

Please direct any questions about using GLACIER to: support@online-tax.net

GLACIER is a product of Arctic International LLC.
For more information about other Nonresident Alien Tax Compliance Products and services visit: www.arcticintl.com

Welcome to GLACIER Nonresident Alien Tax Compliance
To access GLACIER, please enter the following information:

UserID:

Password:

Forgot Login?
If you have forgotten your UserID and/or Password, please select Forgot Login? An email will be sent to the email address in your GLACIER Individual Record.

GLACIER supports Internet Explorer, Firefox (On Windows or MAC platforms), and Apple Safari. Javascript must be enabled to use GLACIER. Please direct any questions about using GLACIER to support@online-tax.net. GLACIER is a product of Arctic International LLC.

Submit
Before You Go…

**PAYROLL:**
Turn in paperwork & verify Social Security Card with Payroll reps

**I-9:**
Complete the second section with an HR rep

**PICK UP:**
Cardinal Card & Parking Permits available just outside the door

Benefits counselors are available for 1:1 questions
Completed evaluation forms can be left on table

Welcome to the *Cardinal* Family!