



Benefits-At-A-Glance

Please note that all Medical, Dental, and Vision plans offer coverage for dependent spouses, domestic partners, and children up to age 26.

Benefit	Who's Eligible & When	Description
<p>Medical Cigna <i>(National – employees outside the Champaign / Urbana coverage area)</i></p> <p>Health Alliance <i>(Only employees in the Champaign / Urbana coverage area)</i></p>	<p>Eligibility: Employees scheduled to work at least 30 hours per week</p> <p>Coverage Begins: First of the month on or after 30 days of employment</p>	<p><i>Description is for both Cigna & Health Alliance plans</i></p> <p>Plan 1: In-network only Plan 2: Flexibility to use in and out-of-network providers</p> <p>Employees pay a share of the cost of coverage, based on salary banding.</p>
<p>Dental Guardian</p>	<p>Eligibility: Employees scheduled to work at least 30 hours per week</p> <p>Coverage Begins: First of the month on or after 30 days of employment</p>	<p>Flexibility to use in or out-of-network providers.</p> <p>Dental coverage is offered at no cost to employees.</p>
<p>Vision VSP Network, provided by Guardian</p>	<p>Eligibility: Employees scheduled to work at least 30 hours per week</p> <p>Coverage Begins: First of the month on or after 30 days of employment</p>	<p>Flexibility to use in or out-of-network providers.</p> <p>Employees pay the full cost of Vision coverage, if elected.</p>
<p>Short Term Disability (STD) Prudential <i>(Base & Supplemental Coverage)</i></p>	<p>Base Plan Eligibility: All Employees*</p> <p>Coverage Begins</p> <ul style="list-style-type: none"> • NY covered at hire • All other coverage starts the first of the month on or after 30 days of employment <p>Supplemental Plan Eligibility: All Employees*</p> <p>Coverage Begins: First of the month on or after 30 days of employment</p> <p><i>*Employees located in CA & NJ are not eligible for ASPCA STD coverage, as the state coverage would offset the entire benefit.</i></p>	<p>Base Plan</p> <ul style="list-style-type: none"> • Payments of up to \$170, per week • Covered at no cost <p>Supplemental Plan</p> <ul style="list-style-type: none"> • Payments of 60% of your salary (up to \$1,000), per week • Buy-Up plan is fully paid by the employee
<p>Long Term Disability (LTD) Prudential</p>	<p>Eligibility: Employees scheduled to work at least 30 hours per week – not including Seasonal & Temporary Workers (Kitten Nursery, Interns, etc.)</p> <p>Coverage Begins: First of the month on or after 30 days of employment</p>	<p>Payments of 60% of monthly salary, up to \$6,000/month.</p> <p>LTD coverage is provided at no cost to employees.</p>
<p>Life Insurance Prudential</p>	<p>Eligibility: Employees scheduled to work at least 30 hours per week</p> <p>Coverage Begins: First of the month on or after 30 days of employment</p>	<p>Low Plan: 1x annual salary, up to \$250,000</p> <p>High Plan: 2x annual salary, up to \$500,000</p> <p>Life coverage is provided at no cost to employees.</p>
<p>401(k) Retirement Savings Plan Alerus Retirement and Benefits</p>	<p>Eligibility: All Employees, upon hire after working at least one hour</p> <p>Contributions Begin: First full paycheck of the month following enrollment</p>	<p>Employer contributions begin the month after the employee completes a year of service (1,000 hours of service in a 12-month period)</p> <ul style="list-style-type: none"> • Match: up to 4% of salary • Non-Matching: 4% of salary, regardless of if an employee contributes
<p>Health Care Flexible Spending Account (FSA) PayFlex</p>	<p>Eligibility: Employees scheduled to work at least 30 hours per week</p> <p>Coverage Begins: First of the month on or after 30 days of employment</p>	<p>Set aside pre-tax dollars to pay for health care expenses like co-pays, deductibles, prescription medications, out-of-network services, orthodontia, and more for themselves and their dependent spouses and children.</p>
<p>Dependent Care Flexible Spending Account (FSA) PayFlex</p>	<p>Eligibility: Employees scheduled to work at least 30 hours per week</p> <p>Coverage Begins: First of the month on or after 30 days of employment</p>	<p>Set aside pre-tax dollars to pay for certain dependent care expenses like daycare, summer day camp, after school programs for children under age 13 and elders in their care.</p>

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<p><u>Healthcare System Navigation Support</u> Health Advocate</p>	<p>All employees are eligible at hire.</p>	<p>Support and guidance for employees and their immediate family members for life's healthcare issues like finding a medical provider, understanding a diagnosis, and resolving claim issues. All support is free and confidential.</p>
<p><u>Employee Assistance Program (EAP)</u> Telus Health</p>	<p>All employees are eligible at hire.</p>	<p>Free & confidential assistance for employees and their household family members by providing access to mental, physical, social, and financial well-being resources.</p>
<p><u>Caregiver Support</u> Cariloop</p>	<p>All employees are eligible at hire.</p>	<p>Support for care caregivers like eldercare, daycare, guidance with homeschooling, and much more.</p>
<p><u>Transit Benefits</u> WageWorks/Health Equity</p>	<p>All employees are eligible at hire.</p>	<p>Set aside pre-tax dollars for commuting expenses (metro, bus, vanpools, and railroad passes).</p>
<p><u>Pet Health Insurance</u> ASPCA Pet Health Insurance, insured by Hartville</p>	<p>All employees are eligible at hire.</p>	<p>Coverage for several veterinary services for cats and dogs with any licensed veterinarian in the US or Canada.</p>
<p><u>Vacation Time Off</u></p>	<p>Regular full time and part time employees are eligible for Vacation.</p>	<p>For most positions, accrual is based on length of employment and salary grade.</p> <p>Hours are accrued on a weekly basis beginning with the first week of employment.</p> <p>Different policies apply for full-time seasonal Kitten Nursery staff and veterinary interns.</p>
<p><u>Personal Time Off</u></p>	<p>Regular full-time, part-time, seasonal and other short-service employees are eligible for Personal time off.</p> <p>Hours must be used by the employee's next employment anniversary date. Unused hours are forfeited, except as prohibited by state law.</p>	<p>Full-time: 40 hours upon hire, and each year on their anniversary date</p> <p>Part-time: and short-service staff will accrue Personal time on a pro-rated basis</p> <p>Kitten Nursery: 24 hours at hire</p>
<p><u>Sick Time Off</u></p>	<p>All employees are eligible for Sick time.</p>	<p>Full-time: 56 hours upon hire, and 80 hours each year on their anniversary date</p> <p>Part-time: 56 hours upon hire, and 56 hours each year on their anniversary date</p>
<p><u>Company Paid Holidays</u></p>	<p>Regular full-time and part-time employees scheduled for at least 30 hours per week are eligible.</p> <p>Part-time employees scheduled for fewer than 30 hours per week and veterinary interns are not eligible.</p>	<p>There are 10 paid holidays per year:</p> <ul style="list-style-type: none"> • New Year's Day • Martin Luther King Jr. Day • Memorial Day • Juneteenth • Independence Day • Labor Day • Election Day • Thanksgiving Day • Day after Thanksgiving • Christmas Day
<p><u>Tuition Assistance Program (TAP)</u></p>	<p>Employees are eligible after 1 year of employment.</p>	<p>\$5,250 (prorated for part time employees) for tuition, books, and fees for accredited courses in: behavioral rehabilitation, criminal justice, forensics, shelter medicine, and veterinary technician licensure.</p>

