



UNC
HEALTH CARE

Employee Benefits Summary

University of North Carolina Health Care System Employee Benefit Program Summary

UNC Health Care is committed to offering a competitive benefits program for UNC Health Care employees. Our benefits options extend beyond retirement contributions and health care benefits. UNC Health Care employees enjoy the opportunity to participate in programs like Flexible Spending Accounts, College Savings Accounts, Long Term Care Insurance, Supplement Retirement accounts including 403(b), 401(k), and 457 plans, and UNC Health Care's Career Development Education programs.

UNC Health Care is aware of employees' needs for time off from work, whether for planned rest and recreation, or for personal illness and emergencies, and the importance of income continuation in those instances. Our Paid Time Off (PTO) program allows employees to manage their own paid time off and use it wisely. It even has a cash ability option.

UNC Health Care regularly assesses its benefit programs to provide the greatest possible value to employees.

The UNC Health Care Employee Benefits Office and its Staff are ready to assist employees with benefits enrollment, changes, or participation questions. For more information contact UNC Health Care's Employee Benefits Office at (919) 966-2027 or e-mail at Benefits@unch.unc.edu.

Thank you,

Bill Rotella

Vice President of Human Resources
UNC Health Care

VISIT UNC HEALTH CARE'S BENEFITS ONLINE WEB SITE AT:
www.unchealthcare.org/benefits

Core Benefits

Retirement Plan – Teachers’ and State Employees’ Retirement System

Regular employees working 30 or more hours per week are required to participate in the State of North Carolina’s retirement plan and are vested after ten years of creditable service. This is a Defined Benefit Plan; the retirement benefit is determined by factoring the employee’s years of service and average salary over the highest four consecutive years. Participation is automatic for all eligible employees and requires a pre-tax employee contribution equal to 6% of salary. A Death Benefit, plus Short and Long Term Disability benefits are also included with employee participation in the State of North Carolina’s retirement plan and are described below.

Retirement benefits include a monthly pension guaranteed for life and access to retiree Health Insurance benefits. The full retirement benefit program is described on the North Carolina State Retirement System’s Web site: www.MyNCRetirement.com.

Who’s Eligible	Who Pays	Effective Date
Regular employees, 30 + hours/week	UNC Health Care and Employee	Immediate participation

Medical Insurance – North Carolina State Health Plan

Employees and their dependents are eligible for coverage under the North Carolina State Health Plan. There are two plan options available: SmartChoice Basic and SmartChoice Standard. These PPO plans are administered by Blue Cross & Blue Shield of North Carolina and utilize the Blue Options provider network. Prescription drugs and in-network office visits are covered by copay. Hospital stays, hospital-based treatments and out-of-network office visits may be subject to copay, deductible and coinsurance. Dental Care services are not included, full program benefits are described at www.SHPNC.org.

UNC Health Care pays the monthly premium for regular, 30+ hour employees enrolled in SmartChoice Basic and most of the premium associated with the SmartChoice Standard plans. Coverage for dependents and regular employees working 20 to 29 hours is available and is a shared expense by the employee and UNC Health Care.

Who’s Eligible	Who Pays	Effective Date
Regular employees, 30 + hours/week	UNC Health Care and Employee	First of month after hire or first of following month
Regular employees, 20 to 29 hours/week	Employee	First of month after hire or first of following month

UNC Health Care launched a special benefit to help lower the cost of health insurance for its employees and their families. This benefit applies to regular employees who work 20 or more hours a week and participate in the State Health Plan. Employees do not need to elect this benefit, it is provided automatically to all eligible employees.

The Health Insurance Special Pay is a pay supplement that is added to the employee’s paycheck after Health Insurance Premiums are deducted. This effectively lowers the net cost of each monthly premium.

Disability Income – Teachers’ and State Employees’ Retirement System

The **Disability Income Plan of North Carolina** provides Short Term Disability coverage after one year of membership with the Teachers’ and State Employees’ Retirement System, and Long Term Disability coverage after five years of membership (employees hired August 1, 2011 and after must have 10 years). Short Term Disability provides 50% of the member’s salary up to \$3,000 a month following a 60 day elimination period and is available for the first 12 months of disability. Long Term Disability provides 65% of the member’s salary up to \$3,900 a month and is available following the first 12 months of disability up to age 65 or until the member is eligible for retirement. Enrollment is automatic with participation in the Teachers’ and State Employees’ Retirement System.

Who’s Eligible	Who Pays	Effective Date
Regular employees, 30 + hours/week	UNC Health Care and Employee	After one year or 5 (10) years of contributions

Paid Time Off – PTO

PTO Leave credits for Full-time employees (80 hours appointments):

Years of Service	Biweekly Accrual*	Total Annual Accrual*
< 5	11.539 hours	300 hours
5 but less than 10	12.500 hours	325 hours
10 but less than 15	13.462 hours	350 hours
15 but less than 20	14.423 hours	375 hours
20+	15.385 hours	400 hours

*Accrual is pro-rated for Part-time employees (less than 80 hour appointment)

The maximum amount of leave that can be carried forward into the next year is 280 hours. Excess hours are rolled into a Long Term Sick Leave Bank at year end; these hours may be used in the event of an extended illness or applied as credits towards retirement. Employees may also choose to participate in the PTO Sell Back program.

Who's Eligible	Who Pays	Effective Date
Regular employees, 20 + hours/week	UNC Health Care	Immediate

Family and Medical Leave (FMLA)

Eligible employees are entitled to a total of 12 workweeks of leave, paid or unpaid, during a 12-month period for one of the following reasons: birth; adoption; foster care; illness of child, spouse, parent or employee.

Who's Eligible	Who Pays	Effective Date
Regular employees who have worked at least 1040 hours in the 12 months prior to taking leave	UNC Health Care	After 1040 work hours and approval of leave

Military Leave

Military Leave with or without pay shall be granted up to 120 working hours (pro-rated for part-time employees) during the Federal fiscal year for any time of active military duty. This does not apply to members on extended active duty.

Who's Eligible	Who Pays	Effective Date
All employees who are members of Reserve Components for the United States Armed Forces	UNC Health Care	Immediate

Voluntary Shared Leave

This program allows employees to donate leave to co-workers and other State employees who have exhausted their leave due to health reasons. Employees who exhaust their leave for health reasons may apply for donations under this program.

Who's Eligible	Who Pays	Effective Date
Regular employees, 20 + hours/week	UNC Health Care	Twenty day waiting period

Longevity Pay

Longevity pay is a bonus paid to long-term State employees. Longevity paid is applied as a lump sum payment once per year, and is calculated as a percentage of the employee's base annual salary. For more information, refer to the Longevity Pay policy.

Who's Eligible	Who Pays	Effective Date
Regular classified employees, 20 + hours/week	UNC Health Care	After 10 years of service

Supplemental Benefits

Supplemental Retirement Plans

Employees may participate in a Supplemental Retirement Plan in addition to the 6% contribution to the State of North Carolina's retirement plan. Participation is voluntary and contributions are immediately vested. Three types of plans are available; none receive a matching employer contribution. The employee contribution limit for 2010 is \$16,500 if under age 50 or \$22,000 if age 50 or above. This limit applies jointly to 401k and 403b plans (combined 401k/403b plan contributions may not exceed limit) but separately to the 457 plan. Employees who wish to maximize their retirement savings may contribute up to the limit to 401k/403b plans and contribute up to the limit again to a 457 plan. Employees can elect to start, stop or change their contribution amounts at any time and have direct control over the way their contributions are allocated amongst their investment options.

NC 401(k) Plan: A State-sponsored plan administered by Prudential Retirement; accepts both traditional pre-tax and Roth after-tax contributions.

403(b) Plans: Pre-tax and Roth after-tax investment options offered by Fidelity Investments and TIAA-CREF, sponsored by UNC Health Care.

Deferred Compensation (457) Plan: A State-sponsored plan administered by Prudential Retirement.

Who's Eligible	Who Pays	Effective Date
403(b): Employees who pay FICA	Employee	Immediate upon enrollment
457: Regular employees, 20 + hours/week	Employee	Immediate upon enrollment
401(k): Regular employees, 30 + hours/week	Employee	Immediate upon enrollment

Group Term Life Insurance – Metropolitan Life Insurance (MetLife)

UNC Health Care offers a Group Term Life Insurance program that employees may participate in to cover themselves and their eligible dependents. Employee coverage is available up to five times the employee's annual salary; coverage for a spouse or legal Domestic Partner is \$25,000; coverage for children is \$10,000. Premiums are deducted on an after-tax basis and depend on the employee's age and coverage amount. Employees may add supplemental Accidental Death and Dismemberment coverage which provides additional benefit if death occurs due to an accident. NCFlex Life and AD&D policies are also available.

Enrollment in the MetLife Life Insurance program includes access to a free Will Preparation program through Hyatt Legal Plans, a MetLife company. The service provides eligible employees and their spouses with access to a participating plan attorney for preparing or updating a will. The service covers the legal fees for this service when using a participating attorney.

Who's Eligible	Who Pays	Effective Date
Regular employees, 20 + hours/week	Employee	First of second month after hire

Death Benefit

The Teachers' and State Employees' Retirement System provides a Death Benefit after one year of membership. This Death Benefit works like life insurance – if the employee dies during active employment a lump-sum payment equal to one time his or her annual salary is paid to the beneficiaries. This benefit pays a minimum of \$25,000 and a maximum of \$50,000.

Who's Eligible	Who Pays	Effective Date
Regular classified employees, 30 + hours/week	UNC Health Care and Employee	After 1 year of retirement contributions

Flexible Spending Accounts – NCFlex

There are Flexible Spending Account benefits available for health care expenses and for dependent day care expenses. These benefits are offered by the Office of State Personnel through the NCFlex benefits program; enrollment must be completed within 30 days of hire and require annual re-enrollment. Employees estimate their expenses for the plan year and an account is set up with their election amount. As expenses are incurred during the year, members submit a claim form and are reimbursed from their account up to their available balance. Pre-tax payroll deductions are made during the year to fund the account(s) up to the election amount. The net result is tax savings on any health care and/or dependent day care expenses incurred.

Note that any balance(s) remaining at plan year end will revert to the State and are essentially lost; balances do not roll from one year to the next. Annual re-enrollment is required to continue participation. Details on the Flexible Spending Account benefits are available at www.NCFlex.org.

Who's Eligible	Who Pays	Effective Date
Regular employees, 20 + hours/week	Employee	First of month after hire

Dental Care Insurance – NCFlex

Dental care services are **not** included with the State Health Plan Health insurance. Dental care insurance is available from the Office of State Personnel through the NCFlex benefits program. This program offers comprehensive dental care services including examinations, cleanings, and surgery. Employees may cover themselves and any eligible dependents. Employees are encouraged to enroll when first eligible as waiting periods apply to all late enrollments. Details on the dental care benefit are available at www.NCFlex.org.

Who's Eligible	Who Pays	Effective Date
Regular employees, 20 + hours/week	Employee	First of month after hire

Vision Care Insurance – NCFlex

Vision care insurance is available from the Office of State Personnel through the NCFlex benefits program. This program offers comprehensive vision care services including examinations and materials (glasses and contact lenses) or materials only. Employees may cover themselves and any eligible dependents. The plan includes discounts for additional services. Details on the vision care benefit are available at www.NCFlex.org.

Who's Eligible	Who Pays	Effective Date
Regular employees, 20 + hours/week	Employee	First of month after hire

Cancer Insurance – NCFlex

Cancer insurance is available from the Office of State Personnel through the NCFlex benefits program. This program reimburses the member for cancer-related expenses such as lodging, transportation and hospital services that are not typically covered by health insurance. The benefit also extends to 29 other diseases and conditions as specified in the plan document. Two levels of coverage are available; employees may cover themselves and any eligible dependents. Details on the cancer insurance benefit are available at www.NCFlex.org.

Who's Eligible	Who Pays	Effective Date
Regular employees, 20 + hours/week	Employee	First of month after hire

Critical Illness Insurance – NCFlex

Critical illness insurance is available from the Office of State Personnel through the NCFlex benefits program. The benefit pays a lump-sum payment if the employee or eligible dependent experiences a covered condition. This lump-sum payment may be spent any way the employee chooses. Covered conditions include cancer-related events such as new diagnoses and bone-marrow transplants, heart-related conditions such as heart attacks and strokes, and other major conditions such as a major organ transplant and kidney failure. Details on the critical illness benefit are available at www.NCFlex.org.

Who's Eligible	Who Pays	Effective Date
Regular employees, 20 + hours/week	Employee	First of month after hire

Group Term Life Insurance – NCFlex

Group Term Life Insurance is available from the Office of State Personnel through the NCFlex benefits program. Employees may insure themselves for up to five times their annual salary. Premiums are collected on a pre-tax basis. Details on the NCFlex Group Term Life Insurance benefit are available at www.NCFlex.org.

Who's Eligible	Who Pays	Effective Date
Regular employees, 20 + hours/week	Employee	First of month after hire

Accidental Death & Dismemberment Insurance – NCFlex

Accidental Death and Dismemberment Insurance is available from the Office of State Personnel through the NCFlex benefits program. Employees may insure themselves and their family for up to \$500,000. Premiums are collected on a pre-tax basis. Details on the NCFlex Accidental Death and Dismemberment Insurance benefit are available at www.NCFlex.org.

Who's Eligible	Who Pays	Effective Date
Regular employees, 20 + hours/week	Employee	First of month after hire

Universal Life Insurance – UNUM

UNC Health Care offers “whole” life insurance to regular employees who work 20 or more hours per week and have at least one year service. This plan is administered by Unum. Employees are able to enroll in this life insurance plan via an annual enrollment period. Premiums for this life insurance benefit are deducted on a post-tax basis and vary by employee. Employees must enroll within 30 days of new hire or status change date.

Who's Eligible	Who Pays	Effective Date
Regular employees, 20 + hours/week	Employee	First of second month after hire

Supplemental Disability Insurance – Liberty Mutual

Supplemental Disability Insurance is available to provide additional coverage over and above the benefits provided by the Disability Income Plan of North Carolina (see Disability Insurance). This supplemental disability program provides a monthly benefit equal to two-thirds of the employee's monthly pay minus any benefit received from the Disability Income Plan. This benefit is provided beginning with the 91st day of disability and continues for the duration of the disability or until retirement. Premiums are deducted on an after-tax basis and depend on the employee's base annual salary and State Retirement Plan membership.

Who's Eligible	Who Pays	Effective Date
Regular employees, 30 + hours/week	Employee	First of second month after hire

Long Term Care Insurance – State Health Plan / Prudential Financial

Long Term Care Insurance can help cover the costs of custodial care that employees or their loved ones may need, including care received at home, in a nursing home or in an assisted living facility. Covered conditions include strokes, Alzheimer's disease, and other prolonged serious illnesses. Premiums are deducted on an after-tax basis and do increase as age increases or health declines; they may only increase on a rate class basis. This plan is offered by the North Carolina State Health Plan and is administered by Prudential Financial.

Who's Eligible	Who Pays	Effective Date
Regular employees, 20 + hours/week	Employee	First of month after hire

Auto and Homeowners Insurance

UNC Health Care offers a group insurance program through MetLife Auto and Home. Participants enjoy a group discount and may pay insurance premiums via a convenient payroll deduction. Coverage is available for Automobile, Boat Owners, Home Owners, Fire, Renters, Mobile Home, Condominium, Personnel Excess Liability, Recreational Vehicles, and Landlord's Rental Dwelling.

Who's Eligible	Who Pays	Effective Date
Regular employees, 20 + hours/week	Employee	Immediately

MetLaw Legal Plan

UNC Health Care offers a legal group insurance program through Hyatt Legal (a MetLife Company). Participants enjoy a group discount and may pay insurance premiums via a convenient payroll deduction. An unlimited advance and office consultations on personal legal matters is available with an attorney of the employee's choice. For more details go to www.unchcsbenefits.com and click METLAW.

Who's Eligible	Who Pays	Effective Date
Regular employees, 20 + hours/week	Employee	First of month after hire

Employee Programs

Employee Recreation

Employees have access to a number of employee discounts through the Employee Recreation office. Discounts are available for a broad variety of goods and services including theme park tickets, movie theater tickets and sporting events.

Who's Eligible	Who Pays	Effective Date
All regular employees	Employee	Immediately

Optical Shop Discount

UNC Optical is a full service optical shop staffed by NC licensed opticians. UNC Health Care employees and immediate family receive a 20% discount on all prescription eyewear (frame and lenses) as well as non-prescription sunglasses, and may purchase eyeglasses through payroll deduction. The discount does not apply to eye exams or contact lenses.

Who's Eligible	Who Pays	Effective Date
All regular employees	Employee	Immediately

Staff & Privilege Card

Employees may purchase a Staff & Privilege card to make use of the UNC-Chapel Hill swimming pools, bowling and billiards facilities and Student Union events. Contact the UNC-Chapel Hill Student Union at 962-1449 for details.

Who's Eligible	Who Pays	Effective Date
All regular employees	Employee	Immediately

Faculty Farm

Employees may purchase membership in the UNC Faculty-Staff Recreation Association. This recreation center for faculty, staff and alumni of UNC-Chapel Hill is set in the middle of twenty-eight acres of woods and pasture and located a short distance from downtown and the UNC-Chapel Hill campus. Members have access to a club house and playground, tennis courts, pools, sports fields, and a variety of training and fitness activities for members and their families. Contact 962-3276 for details.

Who's Eligible	Who Pays	Effective Date
Regular employees, 20 + hours/week	Employee	Immediately

UNC Wellness Center

Employees may purchase discounted membership with the UNC Wellness Center at Meadowmont. Located within a spacious 52,000 square foot building, the UNC Wellness Center contains an 25 yard indoor pool, indoor track, aerobics studios, cardiovascular and strength training equipment, free weights and multi-purpose room for indoor basketball and group exercise.

Who's Eligible	Who Pays	Effective Date
All regular employees	Employee	Immediately

Tuition Reimbursement

A Tuition Reimbursement program is available for employees who seek degree programs related to any job in the health system. Reimbursement is provided only upon successful completion of the course(s) with a satisfactory grade. Please refer to the Academic Assistance policy for details and eligibility information.

Who's Eligible	Who Pays	Effective Date
Regular employees, 20 + hours/week	Employee, reimbursed by UNC Health Care	After 9 months of employment

Tuition Waiver at State Universities

A Tuition Waiver program is available for UNC Health Care employees. Eligible employees may have tuition costs waived for a course taken at any of the constituent institutions of The University of North Carolina system. Courses may be taken for career development or for personal interest. Tuition charges will be waived for up to two (2) courses per academic year and may be applied to courses such as regular undergraduate- and graduate-level courses, online courses, self-paced courses, and independent studies courses.

Who's Eligible	Who Pays	Effective Date
Regular employees, 30 + hours/week	University of North Carolina System	Immediate upon enrollment

Fee Waiver at State Universities

Employees and spouses attending any of the constituent institutions of The University of North Carolina system may obtain a Request for Waiver of Student Fees form from the Cashier's Office of the school they plan to attend. The waiver of fees results in forfeiture of student health services, athletic passes, intramural and gymnasium privileges, and access to some student union activities.

Who's Eligible	Who Pays	Effective Date
Regular employees, 30 + hours/week	University of North Carolina System	Immediate upon enrollment

Continuing Education

Employees make take approved continuing education courses and certification programs as appropriate for their job functions. Employees must discuss the course or certification program with their supervisor for approval.

Who's Eligible	Who Pays	Effective Date
Regular employees, 20 + hours/week	UNC Health Care	Immediate upon approval

College Savings Plan

Employees may participate in the North Carolina National College Savings Program (a 529 Plan) and make contributions through a convenient payroll deduction. Account earnings grow tax-free and participants may qualify for a North Carolina Income Tax deduction. Funds may be used for Qualified Higher Education Expenses, which include tuition, fees, room, board, books, and supplies and equipment required for enrollment. Visit www.CFNC.org for details.

Who's Eligible	Who Pays	Effective Date
Regular employees, 20 + hours/week	Employee	Immediate upon enrollment

Employee Assistance Program

This confidential consultation, assessment and referral service is available to employees, family members and management and can help assist with personal problems. Services include assistance with stress, alcohol/drug problems, family and marital issues, mental health concerns and emergency loan services.

Who's Eligible	Who Pays	Effective Date
All employees and family members	UNC Health Care	Immediate

Health Care Employee Loan Program

Employees have access to an emergency loan program designed for occasions when unforeseen, unplanned and unavoidable events occur that demand immediate attention and require an employee to secure funds on a short notice. Examples include threatened foreclosure or eviction from a primary residence or termination of utilities. Loans are repaid via payroll deduction.

Who's Eligible	Who Pays	Effective Date
Regular employees, 20 + hours/week	UNC Health Care and Employee	After 12 months of service

Child Care

Employees have access to childcare services at the Victory Village Daycare, the University Child Care Center facility for dependents of UNC Health Care and UNC Chapel Hill employees. The Victory Village Daycare Center is a 5 Star Rated center, the highest rating a daycare center can receive. For more information about the center review the Web site at victoryvillage.home.mindspring.com.

Who's Eligible	Who Pays	Effective Date
Regular employees, 20 + hours/week	Employee	Immediate

State Employees' Credit Union

Employees may join the North Carolina State Employees' Credit Union, which provides savings and checking accounts, IRAs, mortgages, personal loans and other banking services. Employees may fund Credit Union accounts through a convenient payroll deduction. For information and branch locations please visit www.ncsecu.org.

Who's Eligible	Who Pays	Effective Date
Regular employees, 20 + hours/week	Employee	Immediate