



**BENEFITS IN BRIEF – FIXED-TERM 10-MONTH & 12-MONTH PART-TIME FACULTY –  
APPOINTED AT LEAST HALF-TIME BUT LESS THAN FULL-TIME  
2024– 2025 YEAR**

This document is for reference only and not a contract document. The information in this summary is subject to policies, procedures, and contracts relating to each benefit plan, which are controlling as to the availability and amount of benefit coverage. Additional information about these benefit programs can be found in the **CMU Choices** plan document and benefit specific contracts, policies, certificates, or summaries. For detailed information concerning coverages, premiums, and University contributions, please contact the CMU Benefits & Wellness Office (Rowe Hall 108) at 989-774-3661 or [benefits@cmich.edu](mailto:benefits@cmich.edu).

Through **CMU Choices**, eligible employees (status of at least half-time and work the entire semester) are able to participate in the following benefit programs: medical/prescription, dental, vision, employee term life insurance, dependent term life insurance, long-term disability, flexible spending account and health savings account. The University will contribute toward the cost of the medical/prescription, employee life insurance plans, and long-term disability. Employee premium cost share is available online at [www.cmich.edu/benefits-wellness](http://www.cmich.edu/benefits-wellness).

The “plan year” for **CMU Choices** is July 1 through June 30. New University contribution rates and premium costs are effective July 1, 2024. For new fixed-term faculty who begin employment on or after July 1, 2024, all benefits are effective as of date of hire. Benefits terminate at date of termination or end of appointment. Fixed-term faculty appointed for spring semester only, will have all benefits effective January 1, 2025, and will be entitled to benefits through August 15, 2025.

**New Employees must complete the online benefit enrollment process within 30 calendar days from the employment start date. For new faculty who begin employment at the beginning of an academic semester, your 30-calendar day benefit enrollment window generally commences on the first day of the pay period in which you start work (i.e., 1<sup>st</sup> or 16<sup>th</sup> of the month).** If not enrolled by this deadline, employee will be automatically enrolled in 1.5x employee life insurance and long-term disability, and no coverage for medical/prescription, dental, vision, dependent life insurance and flexible spending account. **CMU Choices benefit elections are irrevocable for the plan year unless you experience a qualifying status change event, and a completed Status Change Request form is received in the Benefits & Wellness Office within 30 calendar days of the event.** Contact the Benefits & Wellness Office for assistance with questions related to benefit status changes, as failure to meet these requirements will prevent you from enrolling eligible dependents in insurance and/or from changing certain elections for the remainder of the year.

You may cover the following individuals on your **CMU Choices** medical/prescription, dental, vision and dependent life insurance plans: legal spouse; University-registered Other Eligible Individual (OEI); and/or eligible child(ren). Verification of dependent eligibility may be required. **Spouses and OEIs must also be covered by their employer’s medical/prescription and dental plans in order to be eligible for this coverage under your CMU health plans, unless the spouse/OEI is charged 100% of the cost of coverage through their employer.** If the spouse/OEI is also a benefit eligible CMU employee, you may each enroll individually for health coverage, or one of you may cover the other as a dependent while the other elects no coverage; only one may cover your eligible children on CMU’s health plans. Both employees may take dependent life insurance on each other and/or dependent children. For further details, refer to the Benefit Eligibility Criteria online at [www.cmich.edu/benefits-wellness](http://www.cmich.edu/benefits-wellness).

BENEFIT	WHO PAYS	ELIGIBILITY	COVERAGE
Medical/ Prescription	CMU & You	Date of Hire	<p>Eligible to enroll in one of three Preferred Provider Option (PPO) plans administered by Blue Cross Blue Shield (BCBS). The PPO 2 plan has a \$30 copay on in-network office and urgent care visits. The PPO 2 plan covers most in-network services at 80% after a \$800 individual/\$1,600 family plan year deductible.</p> <p>The HSA-Advantage High Deductible Health Plan (HDHP) is also available that covers in-network medical services at 95% after a \$2,000 individual/\$4,000 family plan year deductible. The University will make a modest contribution to the HSA and employees are also able to make pre-tax contributions.</p> <p>The HSA-Advantage Plus HDHP covers in-network medical services at 90% after a \$5,000 individual/\$10,000 family plan year deductible. The University will also make a modest contribution to the HSA for enrollees in this plan and eligible employees may make pre-tax contributions as well.</p> <p>The prescription coverage for the PPO 2 plan is administered by CVS Caremark and there is no annual deductible. The HSA-Advantage and HSA-Advantage Plus plans also have prescription coverage administered by CVS Caremark, however the annual deductible must be met before the prescription copays apply. The in-network copays for all plans range from 10% to 30% depending on the type of drug purchased. The plans mandate that generic drugs are used, or a higher copay is charged <i>plus</i> the cost difference between brand name and generic. <b>Some prescription drugs are restricted or excluded from coverage and specialty medications must be filled through CVS Specialty.</b> For some specialty medications, members may be eligible for a \$0 copay assistance program through PrudentRx.</p> <p>“No coverage” is also an option.</p>

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Dental	You	Date of Hire	<p>Eligible to enroll in one of two dental plans administered by Guardian. Both plans cover 100% of approved amount for Class I preventative services. The Core Plan has an annual benefit maximum of \$1,000 on all services (excluding preventive services) and covers 50% of approved amount for Class II &amp; III services after \$50/\$150 deductible (no orthodontia coverage). The Buy-Up Plan has no deductible and covers 75% of Class II and 50% of Class III services up to annual benefit maximum of \$1,500; this plan also covers 50% of orthodontia services for dependent children under age 19 up to a \$2,000 lifetime max.</p> <p>There is no University contribution toward the cost of dental coverage.</p> <p>“No coverage” is also an option.</p>
Vision	You	Date of Hire	<p>Eligible to enroll in one of two vision plans insured through VSP Vision Care. This is optional coverage with no University contribution. The Standard Plan covers in-network services once per plan year as follows: \$20 copay for an eye exam and \$20 copay for prescription eyeglasses; \$120 allowance for eyeglass frames (or \$170 for featured eyeglass frames) or \$120 allowance toward contact lenses. The Premium Plan covers in-network services once per plan year as follows: \$0 copay for an eye exam and \$20 copay for prescription eyeglass lenses. \$175 allowance for eyeglass frames (or \$225 for featured eyeglass frames). \$175 allowance toward contact lenses. Limited coverage is also available for out-of-network services. Discounts are available for additional complete eyewear purchases and laser vision correction when using contracted facilities.</p>
Employee Term Life with Accidental Death & Dismemberment	CMU & You	Date of Hire	<p>Employee term life insurance policy (no cash value) is through Unum. CMU will provide coverage equivalent to 1.5 times of annual base salary at no cost to the employee. Employees are required to elect a minimum of one-times base salary of coverage. Levels offered: 1, 1.5, 2, 3, or 4 times an employee’s base salary. Upon initial employment, guarantee of 3x base salary up to \$575,000 without evidence of insurability. Overall plan maximum is \$750,000 in coverage. Each coverage option contains an equal amount of additional benefit in the form of Accidental Death &amp; Dismemberment (AD&amp;D) coverage. University-paid coverage reduces by 50% at the end of the plan year in which the employee attains age 70. Value of life insurance coverage over \$50,000 is taxable income to the employee.</p>
Dependent Term Life with Accidental Death & Dismemberment	You	Date of Hire	<p>Dependent term life insurance is administered by Unum and is available on a <b>post-tax</b> basis for spouse, Other Eligible Individual (OEI) and eligible child(ren). Costs depend on the coverage level and the age of the insured for spouse/OEI coverage and a flat rate is charged per coverage level for all children covered. Guarantee of \$50,000 for spouse/OEI coverage upon initial enrollment. Spouse/OEI coverage terminates at the end of the plan year in which the spouse/OEI attains age 70. Each coverage option contains an equal amount of additional benefit in the form of Accidental Death &amp; Dismemberment (AD&amp;D) coverage. This is optional coverage paid totally by the employee.</p>
Other Eligible Individual (OEI)	----	Date of Hire	<p>Employee may designate <b>one (1)</b> Other Eligible Individual (OEI) who will be eligible for designated benefit coverage, providing ALL of the following eligibility criteria are met: the employee is not legally married; the OEI currently resides in the same residence as the employee and has done so for the last 18 continuous months, and is not a tenant; at least 18 continuous months have passed since employee has had a spouse or other OEI eligible for benefit coverage; the OEI and employee are jointly responsible for each other’s common welfare and shared financial obligations; the OEI is not a spouse under Michigan law, dependent as defined by the IRS, or in-law or step-relative of the employee; and the OEI is not eligible to inherit from the employee under the laws of interstate succession in the State of Michigan. Children of the OEI are also eligible for coverage following the guidelines for children of the employee. <b>The value of health coverage(s) provided to an OEI or their eligible child(ren) are taxable to the employee.</b> An OEI designation form and verification documentation is required.</p>
Long Term Disability	CMU	Date of Hire	<p>Long term disability insurance is through Unum. CMU will contribute to the full cost of this coverage. Coverage provides 67% of monthly base salary up to a maximum of \$10,000 per month. Benefits begin the greater of 180 days after being unable to work due to illness/injury or until paid leave is exhausted.</p>
Travel Accident Insurance	CMU	Date of Hire	<p>Automatically covered under the University plan, which provides \$500,000 to beneficiary for accidental death while traveling on University business.</p>
Flexible Spending Account (FSA)	You	Date of Hire	<p>Two types of pre-tax, employee contribution accounts administered by WEX: health care and dependent day care. Maximum plan year election is \$5,000 for dependent day care and \$3,200 for health care and is not transferable between plans. Participants are issued a debit card for processing payments of eligible expenses at qualifying merchants or may pay for expenses and submit receipts for reimbursement. Eligible health care and dependent day care expenses must be incurred during the plan year (07/01 – 06/30).</p> <p><b>Dependent day care account funds not reimbursed within 90 calendar days of end of plan year (Sept. 30) are forfeited per IRS regulations. For the health care account, up to \$640 in unused funds can be carried over into the next plan year.</b></p>

BENEFIT	WHO PAYS	ELIGIBILITY	COVERAGE
Retirement	CMU	Date of Hire	<p><b>Defined Contribution Plan:</b> Employees are eligible for CMU’s 403(b) Basic Retirement Plan. This is a defined contribution plan offering various investment options. CMU will contribute 10% of the employee’s base CMU earnings. No employee contribution is required or allowed in this plan, and employees are immediately vested. <b>New employees will be pre-enrolled in the 403(b) plan with TIAA and invested in a lifecycle fund based on their age. The University contribution commences with the date of hire.</b> The investment fund options can be changed at any time. Employees are encouraged to discuss their retirement investment options with a TIAA retirement advisor.</p> <p>Internal Revenue Code Section 401(a)(17) prohibits employers from making retirement plan contributions on the amount of annual earnings in excess of \$3450,000 (2024). If you are in this category, you may see your 403(b) University contributions reduced and/or stopped within a calendar year. This limit may be indexed for inflation in \$5,000 increments, in future years.</p> <p>The IRS 415 limit on annual additions applies to this plan; if an employee receives contributions to another 403(b) plan or a defined contribution retirement plan the employee is deemed to control (own more than 50%), the employee must report the contributions in their online TIAA account for determining compliance with this limit.</p> <p><b>Defined Benefit Plan:</b> If you are a participant or retiree of the Michigan Public School Employees Retirement System (MPSERS), CMU may be required to report your wages and withhold retirement contributions. In some cases, an employee may choose between participation in MPSERS or the defined contribution plan. Contact the Benefits &amp; Wellness office at <a href="mailto:benefits@cmich.edu">benefits@cmich.edu</a> or 989-774 – 3661 to report your current status as a member or retiree with MPSERS. Failure to report may have a negative impact on your retirement pension.</p> <p><b>Social Security:</b> The University also participates in the Social Security system.</p> <p>Fixed-term faculty in continuous half-time or greater employment prior to September 1, 1996, receive a 12% contribution on CMU earnings. A returning employee with a 12% retirement contribution whose appointment is less than half-time for any semester (excluding summer), will not receive University retirement contributions for that semester. If reemployed in a benefit eligible status at a later date, the University contribution will be lowered to a 10% contribution.</p>
Tax Deferred Investments 403(b) & 457(b)	You	Date of Hire	<p><b>Two tax-deferred investment plans</b> are available to employees who wish to supplement their retirement savings by deferring a percentage of earnings into one or both plans: a <b>403(b) plan and/or a 457(b) plan</b>. After-tax Roth contributions are also permitted. Annual deferral limitations apply to the 403(b) and 457(b) plans separately.</p> <p>Elective deferral contributions made to certain outside plans, including 403(b), 401(k), 501(c)(18), SIMPLE, SEP and Roth plans, in addition to elective deferrals to CMU’s 403(b) plan must be disclosed to the CMU Benefits &amp; Wellness Office in order to determine your elective deferral limit for the year.</p>
Retirement Education & Consultations with TIAA	----	Date of Hire	TIAA representatives are available on a regular basis for complimentary, personalized consultations about the CMU 403(b) Basic Retirement Plan and/or 403(b) or 457(b) tax-deferral plans. A TIAA representative can assist with retirement investment allocation decisions and with developing an investment strategy to meet retirement objectives. To schedule an appointment, visit <a href="http://www.tiaa.org/moc">www.tiaa.org/moc</a> or contact 800-732-8353.
Wellness Program	CMU	Date of Hire	CMU offers a comprehensive wellness program to encourage employees to improve or maintain their health and foster a high quality of life. Benefits eligible employees may participate in the online wellness rewards program with Health Advocate. The program allows eligible employees to earn rewards by participating in a wide variety of wellness activities.
Paid Sick Leave	CMU	As Accrued	<p>Eligible for an accrual of thirteen days per calendar year appointment, or 10 days per academic year appointment, prorated according to percentage of appointment. The maximum accrual is 130 days. Employees may use own sick leave accrual for illness of immediate family members. Accrual balances are retained until an employee has three (3) consecutive semesters without CMU service.</p> <p>Sick leave cannot be charged to cover absences from supplemental activities, i.e. those activities done for CMU in addition to the faculty member’s regularly assigned duties. These may include, but are not limited to, overload assignments, summer assignments, and CMU Innovation and Online (Global Campus) activities.</p>
Necessity Leave	CMU	Date of Hire	<b>Only faculty with Lecturer I, Lecturer II or Lecturer III designation are eligible.</b> Necessity leave is leave for which no other designation is appropriate. Faculty appointed at one-half (1/2) time or greater receive one (1) necessity leave day per semester, prorated based on the proportion of the faculty member’s appointment percentage compared to a full-time appointment.

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<b>Paid Vacation</b>	CMU	As Accrued; Only Available for 12-Month Faculty	<b>Paid vacation is only available for 12-month faculty.</b> Accrue one and two-thirds (1 2/3) days of vacation allowance per month for a maximum of twenty (20) days per year, prorated according to percentage of appointment. Maximum accrual is limited to thirty-seven and one-half (37.5) days. Vacations are to be scheduled with your supervisor and vacation time is to be charged for all times when the University is open and you are not performing regularly assigned duties due to personal reasons. Vacation time is accrued during periods when employee is in paid status and may not be taken in units of less than one-half (1/2) day.
<b>Funeral Leave</b>	CMU	Date of Hire	Pay for up to three (3) consecutive business days in the event of death of immediate family members or relative living in same household (including Other Eligible Individual (OEI) and Other Eligible Individual's child(ren)). Designated family members include a spouse or other eligible individual (OEI); a child; a brother, sister, brother-in-law, sister-in-law; or a parent, grandparent, parent-in-law.
<b>Military Leave</b>	----	Date of Hire	Approved leave of absence to employees who belong to the National Guard, Officers Reserves Corps, or similar military organization for active duty not to exceed fifteen (15) consecutive days in a calendar year. CMU will pay the difference between the military pay and regular pay if the military pay is less. CMU's long-term military leave policy outlines administration of leaves in excess of 15 days.
<b>Parental Leave</b>	CMU	After two (2) consecutive academic semesters	<b>Only ten (10) month, Lecturer I, Lecturer II, or Lecturer III faculty who have been employed as a Lecturer I, Lecturer II, or Lecturer III for two (2) consecutive academic semesters are eligible for Parental Leave.</b> Approved leave of absence for up to fifteen (15) days of paid leave, <u>immediately following</u> the birth of a child or an employee or the placement with the employee of a child via legal adoption or foster care. Parental leave may only be applied during the faculty member's regularly scheduled academic year appointment.
<b>Family Medical Leave Act (FMLA)</b>	----	After 12-months of employment and 1250+ hrs. of work	Employees with a qualifying medical reason or exigency are eligible for a family medical leave (FML) if they have been employed by CMU for at least twelve (12) months and have worked at least 1,250 hours during the twelve (12) month period immediately preceding the date on which the leave commences. FML runs concurrently with other leaves (personal, sick, vacation, Workers' Compensation, etc.). Employees may elect to leave up to forty (40) hours of vacation time banked prior to taking unpaid FML. Otherwise, employees are required to use all paid vacation (and all sick leave for the employee's own serious health condition) prior to a FML without pay.
<b>Tuition Benefit Plan</b>	CMU	Must be in an active pay status on the first day of classes	<b>Fixed-term faculty with at least a one semester or academic year appointment of three-quarter time or greater on the first date of the semester</b> (e.g. fall, spring) are eligible to receive pro-rated tuition credit up to twenty-four (24) credit hours per benefit year at regular, on-campus, Michigan resident undergraduate or graduate tuition rates. Tuition cost covered for College of Medicine courses will be at an amount not to exceed the regular, on-campus, Michigan resident, doctoral credit hour rate. Part-time employees are entitled to the tuition credit prorated on the proportion of their part-time appointment to full-time employment. Any fees (e.g., enrollment fees, special course fees, etc.) are not covered by this plan.  Tuition benefit amounts for graduate courses taken by the employee in excess of \$5,250 in a calendar year are considered taxable income to the employee. The employee's spouse, Other Eligible Individual (OEI) and/or IRS qualified child(ren) of employee and Other Eligible Individual (OEI) may use the employee's unused tuition benefit and may be reported as taxable income to the employee in some cases.
<b>CONNECT CMU Cellular Services</b>	You	Date of Hire	CONNECT CMU Cellular Services provides wireless plans with Verizon, AT&T and T-Mobile at a significant lower rate than retail providers. These services are available to the CMU community, including staff, faculty, alumni, retirees, and students. CONNECT CMU manages all processes from upgrades, changes, troubleshooting, and other wireless transactions. For more information, contact CMU Cellular Services at 989-774-3087 or <a href="mailto:connect@cmich.edu">connect@cmich.edu</a> .
<b>CMU Health Services</b>	You	Date of Hire	CMU faculty and staff with a one-time medical need — or who may be interested in establishing a long-term health care relationship — can visit CMU Health Services. Patients from the local community and family members of CMU faculty and staff will also be accepted. Services include same-day appointments, routine care and physicals, allergy injections, immunizations, full-service lab testing, gynecological exams, sports physicals and sports medicine, basic cardiac screening, and an easy-to-use online patient portal. CMU Health Services is conveniently located at 600 E. Preston St. (Foust Hall 200) with dedicated free Patient Only parking spots. To make an appointment, call 989-774-7585 or <a href="http://www.CMUHealth.org">www.CMUHealth.org</a> .
<b>Parking</b>	You	Date of Hire	May purchase a CMU parking permit for a single vehicle. There is no University contribution toward the cost of a permit. Contact the parking bureau through CMU Police for more information at 989-774-3083 or <a href="mailto:parking@cmich.edu">parking@cmich.edu</a> .

BENEFIT	WHO PAYS	ELIGIBILITY	COVERAGE
Electronic Pay	----	Date of Hire	<p>Employees may choose to receive their pay through:</p> <ul style="list-style-type: none"> <li>• Direct deposit – paycheck is sent directly to bank account(s) of employee’s choice at any financial institution in the United States.</li> <li>• Pay Card Program – payroll wages are deposited on a stored value debit card that is accepted at millions of locations nationwide that accept MasterCard debit cards.</li> </ul> <p>Employees should contact the CMU Payroll office at 989-774-3481 or <a href="mailto:payroll@cmich.edu">payroll@cmich.edu</a> for information and instruction on these options.</p>
Employee Assistance Program (EAP)	CMU	Date of Hire	<p>This program provides confidential assistance for a wide scope of personal matters (financial, uncertainty, anxiety, conflict, stress, substance abuse, etc.) at no cost to the participants. Eligibility for these support services extends to the employee, spouse or Other Eligible Individual (OEI), dependents and parents. Website resources include online trainings/courses, workshops, webinars and legal/financial resources. <b>The confidential support services are provided via telephone, video counseling, texting, or in-person. For more information contact Health Advocate at 866-799-2691 or <a href="http://HealthAdvocate.com/CMU">HealthAdvocate.com/CMU</a>.</b></p>
Michigan Education Savings Plan	You	Date of Hire	<p>A tax-advantaged IRC section 529 education savings plan administered by the Michigan Department of Treasury and managed by TIAA. Employees can set-up an account(s) for child, grandchild or niece/nephew and make contributions through payroll deduction. For details, visit <a href="http://www.misaves.com">www.misaves.com</a>.</p>
Discount Program	----	Date of Hire	<p><b><u>YouDecide online discount program</u></b> acts as a one-stop, single destination portal featuring hundreds of discounts from local and national providers on goods and services. Providers include arts and cultural organizations, florists, apparel, entertainment, insurance products, home improvement, and many others.</p>

University and employee contributions are applied in semi-monthly installments. All faculty are paid semi-monthly on the 15th and last day of the month, or on the last workday preceding those dates. Benefits end on the date of termination unless the faculty member is a 10-month faculty member who has worked the entire spring semester, in which case, they will be entitled to insurance coverage through August 15<sup>th</sup> of current year.

The monthly employee premium cost share is available online at [www.cmich.edu/benefits-wellness](http://www.cmich.edu/benefits-wellness).