



**Benefits at a Glance**  
**July 1, 2023 - June 30, 2024**

**Benefits Eligible Staff and Administrators (Full-time, Core, and Half-time Positions)**

Benefit Type	Plan Options	Coverage Level	Annual Premium	Description
<b>Medical Plans CIGNA</b>	OAP HSA (HDHP)	Employee	\$1,167.00	HDHP (High Deductible Health Plan)—Individual Deductible: \$1,500/\$3,000 (In/Out of Network), Family Deductible: \$3,000/\$6,000 (In/Out of Network), Once deductible is met \$0 PCP Office Visit Copay, \$30 Specialist Office Visit Copay, Prescription Drug Copays: \$0/\$25/\$45
		Employee+Spouse	\$4,622.28	
		Employee+Child	\$2,999.64	
		Employee+Children	\$4,332.36	
		Family	\$6,955.32	
	OAP-IN (HMO)	Employee	\$1,776.48	OAP-IN (Open Access Plus In-Network)—In-network coverage only—Individual Deductible: \$500, Family Deductible: \$1,500, \$20 PCP Office Visit Copay, \$35 Specialist Office Visit Copay; Prescription Drug Copays: \$10/\$25/\$45
		Employee+Spouse	\$6,844.44	
		Employee+Child	\$4,161.96	
		Employee+Children	\$5,483.04	
		Family	\$9,157.20	
	OAP (PPO)	Employee	\$2,498.52	OAP (Open Access Plus)—Coinsurance: 75/60 (In/Out Network), Individual Deductible: \$750/\$2,000 (In/Out of Network), Family Deductible: \$2,250/\$4,000 (In/Out of Network), \$25 Office Visit Copay, Prescription Drug Copays: \$10/\$25/\$45
		Employee+Spouse	\$8,737.80	
		Employee+Child	\$5,298.48	
		Employee+Children	\$7,576.08	
		Family	\$12,887.04	
<b>Voluntary Benefits CIGNA</b>	Accident Insurance Critical Illness Hospital Indemnity	Employee	Employee-paid per age/coverage. Rates available on the benefits website.	Supplemental benefit plans designed to provide additional protection for unexpected illnesses and expenses.
		Employee+Spouse		
		Employee+Child		
		Employee+Children		
		Family		
<b>HSA Bank of America</b>	Health Savings Account	-	Employee / Employer	Health Savings Account available to those who elect the <u>OAP HSA</u> . Loyola's annual contribution to the HSA is \$500 if enrolled as an individual, \$1,000 if enrolled with dependents (prorated for new hires).
<b>Dental Plans MetLife</b>	PPO Dental	Employee	\$385.20	Dental PPO Plan—In-Network and Out-of-Network benefits for preventive, basic and major services. Orthodontia benefits for children up to age 26. Deductible and coinsurance may apply.
		Two Party	\$771.84	
		Family	\$1,341.96	
	Co-Pay Dental	Employee	\$250.20	Dental Copay Plan—In-Network and Out-of-Network benefits for preventive, basic and major services. Orthodontia benefits for children up to age 26. Services covered based on fee schedule.
		Two Party	\$525.12	
		Family	\$943.32	
<b>Vision Plans VSP</b>	Core - Exam Only	Employee	Employer Paid	Core Vision—\$10 In-Network Copay for annual well-vision exam only. Glasses/contact lenses are excluded.
	Buy-up	Employee	\$135.48	Vision Buy-Up—In-Network and Out-of-Network benefits for well-vision exam and glasses/contact lenses.
		Two Party	\$200.64	
		Family	\$370.44	

<b>Life Insurance Symetra</b>	Core Life Insurance	Employee Only	Employer Paid	Option 1: 1x annual earnings (rounded up to the next higher \$1,000) to max of \$50,000 Option 2: 1 x annual earnings (rounded up to the next higher \$1,000) to a max of \$250,000.
	Supplemental Life Insurance	Employee Only	Employee-paid per age/coverage	Incremental coverage of \$25k, \$50k, \$100k or \$150k for employee.
	Spouse & Dependent Life	-	\$27.96	Spouse — \$10,000 benefit Dependent Child — \$5,000 (age 6 months to age 26)
<b>Disability Insurance Symetra</b>	Core Long-Term Disability	Employee Only	Employer Paid	66.67% of first \$12,749 of pre-disability earnings up to \$8,500 per month; after 180 day waiting period
	Long-Term Disability Buy-up	Employee Only	Employee-paid per wage calculation	66.67% of first \$12,749 pre-disability earnings up to \$8,500/month; after 90 day wait period.
<b>FSA Optum Financial</b>	Flexible Spending Accounts	-	Employee Funded	Employees set aside pre-tax dollars payroll deduct to pay for eligible expenses health care and dependent care expenses. Annual limits are set by the IRS each year.
<b>Flex Credits</b>	N/A	-	Employer Paid	\$1,000 of base flex credits provided. Additional credits provided after 6 years of employment.
<b>403(b) TIAA</b>	Loyola University Maryland Retirement Plan	-	Employee 2% Employer 9%	The University will contribute to the retirement plan after the employee has completed 1 year of continuous employment, worked 1,000 or more hours, and is age 21 years or older. Employees may choose to make pre-taxed payroll contributions on a voluntary basis with no age or service requirements. <i>NOTE: The waiting period may be waived if the employee satisfied the 1 year waiting period and 1,000 hours at a 4-year higher education institution immediately preceding (just before) their Loyola hire date.</i> To determine if the waiver applies, the employee must send the <b>Retirement Verification Form</b> to their previous employer for completion. The form is available at <a href="http://www.loyola.edu/department/hr/benefits/retirement">www.loyola.edu/department/hr/benefits/retirement</a>
<b>KEPRO</b>	Employee Assistance Program	-	Employer Paid	Provides professional and confidential assessment, referrals or short-term problem solving to eligible participants and their family members.

<b>Tuition Remission</b>	N/A	-	Employer Funded	Available to full-time staff and administrators and their legal spouses and dependent children. Core, half-time, and part-time staff and administrators are eligible for tuition remission for their own education on a prorated basis. Refer to the benefits and wellness webpage for full program details, including waiting periods and course restrictions. <i>NOTE: The 3 year waiting period for dependent tuition remission can be waived if the eligible faculty member satisfied the 3 year waiting period at a 4-year higher education institution immediately preceding (just before) their Loyola hire date.</i> To determine if the waiver applies, the faculty member must send the <b>Dependent Tuition Remission Waiver</b> to their previous employer for completion. The form is available at <a href="http://www.loyola.edu/departments/hr/benefits/tuition">www.loyola.edu/departments/hr/benefits/tuition</a> .
<b>Paid Leave</b>				
<b>Vacation</b>	Staff accrue .0389 hours for every hour worked in a 75 hour or 80 hour pay period. The full accrual is earned at the completion of each pay cycle until the staff member's total accruals reaches the limit of 75 hours or 80 hours (10 days). Vacation accruals increase as years of services increase. Administrators earn 6.25 hours every pay period until they reach the accrual maximum of 150 hours (20 days). Staff and administrators working less than 12 months or part-time accrue leave on a prorated basis. Their accrual limit is also pro-rated. Note: See the staff and administrator policy manual for the full leave policy.			
<b>Sick</b>	Staff accrue .0462 hours for every hour worked in a 75 hour or 80 hour pay period. The full accrual is earned at the completion of each pay cycle until the staff member's total accruals reaches the limit of 975 hours or 1,080 hours (180 days). Staff member's sick leave accruals increase as years of services increase. Administrators earn 6.25 hours every pay period until they reach the accrual maximum of 975 hours (180 days). Staff and administrators working less than 12 months or part-time accrue leave on a prorated basis. Their accrual limit is also pro-rated. Note: See the staff and administrator policy manual for the full leave policy.			
<b>Personal Leave</b>	Regular full-time staff are given three paid personal leave days each benefit year. New staff employees are given personal leave days on a prorated basis based on date of hire. Note: See the staff and administrator policy manual for the full leave policy.			
<b>Holidays</b>	New Year's Day, MLK, Good Friday, Easter Monday, Memorial Day and Friday before, Juneteenth, July 4th and day before or after, Labor Day, Thanksgiving Day and Friday after, Christmas Holiday(s) (number of days vary by year), one floating holiday to use between Memorial day and Labor Day			

**ADDITIONAL BENEFITS RESOURCES:** 410-617-1365 or [tbean@loyola.edu](mailto:tbean@loyola.edu) <https://www.loyola.edu/departments/hr/benefits/health-wellness>



**NOTES:**

1. The annual medical plan premiums reflect the wellness compliant premiums.
2. Benefits for newly hired eligible faculty are effective on the first of the month following or coinciding with their date of hire.
3. This communication highlights some of the benefit plans available. Your actual rights and benefits are governed by the official plan documents. If any discrepancy exists between this communication and the official plan documents, the official plan documents will always govern. The University reserves the right to change any benefit plan without notice.