

Benefits Summary

Norfolk State University is delighted to offer a total comprehensive, competitive benefits package. This is a summary of those benefits, which highlight medical, retirement, and work/life balance for qualified faculty and staff.

MEDICAL BENEFITS

Norfolk State offers a choice of medical plans that includes a prescription drug program. The plans are listed as follows:

Cova Care (Anthem)

Cova HealthAware (Aetna)

Cova HDHP (Anthem)

Kaiser Permanente

Optima Health Vantage HMO Plan

Tricare Supplement

www.dhrm.virginia.gov/employeebenefits/health-benefits/active-employees

EMPLOYEE ASSISTANCE PROGRAM (EAP)

All employees have access to the employee assistance programs (EAPs) regardless of their health care enrollment.

DENTAL AND VISION BENEFITS

Dental coverage provides preventative, diagnostic, and restorative care as well as orthodontia services. As a subscriber with The Commonwealth of Virginia, your dental benefits are administered by Delta Dental of Virginia. Vision insurance is included with all medical health plans.

FLEXIBLE SPENDING ACCOUNTS

Enrolling in a health and/or dependent care flexible spending account (FSA) allows employees who are health plan members to set aside part of their salary on a pre-tax basis each pay period to pay for certain out-of-pocket expenses. You can use a health FSA to pay for medical, dental, and vision care expenses not covered by your health plan. A dependent care FSA can be used to reimburse eligible child-care or dependent self-care expenses.

www.dhrm.virginia.gov/employeebenefits/flexible-spending-accounts

ALTERNATIVE WORK SCHEDULES

As part of the Commonwealth's efforts to support increased employee productivity and engagement, certain employees may be designated as eligible to telework some or all of a work week from home or an alternate work location.



**NORFOLK STATE
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We see the future in you.

RETIREMENT PROGRAMS

Membership in the Virginia Retirement System (VRS) is automatic for Classified employees. The VRS retirement plan is a qualified 401(a) defined benefit plan which pays eligible members a lifetime benefit amount based on years of service, age, and compensation. VRS members may also participate in the Virginia Deferred Compensation Plan. Additional information can be found at www.varetire.org (Website) 1-888-827-3847 (Telephone).

The Optional Retirement Plan for Higher Education (ORPHE) is available for Administrative & Professional Faculty and Teaching Faculty. Defined Contribution plan, retirement benefits depend on the contributions provided to the plan and investment performance of those contributions. Employer contributes 8.5% of your creditable compensation per pay date and employee contributes 5% of creditable compensation per pay date on a tax-deferred basis.

Commonwealth of Virginia 457 Deferred Compensation Plan and 401 (a) Virginia Cash Match Plan, and a 403 (b) plan are other supplemental savings plans provided to faculty and staff.

LIFE INSURANCE

Group Life Insurance Plans

Upon employment full-time Classified employees, Teaching Faculty, and Faculty Administrative Professionals are automatically enrolled in a group life insurance policy at no cost to the employee. This plan provides natural death, accidental death, and dismemberment coverage. Coverage is the equivalent of two times the employee's annual salary for natural death and four times the employee's annual salary for accidental death.

Optional Life Insurance Plans

State employees are eligible to apply for optional life insurance coverage to enroll themselves, spouse, and/or eligible children. The employee pays the premiums.

DISABILITY INSURANCE

NSU Benefits at a Glance

Long-Term and Short-Term Disability

The Virginia Sickness and Disability Plan (VSDP) provides state employees with income security when they cannot work because of a partial or total disability. The program is administered by the REED Group. VSDP benefits cover non-work-related and work-related conditions for eligible classified employees. Eligible faculty employees are provided with short-term disability benefits administered by Unum Life Insurance.

TUITION ASSISTANCE

Education Benefit Program

Norfolk State University encourages its employees to take the initiative in promoting their professional and scholarly growth. The Education Benefits Program is a discretionary fringe benefit provided by the university. Eligible employees will receive a tuition waiver for up to six (6) credit hours per semester excluding summer.

STATE EMPLOYEE DISCOUNT PROGRAMS

DHRM at its discretion posts information received from vendors that provide discounts to all state employees. Discounted products and services are provided at **no cost** to the Commonwealth of Virginia. Discounted products and services are grouped in categories which include some of the following:

- Verizon Wireless
- 24 Hour Fitness
- T-Mobile
- Samsung
- ORBITZ
- AT&T
- Massanutten Resort
- Wyndham Resorts
- Apple Employee Purchase Program

For more discounts, visit

<https://www.dhrm.virginia.gov/employee discounts>

LEAVE PROGRAMS

The following is a sample of the various leave policies available to eligible employees. Policies are available online at www.nsu.edu/human-resources/policy-manual

Annual and Sick Leave for Classified Employees

Annual leave is accrued at the end of each pay period by eligible employees. Accrual is based on an employee's percentage of full-time status and his or her years of salaried state service.

After every five years of service, the accrual rate increases by 1 hour up to a maximum of 9 hours per pay period (27 days per year) for employees having 25 years or more of service. Part-time employees' accruals are prorated based on the percentage of full-time status.

Classified employees receive 64 hours of sick leave and 32 hours of Family Personal Leave. (*These hours are prorated if a new employee starts after July 1 of the calendar year.)

Annual and Sick Leave for Administrative and Professional Faculty

Administrative and Professional Faculty and Faculty on 12-month contracts earn 2 days annual leave per month, 24 working days per year. This is in addition to holidays observed by the state.

Administrative and Professional Faculty receive 120 hours of sick leave and 40 hours of Family Personal leave. (*These hours are prorated if a new employee starts after July 1 of the calendar year.)

Parental Leave

Eligible employees with up to 8 weeks (320 hours) of paid parental leave must use it within 6 months of the birth of an infant or adoptive, foster, or custodial placement of a child under the age of 18.

Family and Medical Leave Policy (FMLA), Policy 4.20

Eligible employees are provided job protection for up to 12 weeks per leave year for FMLA – certified events. Employees may take an unpaid absence (leave without pay), charge their leave balances to be paid for the absence, or use a combination of both unpaid and paid leave for this period of time. Qualifying events may include the birth of a child; the adoption or foster care of a child; caretaking of a family member (child, spouse, or parent) with a serious health condition; an employee's own serious health condition that makes him or her unable to do his or her job; and qualifying exigency situations related to military service/members. Up to 26 weeks of unpaid leave may be provided to care for a covered service member with a serious injury or illness if the employee is the spouse, son, daughter, parent, or next of kin of the service member.

HOLIDAYS

The university observes 16 holidays per year.

New Year's Eve	New Year's Day
Martin Luther King Day	George Washington
Day* Memorial Day	Juneteenth
Independence Day	Labor Day
Columbus Day*	Election Day*
Veterans Day	Thanksgiving Day
Day After Thanksgiving	Christmas Eve
Christmas Day	

****Any holidays marked with an asterisk the University "banks" these days for a longer Christmas Break.**